

## Equality Impact Assessment (EIA)

### Section 1: Monitoring and Review Details

Please complete your details and contact information in the spaces provided.

EIA Author:	Maria Tsiko
Service Area:	Centre for Postdoctoral Development in Infrastructure, Cities, and Energy
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### Section 2: About the policy

Please describe what you are impact assessing and who it applies to.

Title/Name of policy:	<b>C-DICE Event Organisation</b>		
Aims/description/purpose:	The aim is to ensure that there are no barriers to groups with protected characteristics that would deter them from participating in C-DICE events. If the EIA establishes a potential for negative impact, proper action will be taken to mitigate it.		
People it applies to:	✓ Staff	✓ Researchers	✓ Stakeholders/ ✓ Visitors

### Section 3: Assessing the impact

Based on your evidence, which equality groups might this policy affect more or less than others (if any)?

Protected Characteristic Group:	Potential Impact on this Group	Actions Taken to Mitigate Impact and Advance Equality Inclusion and Diversity
Disability	Venues with accessibility issues may deter people with disabilities from attending events.	To create an inclusive environment and a sense of belonging for disabled attendees we will ensure they are not disadvantaged physically by considering their accessibility concerns and facilitating their access requests. We will choose venues for our events that are fully accessible.

		<p>We will send a pre-event survey for access requirements and ensure the venue has step-free access from the pavement to the main room. Rooms will be set to ensure that enough space will be available for wheelchair users.</p> <p>Clear, detailed and updated accessibility instructions will be sent out to registered members well in advance regarding access the building, hearing induction loops, ramps to get onto stages and other relevant aspects.</p> <p>If they cannot attend in person, we have the option to record the event and share the recording afterwards.</p> <p>C-DICE members will follow and share the following guidance with the contributors to the events:</p> <p>We will ensure that the PowerPoints slides have accessible fonts, with dark text on a light background;—any videos used will be accompanied by subtitles and large rooms will have appropriate sound system.</p> <p>The materials used during the event will be circulated afterwards to the attendees.</p> <p>We will accommodate any dietary requirements. We will send a pre-event survey to collect participants’ catering requirements. Vegetarian food options will be the standard option for our events.</p> <p>We will ensure we book extra rooms that will work as quiet space to allow attendees that do not prefer to be in crowded spaces to remain in a quiet room with a video-link, to get a break</p>
	<p>Attendees with visual and hearing impairment can find it hard to keep up with the material used during the presentation/talks of the events if their needs are not accommodated.</p> <p>Dietary Requirements</p> <p>Mental health: People with mental health issues might be discouraged from participating in events if there is no arrangement for a designated quiet space.</p>	

		<p>from networking, or to eat alone without feeling awkward.</p> <p>This additional space can be occupied for breastfeeding, prayers and can also be used by attendees with pain issues who need to administer medication, and/or other disabilities.</p>
Gender reassignment	Attendees who are transitioning, haven't transitioned or are thinking of transitioning (i.e., they live in a different gender to the one they were assigned at birth) need support and understanding from their cis gender peers (i.e., those who continue to live in the gender they were assigned at birth).	To actively facilitate their participation and raise awareness, we will include an optional gender neutral 'Mx' title option in the registration form or badges, or alternatively not use any pronouns at all. During events we will encourage the use of gender-neutral language where relevant, and ensure we are aware and use preferred pronouns. We will also indicate to attendees where the gender-neutral toilets are located if they are available.
Marriage or civil partnership	No impact detected	
Pregnancy and maternity	<p>Attendees with caring responsibilities have reduced availability.</p> <p>Networking sessions are important for events and conferences as they provide opportunities for collaboration. If these are scheduled at the end of the day of the event, attendees with caring responsibilities might not be able to attend.</p> <p>Attendees with caring responsibilities might not be able to attend within short notice as they will not have the appropriate time to arrange childcare.</p>	<p>Events will be held in core hours, so no expectation is created to stay after hours.</p> <p>We will schedule at least one networking session at a different time of the day (e.g., at lunchtime).</p> <p>Events are organised with at least one month's notice.</p> <p>Alternatively, if they cannot attend in person, we have the option to record the event and share the recording.</p>

