# CEPLAS
## Cluster of Excellence on Plant Sciences

# Checklist for inclusive event planning @CEPLAS

## CEPLAS Equal Opportunity Office 2023

This planning checklist intends to provide some fundamental guidelines to make CEPLAS events- whether small internal team-meeting or larger public events- as inclusive as possible. While there are a variety of diversity-aspects one has to keep in mind when striving for an inclusive activity (e.g. people across cultures, gender, race, age, non-native speakers, family responsibilities, status, physical abilities/ qualities, sexual orientation/gender identity, religious affiliations, educational backgrounds) this checklist represents a starting point focusing mainly on three main aspects: family-friendliness, gender sensitivity and accessibility. The checklist will be progressively developed further. For specific issues outside of the guideline or for the planning of a bigger events, please contact the CEPLAS Equal Opportunity and Diversity Office. We are more than happy to assist you.

## Family-friendliness (events and meetings)

- Compulsory events, committee-meetings or other important dates for cluster-related activities should, if possible, be scheduled during the normal opening hours of family supporting facilities such as day-care centres (ca. 8 – 16 h) to enable CEPLAS members with family responsibilities to attend them. If this is not be feasible, please make sure that the event organizer contacts the CEPLAS Equal Opportunity Office, to organize on site / short term childcare.

| 2023 | |
|---|---|
| **Semester lecture period** ... -03.02. 03.04. - 14.07. 09.10. - ... *Regular day-care openings hours* 8 – 15.30h *Regular school schedule* 8 – 16.30h | **School Holidays NRW** ... – 06.01. 03.04. - 15.04. 30.05. 22.06.- 04.08. 02.10. - 14.10. 21.12.-... |

- For recurring meetings throughout the year (e.g. CEPLAS-Friday, RA meetings) periodic queries should be made, as to confirm the suitability of the appointment

- Send out invitations as early as possible (restricted time budgets of researchers with children; time for planning to be released from family duties)

- Consider differences in the time budget of people with and without family responsibilities and limit meetings if possible, to the planed schedule.

- If possible, please avoid setting important events and meetings during school holidays (overview on the right)

- When planning internal events (e.g. selection workshops) address actively the possibility of flexible scheduling for researchers with family responsibilities in your emails. Try to accommodate the availability of parents by giving them priority in choosing a suitable timeslot (e.g. interviews selection workshops)

- When planning external events: ensure that the venue has the option to set up designated rooms such as a baby care room, a lactation room. Should this not be the case, work out a feasible solution with the organizers.

- If possible, stream the live event also online, so that participation is equally possible remotely

For questions or suggestions please don't hesitate to contact us:
equality@ceplas.de or visit www.ceplas.eu/en/about-us/equality/

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## Gender sensitivity when organizing public events

**Strive for gender balance on the panel & ensure equal or at least fair representation of women\* and persons from other underrepresented groups in science (e.g. non-white, non-binary, different physical qualities/disabilities).**

- Be proactive in identifying qualified speakers and panellists from under-represented groups.  Ensure proper time is given to researching and sourcing of moderators/speakers/panellists from underrepresented groups in science e.g. female\*, non-white. Ask for recommendation from other PIs/CIs, past speakers or current confirmed speakers' suggestions. Alternatively, have a look on designated websites such as:

  — The Portal to Excellent Women Academics - AcademiaNet

  — FemTECH Frauen in Forschung und Technologie

  — femconsult – Datenbank für promovierte und habilitierte Wissenschaftlerinnen aus dem deutschsprachigen Raum

  — Network of Alexander von Humboldt Foundation Fellows

  — 500 Women Scientists

  — SpeakerinnenListe

- Proactively contact encouraging women or non-binary experts in the field of interest, even if they are not well known yet

- Identify channels that will effectively reach potential women participants – such as networks, women's NGOs

- When promoting the event, make sure the images for the media depict a balanced represenation of all genders

- For the discussion/Q&A session, encourage hosts to allow a female\* audience member to speak up first (following recommendations from studies indicating gender-skewed/ male dominated question periods at seminars and academic conferences)

## Accessibility

- When scheduling internal events (e.g. selection workshops): actively mention in your invitation email that we are happy to accommodate any accessibility needs the participants might have.
  **Examples:**
  *„Please let us know of any accessibility needs"* or
  *„We strive to provide an inclusive and welcoming environment for all our events and meetings. Please contact us if you would like to discuss any particular requirements you might have"*

- When promoting larger events with registration requirement, include query of participants' accessibility needs in advance of an activity
  — registration procedures: e.g. option "Accessibility needs"
  — public announcement with feedback option

- In the case of openly accessible, large events with spontaneous participation opportunities, most accessibility arrangements must be planned from the outset

- When needed, provide sign language services or offer assistive learning devices (ALD) or closed captions if audience members request services

**Further example:**
Diversity, Equity, and Inclusion Event Planning Checklist of the Columbia Business School