Toolkit for Conference Inclusivity

The goals of this page is to provide meeting organisers guidelines that foster greater inclusivity. The resources aim to remove barriers which may deter or prevent marginalized groups in the community from attending or participating thereby resulting in a conference that is attended by all members of the community. The intention is that this is a 'living document', and the GEDC welcome any suggested additions or changes from the community.

We recommend that meeting organisers document how they plan to deliver on the commitments set out below and then report back after the conclusion of the conference. Here are a number of recommended steps.

- *Know the diversity of your community*
A good first step is to recognize the diverse make-up of your community. This way you can ensure that all groups are being represented at your meeting. There are a number of ways to gather this information: your local crystallographic society may have demographic information, or the World Directory of Crystallographers [https://www.iucr.org/people/wdc] can be searched by geography, institution, or general interest area.

- *Conference Policy on representation*
There should be a stated commitment by the conference organising committee to achieve representation of the entire community that is published before registration opens. This should be disseminated and upheld by all involved in organising sessions and inviting speakers. An example of such policies can be found at https://www.crystal33.org/conference-policy/ and http://ecm31.ecanews.org/en/speaker-policy-for-gender-balance.php.

- *Policy underpinned by a Code of Conduct*
There should be a Code of Conduct that explicitly states the expectations on behaviour within the conference and where abuses can be reported in a safe and confidential manner.   This is a requirement for IUCr sponsored events, and the code of conduct can be found on the GEDC webpage https://www.iucr.org/iucr/governance/advisory-committees/gedc.

- *Statement on Accessibility*
There should be consideration of how accessible the conference is for all groups. This may include consideration of the physical access and maneuverability around the venue for those that require special assistance to attend the conference in-person or via a virtual platform. It should be recognised that the advent of virtual or hybrid conferences has resulted in improved accessibility for minority groups (https://www.nature.com/articles/s41893-021-00823-2) and that hybrid options should be adopted where appropriate and affordable. Are there asynchronous options?

Additionally, meeting organisers could specifically consider the following:
- Have attendees been provided a contact to discuss any additional assistance required?
- How accessible is the venue to those with disabilities?
- Are there any special considerations that need to be made for a sector of your community?

- *Provision of Funding for Accessibility Needs*

Where possible, consideration should be given in conference budgets for grants to increase participation from parents of young children and for any needs flagged by those requiring special assistance in attending the conference. Can daycare resources be provided at a reduced cost at the venue?

- *Networking and discussion on diversity issues*

Diversity representation is everybody's business. The program schedule should include time for discussion of equity and diversity issues, including any update on progress, achievements, and approach. This may be in the form of a workshop session, or if appropriate through abstract submissions.

Where identified, provide networking session or reception for those advocating for a particular minority representation or affinity group.

- *Collect and Report the Data*

The key to tracking and understanding equity and diversity issues is to see if policy goals are being achieved through the collection and reporting of data. A continued commitment to reporting the data, supported by the sponsor organisation, will enable long-term trends and improvements to be monitored. It is recommended that a survey, preferably online and anonymous, be available for all attendees which can assist in the understanding of your community's diversity.