

# CREATING INCLUSIVE EVENTS

## ASTRO 3D

### ABOUT ASTRO 3D

- The **ARC Centre of Excellence in All Sky Astrophysics in 3 Dimensions (ASTRO 3D)** unifies over 200 world-leading astronomers to understand the evolution of the matter, light, and elements from the Big Bang to the present day.
- ASTRO 3D is committed to equality of opportunity and to a pro-active and inclusive approach, with the Centre's **Equity, Diversity and Inclusion Committee** creating and implementing a number of policies to support and encourage all under-represented groups and promote an inclusive culture and values diversity.
- Here we discuss our **Guide for Inclusive Meetings** to incorporate inclusion and equality into ASTRO 3D meetings.



### PLANNING A MEETING

- **Set goals** for equity and inclusion (eg: representation of gender, career stages, institutional affiliations etc)
- Choose a diverse and representative **organising committee**
- Ensure funding is sought for **childcare** and accessibility
- Use **inclusive language and images** in promoting the event
- Ask participants if they need **specialist assistance**
- Encourage indication of **preferred pronouns**
- Pro-actively find and review as diverse a group of **potential speakers** as possible
- Avoid **scheduling** standard work hours



### DURING THE MEETING

- Prepare a **Welcome or Acknowledgement of Country**
- Make a simple **statement** that inclusion is important
- Verbally acknowledge and draw attention to the **Code of Conduct**
- Ensure **slides** use at least 18 point font with high-contrast backgrounds
- Ensure every presenter has an **audience**
- Remind presenters to **use microphones**
- **Moderate Q&A** session with an awareness of inclusion
- Prepare **event signage** using large print and contrasting colours
- Collect **feedback** from participants on inclusion and consider collecting data on participation
- Where appropriate, plan activities to help participants **connect**.



Download our full ASTRO 3D Guide for Inclusive Meetings here by scanning the QR code:



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