



CHECKLIST FOR EVENT ORGANISERS

Some suggestions to support your efforts to achieve a gender balanced event:

- **Strive to achieve 50:50 gender balance:** Force the question - if we don't have gender balance, why not?
- **Distribute topics** so that diverse voices are heard on hard and soft topics.
- **Ensure speaker criteria are not inadvertently biased.** e.g. Targeting senior leaders in many STEMM disciplines will leave very few female options.
- **Book and confirm female speakers early** so your first promotion includes a diverse line-up.
- **Ask around.** Women can be found. Ask other panellists, industry insiders, women's organisations. Look at past conferences, boards, industry associations.

WELCOME

Acknowledging the traditional owners of the land on which meetings are held has been normalised and is expected. It reminds us all of the importance of being inclusive and respectful.

Following the welcome to or acknowledgement of country, some suggested wording for UON hosted events that are gender diverse, inclusive and respectful might be:

The University of Newcastle values inclusivity and diversity. We are committed to making the necessary changes to ensure we are a community where everyone is respected and respectful. Thank you again for helping us be the best we can all be and please, if there is any aspect of this event that you feel undermines this effort, please let us know so it can be addressed.