



## **CAASTRO Guidelines for conferences**

*This document should be read in conjunction with the CAASTRO's Code of Conduct and other policies.*

### **Before the conference**

- Make sure that the conference Scientific Organising Committee (SOC) and Local Organising Committee (LOC) are diverse. This should include gender, race and age diversity.
- Some nations have laws and customs that may be dangerous to queer people. Consideration of this should be taken when choosing a conference destination.
- Use the CAASTRO Code of Conduct statement in the opening remarks (slide available) describing commitment to equity and diversity and anti-harassment policies<sup>i</sup>
- Ensure that the list of invited speakers, session chairs, and contributed speakers includes gender, race and age diversity.
- Women with primary carer responsibilities are more likely to decline conference invitations. Initiatives to alleviate this known bias include:
  - provide child care for parents with young families
  - make sure that the venue includes a private 'family room' for new mothers;
  - be mindful of how the scheduling the conference affects people with children or other family caring responsibilities (e.g. weekends, school holidays, etc.);
  - if possible, offer travel and/or accommodation support for partners.
- Ensure that the venue is accessible for people with disabilities
- Consider inviting and supporting participants from disadvantaged countries.
- Follow-up with invited speakers if they decline the invitation to understand the reason why people (especially those from underrepresented groups) respond negatively.

### **During the conference**

- Appoint a number of 'duty officers' who can be contacted in the event that someone is experiencing a problem at the conference (not just the conference organiser but peers). Make the email and phone number of these officers available to conference attendees.
- Plan the conference social events at family-friendly venues and times.
- Make sure with the session chairs ensure diversity of people asking questions
- Have someone from the LOC keep track of the gender/seniority level etc. of people asking questions and other conference demographics.

Credit: Based on the CAS guidelines for promoting equity & diversity at conferences and meetings.

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<sup>i</sup> There have been negative reactions to this Code of Conduct, so please be prepared for all responses. Most people are delighted that you have the Code and will tell you so.