

# DEIA resources for virtual (co-creation) events

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# INTRODUCTION

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Below you can find a non-exhaustive list of resources on how to plan, disseminate, and conduct virtual (co-creation) events that promote diversity, equity, and inclusion. Recent discussions have expanded DEI to include accessibility (DEIA), as such you can also find resources on accessibility below. While the focus of the resources is on virtual events, many key take-aways and action items are applicable to in-person events as well.

Please note: Some of the resources listed below may fall into more than one 'category' as these are closely interlinked.

## D-DIVERSITY

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- Resource for creating and fostering a diverse community. Center for Scientific Collaboration and Community Engagement. (2024) ***The garden metaphor for community management: Essays and reflection questions to unlock your community programming through metaphor.*** Pratt and Woodley. <https://zenodo.org/records/10849575>
- Commentary on increasing and fostering diversity in the academic setting. Kamerlin S. C. L. (2020). ***When we increase diversity in academia, we all win.*** EMBO reports, 21(12), e51994. <https://doi.org/10.15252/embr.202051994>

### Key take-aways and a selection of action items:

- Think about the layout of meetings you organise:
  - Who is speaking and for how long?
  - Are the speakers representative of the composition of meeting participants?
  - Prioritize diversity when selecting presenters and participants
- Welcome participants from diverse backgrounds and provide support to previously absent or excluded members if needed:
  - Consider who is participating and what barriers exist

# E-EQUITY

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- Collection of tenets and principles to foster equity-based co-creation practices. Mulvale G, Moll S, Phoenix M, et al. (2024) **Co-creating a new Charter for equitable and inclusive co-creation: insights from an international forum of academic and lived experience experts**. BMJ Open. DOI: <https://doi.org/10.1136/bmjopen-2023-078950>
- Podcast episode on two male researchers who became gender-equity allies after witnessing how female colleagues were treated in meetings and job interviews. Gender-equity: no all-male panels at conferences or meetings. Working Scientist podcast (2021) **Science diversified: The men who say no to manels**. DOI: <https://doi.org/10.1038/d41586-021-00165-1>

## Key take-aways and a selection of action items:

- Consider equity-deserving groups (Black, Indigenous and people of colour (BIPoC), disability, Mad, LGBTQIA+ and Deaf communities, as well as other minoritized groups) by:
  - valuing lived experiences:
    - try and seek out voices of those often not prioritized
  - establishing safe spaces, and engage in open and respectful dialogue:
    - participants should feel comfortable to choose how much and if they would like to share, and should feel supported irrespective of their decision
  - operationalising inclusivity:
    - try and overcome barriers by addressing e.g.,
      - language (closed captioning, translation services, sign-language services)
      - financial aspects (funding to cover travels or participation fees)
      - physical aspects (accessible virtual / in-person meeting spaces) aspects (funding to cover travels or participation fees)
      - psychosocial aspects (establish different engagement possibilities, create engagement guidelines)
- Do not organize or participate in an all-male panels or discussion groups
- Be aware of existing inequalities

# I-INCLUSION

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- Glossary on inclusive language (non-exhaustive list). Center for Scientific Collaboration and Community Engagement. (2021) **CSCCE Glossary: Inclusive Language in Community Building**. Woodley, Pratt, Bakker, Bertipaglia, Dow, El Zein, Johns, Kuwana, Lower, Roca, and Santistevan. <https://zenodo.org/records/5718783>
- A guide to organizing inclusive scientific meetings, from planning to conducting and assessing the event. (2023) **Inclusive Scientific Meetings – where to begin**. <https://500womenscientists.org/inclusive-scientific-meetings>
- A list of tips to foster inclusion and accessibility of virtual events by providing meeting texts in different formats. Center for Scientific Collaboration and Community Engagement. (2020) **DEI Tip Sheet: Captioning, subtitles, and transcription for online meetings and events**. Pratt, Santistevan, Woodley, Butland, and Gould van Praag. <https://zenodo.org/records/4268671>
- Supporting deaf and hard-of-hearing researchers during events, meetings, and work life. Denis Meuthen (2022) **I'm a lip-reading scientist: here's how I can discuss science with you**. <https://doi.org/10.1038/d41586-022-00230-3>

## Key take-aways and a selection of action items:

- Create a safe space for participants and provide opportunities for them to voice their requests and needs by e.g.,
  - asking for dietary requirements at the registration (for in-person events)
  - providing live captions and transcripts of meetings and events
  - having a free-text box in registration forms for people to describe any additional accommodations they may need to be able to participate
- Be intentional in the language used in written, spoken, or other forms of communication.
- Draft and enforce policies on appropriate behaviour. For example, a Code of Conduct should be developed, visible, widely shared, and applied.
- Hold all participants accountable and to the same standards of behaviour.
- Welcome and value ideas from all event participants.

# A-ACCESSIBILITY

- Blog post on **prioritising accessibility when organising online events** by Serah Rono and Emily Lescak (The Carpentries): <https://carpentries.org/blog/2021/02/prioritising-accessibility-virtual-events/>
  - with corresponding checklist and resources: <https://carpentries.org/files/pdf/accessibility-checklist-virtual-events.pdf>
- Tip sheet on accessibility guiding questions. Center for Open Scientific Collaboration and Community Engagement. (2023) **DEI Tip Sheet: Virtual event accessibility guiding questions**. [BA1] Carpenter, Kobilka, Pratt, Sanghvi, Wright, Bellini Saibene, Ye, and Woodley. DOI: <https://zenodo.org/records/8043909> This one is so good! - maybe we can highlight "FEK & ABB recommended reading" - everyone in TIER2 should review this! [BA1]
- Two short videos on **creating accessible virtual community spaces**: <https://www.cscce.org/2023/02/24/february-community-call-recap-creating-accessible-community-spaces-online/#more-8252>
- Collection of available **tools to support accessibility** (part of the Digital Engagement Accessibility Toolkit): <https://www.astc.org/digital-accessibility-toolkit/tool-types/>
- Tips for **accessible online communication material** (part of the Digital Engagement Accessibility Toolkit): <https://www.astc.org/digital-accessibility-toolkit/accessible-communication-and-events/>
- Step-by-step instructions from Microsoft to **make you PowerPoint presentations accessible**: <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>
- Tips and strategies for **making your presentations accessible**: <https://www.washington.edu/doit/how-can-you-make-your-presentation-accessible> (from the Disabilities, Opportunities, Internetworking, and Technology (DO-IT) Center at the University of Washington)

## Key take-aways and a selection of action items:

- Use a guiding question when planning a meeting: Can everyone (participants with and without disabilities) get the same information, perform the same interactions, and participate fully in the event?

- Be aware of different disabilities and differing needs:
  - These can be visual, auditory, speech, mobility, cognitive/neurodivergent. Disabilities can be permanent or situational.
- Use tools to check for any potential accessibility issues on websites, documents, visuals, etc. used in connection to the event.