

**ANZAMEMS Equity & Diversity Subcommittee
February 2018**

**Equity and Inclusivity Guidelines for ANZAMEMS Conference and
Event Planners**

Conference Committee/Equity & Diversity Subcommittee Liaison

A member of the Conference Committee will be co-opted onto the Equity and Diversity subcommittee throughout conference planning to facilitate communications on these and related issues.

Diversity officers

At least 4 (four) ANZAMEMS Diversity Officers will be available to members during a conference. The Officers will normally include the person co-opted from the conference committee onto the Equity and Diversity subcommittee, and at least 3 (three) currently serving ANZAMEMS Diversity Officers. The names of these individuals are to be circulated to members in advance of the conference, via the conference website, and their presence signalled at the conference proper. The Equity and Diversity subcommittee email address will also be prominently displayed on the conference website.

The Conference Subcommittee member co-opted by the Equity & Diversity Subcommittee is responsible for ensuring that at least 4 (four) Diversity Officers will be present at the conference. In the event that less than 4 Officers are attending, they may appoint Diversity Officers from the Conference Subcommittee for the duration of the conference. The names of these individuals should be promoted to members as above. They may also appoint additional Diversity Officers from the Conference Subcommittee, should they so choose.

Diversity Officers at conferences and those responsible for organising events will have on hand information relating to local campus security, campus counselling, and, in the case of a conference, a direct line to the conference chair.

Communications

Official correspondence, such as Calls for Papers, Social Media statements, etc. will endeavour to use inclusive (non-sexist, non-racist, non-homophobic, non-ableist) language. Ideally, these will be checked and approved by the ANZAMEMS Equity & Diversity Subcommittee before distribution.

Calls for Papers that include panels and sessions will aim to encourage organisers to include a diverse combination of speakers (i.e. male and female, junior and senior). They should not, however, solicit personal information from potential speakers/proposers.

Calls for Registration will ask attendees to specify how they wish to their names and affiliations appear on their name badges. All attendees should be given the opportunity to nominate their preferred pronoun (he, she, they, etc.).

Programming

Conferences should begin with either an Indigenous Welcome to Country or a mihi whakatau, following appropriate consultation with local Indigenous communities. It is advised that budgetary and programming allowances be made for such a Welcome/Greeting from the start of planning. Events other than conferences should consider opening with an appropriate Acknowledgment of Country or Greeting.

In their selection of keynotes, Conference Committees will aim to include a diverse line-up that involves a combination of male and female scholars, scholars of colour and those from ethnically diverse backgrounds, scholars from/or working outside of the US/Anglophone/European axis, and scholars from different career stages, including ECR scholars. The final line-up is, of course, subject to the availability of the individuals approached, but a diverse range of keynotes can be assured if the Conference Committee compiles a solid list of potential speakers from the outset.

There is currently no official ANZAMEMS policy on the selection of abstracts. Paper and panel selection is at the discretion of the Conference Committee. Insofar as it is possible, submissions will be assessed without any personal information relating to the speaker(s) or proposer. In making selections and programming panels/sessions the Equity and Diversity Subcommittee encourages the Conference Committee to be aware of all forms of bias, including unconscious bias.

With respect to panels and sessions in particular, Conference Committees are encouraged to prioritise diversity by endeavouring to ensure that a range of speakers is represented. This includes (but is not limited to) scholars of all genders, scholars of colour and those from ethnically diverse backgrounds, scholars and researchers from different career stages, affiliated and non-affiliated. ANZAMEMS' preference is for diversity among the speakers in an individual session or panel; but where this proves difficult or impossible, organisers might consider introducing diversity through their choice of session Chair.

The Conference Committee will endeavour to organise an open plenary session designed to reflect on current issues in the discipline relating especially to equity, diversity and inclusion, whether in scholarly practices, in research methods and materials, or both. Ideally, this session will be scheduled as a plenary session - that is, it should not clash with any other conference panels or events, and should be scheduled during conference hours. A discussion panel will aim to include researchers from a range of backgrounds, perspectives, and career stages. The focus of these sessions might change at each conference, perhaps in relation to the conference theme, but could at least partly consider the issues in terms of Australasian concerns and possible contributions to the field's larger agenda of inclusion.

Accessibility, Facilities and Catering

Accessible spaces are vital. Convenient sign-posting for toilets, including accessible and gender non-specific facilities should be posted at central access points in all relevant buildings and in a programme map.

Conference organisers will aim to provide a private breastfeeding space in or close to the conference space should also be made available.

If possible, conference organisers will make microphones available in every room.

A wide variety of dietary requirements and preferences should be amply catered for.

Event/Session Management and Etiquette

ANZAMEMS does not accept bullying and harassment of any kind, whether intellectual, institutional, or personal, either at sponsored events or online.

Following consultation with local indigenous communities, the Conference Committee might consider making available to session chairs a brief, localised Acknowledgment of Country or equivalent. Such an Acknowledgment would then be circulated to chairs in advance. Delivery of the acknowledgment is at the session chair's own discretion.

Organisers will plan to make guidelines on event/session etiquette available to participants in advance of the event, and reiterated either in person or in writing at registration. In the case of a conference, these should be displayed on the conference website and in the conference programme.

The aim of such guidelines would normally be to emphasise the importance of observing equity and inclusivity priorities as part of session etiquette, and should include a comment on the respectful use of social media during the conference/event. They should also direct members to the current ANZAMEMS Equity and Diversity Statement online. The MLA offers comprehensive participant guidelines: <https://www.mla.org/Convention/MLA-2018/Information-for-Attendees/Policies>