

## CDEI Events Guidelines

This document will be used as suggested community guidelines for WHOI events, seminars, socials, workshops, etc.

### Code of Conduct

- Event organizers commit to upholding WHOI's policies on [Anti-Harassment](#) and [Improper Conduct](#), and they commit to taking appropriate action if any of WHOI's policies are violated at their event.
- Event organizers are encouraged to create and present their own code of conduct for the individual event or series of events.
  - Such codes of conduct should be presented to participants at the beginning of the event (or the first event in a series), and should be readily available to participants throughout the duration of the event.
  - Such codes of conduct should include explicit explanations of expected behavior, unacceptable behavior, methods of reporting misconduct, and consequences of misconduct.
  - Examples of good event codes of conduct: [OCB](#), [Carpentries](#),
- Event organizers are expected to cultivate an environment of openness, inclusivity, anti-racism, and anti-harassment at their event.

### Speaker/Presenter Selection

- Events with speakers, panels, or presentations are expected to have a diverse line-up of presenters across, at a minimum, race/ethnicity, and gender.
  - Be aware of the "[Diversity Tax](#)" on minority academics.
  - For seminar series and repeated events, keep demographic information on speakers to track representation over time.
  - Consider inviting remote speakers via webinars/Zoom.

### Event Accessibility and Inclusion

- Events are required to meet ADA guidelines, including accessible building entry and seating, captioning or deaf interpreters when required, clear signage, etc.
- Ensure that events are promoted broadly to enhance inclusion in different mediums.
  - Provide contact information for the event organizers to allow accommodation requests from participants.
- When sending RSVP forms, include questions about accommodations and inclusion.
  - For example: dietary restrictions, interpretation services or captioning, accessible seating, preferred pronouns if badges are used, etc.
  - Provide an option for guests to fill in custom accommodations.
- Consider avoiding scheduling an event on a major religious holiday or festival.
- Providing catering that is accessible across religious/cultural diets

## **Event Evaluation and Metrics**

- Both short and long-term metrics will help ensure that the comprehensive process of the events from planning to execution is accessible and inclusive.
- Events are encouraged to keep track of demographic information on organizers, attendees and speakers, when appropriate.
  - Gender, racial and ethnic identities, disability status, etc.
  - Metrics for demographics of attendees should include a “prefer not to disclose option” for every demographic question.
- Ensure that datasets on demographic information is de-identified to limit risk of exposure of confidential or sensitive information.
- Provide feedback forms to event attendees to review diversity and inclusion of the event.