Participants

- Consider where and how you will advertise the event (channels, location, formats) in order to attract a diverse range of participants and attendees in the chemical sciences.

- Consider your current criteria for shortlisting speakers and session chairs – suggest more potential speakers and chairs from underrepresented groups.

- Ensure your invitations use inclusive wording. Avoid requesting that a speaker demonstrate 'excellence in the field'; instead, consider their valuable experience and skills.

- Actively select a diverse range of speakers and session chairs. For example, the Royal Society of Chemistry's policy is that women must make up at least a third of speakers and chairs at all RSC-sponsored events.

- Collect diversity monitoring data. We would be happy to share good practice on ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ - get in touch with us at ▮▮▮▮▮▮▮▮▮.

- Establish and make clear your zero-tolerance approach to harassment. Provide a clear and well-publicised code of conduct that makes specific reference to protected characteristics, for example the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮, and a tick box that signals the registrant agrees to abide by it.

- Consider and communicate whether child▮ (tr)▮ndr▮mple▮O this▮ (g)]T▮TEM 0 0 1O scn.OO▮BD▮e

Venue

Sensory considerations

- Consider how to mitigate sensory issues for attendees
  with access needs, for example: lighting too bright, too
  low or f ickering; background noise, including low-level continuous noise or fragranced air fresheners.
- Ensure that there is a working hearing loop (you can purchase or hire portable hearing loops if not

Event format

- Consider switching onsite events to hybrid events. Alternately, make onsite events accessible remotely by livestreaming or providing a recording afterwards.

- Provide a clear programme as far in advance as possible.

- Build regular 'access breaks' into the event programme, for example, a 5–10 minute rest break every 60 minutes, or a 15-minute break every 90 minutes.

- Give people a choice as to whether and how they engage with others. Some people need a break from communication. For example, make it possible for people to opt out of networking or breakout discussion activities.

- Provide alternative ways to ask questions, such as via a physical question box, social media hashtag,

Audience engagement

Did you know?

- Research has found that ▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮.

- ▮

Review