



Registered charity number: 207890

# Quick guide to running an inclusive event

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## Organising committee

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- Use a diverse team of individuals for the organisation of an event in order to provide balanced views and reduce the risk of unconscious bias
- Take time in decision making

## Venue

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- Ensure the venue has appropriate access requirements for all
- Provide maps in advance
- Provide large text resources (consider font, format) if appropriate
- Reserve the most accessible seats for those with access requirements
- Consider the corridor width for those with access requirements (crutches, canes, wheelchairs etc)
- Ensure that bathroom facilities are accessible for all (and consider distance to these especially for those with access requirements)
- Consider the length of time participants might be required to stand, and provide seating for those who cannot stand for long periods

- Events must have efficient hearing loop access
- Ensure that microphones are available
- Encourage session chairs to clearly repeat questions from audience members
- Consider use of a sign-language interpreter or visualising speech if required
- Provide inclusive catering (considering dietary requirements, provision of alcohol, religious observances)
- Consider making the event remotely accessible (e.g. live streaming, or recording)
- Collect feedback on the inclusivity of your event venue

## Registration

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- Consider inclusion and diversity in any language or imagery used
- Provide the text of the Royal Society of Chemistry code of conduct and a tick box that signals the registrant agrees to abide by it
- Enforce a zero tolerance approach to harassment
- Provide information on accessibility services offered
- Request information on any additional accessibility needs
- Use an open text box for dietary requirements (collect dietary and access requirements separately)
- If there will be a photographer, include information and how to opt out
- Consider inclusion in all marketing materials – use appropriate language and images, being careful not to perpetuate negative stereotypes

# Participants

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- Collect diversity monitoring data on participants, session chairs and speakers
- Consider advertisement (channels, location, formats) of event
- Consider your current criteria for shortlisting speakers and session chairs – suggest more potential speakers/session chairs from underrepresented groups
- Change the wording on speaker/session chair invitations to be more inclusive – avoid requesting a speaker demonstrates ‘excellence in the field’, instead consider their valuable experience and skills
- Actively select diverse speakers/session chairs
- Ensure all participants are aware of the Royal Society of Chemistry’s position on and commitment to inclusion and diversity and our code of conduct
- All Royal Society of Chemistry events must consider inclusion and diversity
- Increase awareness of the importance of role models at events
- Provide session chairs with methods to improve diversity at question times e.g. wait an extra minute until everyone wishing to ask a question expresses their intent, don’t ask overrepresented groups first
- Encourage session chairs to collect informal monitoring data on who asks questions at question time
- Collect feedback from participants on the inclusivity of the event

# Review

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- Use equality monitoring data and feedback to review the event and improve future practice