	Dietary Requirements	Pregnant women will need to have labelled food so they are aware of what they can and cannot consume.
Race	<p>Not including speakers from different races and ethnicities to an event panel can create a non-diverse environment. Lack of reasonable racial and ethnic balance or diversity in the speaker line-up can contribute to a non-diverse environment.</p> <p>When diversity is not considered by event facilitators, BAME participants might not be given a voice at conferences.</p>	<p>To make events as inclusive as possible we will ensure an inclusive panel, by inviting speakers of different races and ethnicities.</p> <p>Ground rules will be set at the beginning of every C-DICE event to encourage participation from under-represented groups. BAME attendees will be encouraged to ask questions.</p>
Religion or belief	<p>UK religious holidays are based on the Christian calendar, and this is problematic for those who observe other religious festivals and may need to miss events.</p> <p>Dietary requirements</p>	<p>When setting dates for C-DICE events, we will use the 'Key religious and awareness dates' calendar created by Loughborough University to avoid any clash with religious festivals.</p> <p>All catering will be clearly labelled to satisfy the dietary requirement of the attendees.</p>
Sexual orientation	<p>Conferences held in locations where there is discrimination against people of specific genders or sexual orientations will make such participants feel less safe and comfortable, discouraged from participating, creating thus an environment of exclusion.</p>	<p>C-DICE prioritises the safety of our event participants. We will ensure that when holding events, locations where laws and societal norms discriminate against people of specific genders or sexual orientations will not be chosen. A compelling reason has to be stated if an event is held in such a place and additional support will be provided to people from the LGBTQ+ community. If a location is deemed unsafe for women to travel alone, they will receive similar support. Some measures to ensure the safety and to prevent any incidents will be the provision from C-DICE of shuttle buses and lists of recommended taxi companies, including those with women drivers.</p>

Sex (gender)	<p>Gender diversity can be hindered if the panel has no women speakers.</p> <p>Women are less likely to ask questions in an event<sup>1</sup>. When diversity is not considered by event facilitators, women might not be given a voice at conferences.</p>	<p>We will invite women to be part of panels and give presentations at our events.</p> <p>If there is only one woman on a panel, we will ensure that she is not consistently last to speak.</p> <p>Women will be encouraged to ask questions.</p> <p>The event facilitators will be asked to be alert regarding the need to consider the diversity of the people who ask questions and to include everyone in their group discussions.</p> <p>Ground rules will be established at the beginning of the event to remind people to be mindful of giving everyone a voice.</p>
Age	<p>If the majority of the speakers are older and/or established academics, that might hinder early career academics or PhD student participants to actively participate during Q&amp;A sessions.</p>	<p>We can ensure a balance regarding the age of the speakers that we invite.</p> <p>As we want to ensure that our events are inclusive, where everyone feels able to participate, we will encourage input and questions from younger attendees or early career researchers during the Q&amp;A sessions.</p>

## Section 4: Final Decision

Final Decision	Tick the relevant box	Explanation / justification
<b>Option 1:</b> No barriers identified. Activity will proceed.	✓	No barriers have been detected so far. We can proceed with the C-DICE activities.
<b>Option 2:</b> You can adapt or change the policy in a way which you think will eliminate the bias.		

<sup>1</sup> Hinsley, Amy, William J. Sutherland and Alison Johnston. 2017. "Men ask more questions than women at a scientific conference". *Plos One*. October 16. <https://doi.org/10.1371/journal.pone.0185534>

<p><b>Option 3:</b> Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified.</p>		
<p><b>Option 4:</b> Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.</p>		

## Section 5: Evidence Gathering and Engagement

### What evidence has been used for this assessment?

We have utilised best practice guidance on running inclusive events:

<https://reachwater.org.uk/resource/best-practice-guide-developing-inclusive-conferences/>  
<https://www.futurefocusedfinance.nhs.uk/sites/default/files/event%20EDI%20guidance.pdf>  
<https://documents.manchester.ac.uk/display.aspx?DocID=11993>

And research on encouraging a diverse range of voices and opinions at conferences:

<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0185534>  
<https://www.sciencemag.org/careers/2017/10/women-ask-fewer-questions-men-conferencetalks-new-studies-suggest>