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## Guidelines for Gender and Diversity

### Introduction

EMA recognises that the value of scientific meetings is enhanced by including participants from all segments of the scientific population in both the planning and conduct of such meetings, and when attendees are assured of a safe, respectful, and inclusive environment free from discrimination, harassment or any barriers that may prevent or inhibit full participation. Research has shown that women are under-represented in scientific meetings and implicit bias plays an important role in generating these gender differences. As meeting participation provides opportunities for career development, network building and increasing visibility, gender bias can have measurable effects on the careers of female scientists.

While gender inequity may not be deliberate, addressing it must be. Meeting organisers should make a concerted effort to achieve an appropriate representation of women and other individuals who have typically been under-represented in science. This includes all events co-organized or endorsed by the EMA, such as [JEMS](#) and [ESM](#), and those supported by a [technical sponsorship](#). Addressing gender and equality issues is a compulsory item when making a bid for these events, including pre-event evaluation, and post-event evaluation. Gender equity is not only about addressing the needs of female scientists and students – it is about ensuring the long-term creativity and vibrancy of the whole magnetism community.

While these guidelines focus primarily on gender, EMA recognizes that gender equity and balance is just one set of issues within a broader agenda for a fair society. The association recognizes the importance of addressing a wider range of inequalities based on gender, race, disability status, age, sexual orientation, marital status, nationality and social class. However, in response to increasing concerns over the lack of gender equity and balance in Physics, and research showing that gender balance and equity remains a persistent problem in academic work environments, EMA has chosen to address gender equity and balance initially. Nonetheless, many of the guidelines issued here will also serve to address inequalities in all areas.

These guidelines are endorsed by the EMA as a whole. Queries and comments can be sent to the Officer for Gender and Diversity, Dr. Nuala Caffrey.

## Recommendations

Organizers should focus on those activities that will have an immediate and practical gain for female scientists and students. More intangible benefits for the whole community will follow.

- Develop and Distribute a Code of Conduct
  - Establish an event 'code of conduct' with clearly stated expectations of behaviour, systems of reporting, and procedures for addressing inappropriate behaviour, up to and including removal from the event. Ideally, participants should be required to agree to abide by the Code of Conduct at registration. The document should be clear and accessible to all meeting attendees and distributed via the event website and social media platforms. It should also be highlighted at the event opening sessions. For large events, the appointment of a non-affiliated 'Safety Officer' should be considered to enforce the Code of Conduct.
- Committee / Board Structure.
  - Every effort should be made to appoint female scientists to event organisational committees.
  - All committees and boards involved in the planning and convening of events should adopt the basic principle of gender equity; they could commit to monitor gender balance, acknowledge progress or deficits, and implement clear actions to achieve change if required.
- Gender Balance of Speaker List
  - Event organisers should keep gender balance at the forefront of their deliberations when considering the event programme and the speaker composition. Implicit bias means that the names of men come to mind quicker when considering speakers who possesses a particular expertise. Research has also shown that women generally must have achieved more to be recognized as having that expertise. The Chair should be cognizant of this and bring it clearly to the attention of the organizing committee members.
  - The gender balance of speakers should approximately reflect the community from which they are drawn. As a guideline, at the European level, 38% of doctoral graduates in the physical sciences are female. This drops to less than 15% at full professor level (She Figures report, 2021). This calculator may be useful: <http://aanandprasad.com/diversity-calculator>
- Recognise Family/Caring Commitments
  - Women are disproportionately responsible for childcare and other caring responsibilities, and many decline speaking invitations or do not attend scientific events as a result. Identify professional childcare options in the event area and communicate those options to potential event attendees and speakers. If the budget allows, offer childcare grants to subsidize local childcare costs or the travel costs of an extra caregiver. Make suitable nursing / lactation rooms available and advertise their availability. If a keynote or plenary speaker declines an invitation due to caring responsibilities, offer to 'hold the space' for the following year if appropriate.
- Social Events
  - Ensure all social events offered as part of the event programme are respectful of the gender, nationality, and ethnicity of participants.
  - If social events are held at some distance from the participants' accommodation, ensure that safe and accessible means of transport are available. Be aware that some participants may not

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feel safe taking public transport alone at night in an unfamiliar environment and will therefore avoid social events. This can be avoided by, e.g., tasking an official volunteer with guiding participants on public transport at a designated time, or by providing private transport.

- Evaluation and Reporting
  - Track positive and negative developments over time and identify areas for improvement. Record the number of attending female scientists, their position (junior, senior, etc), and the level of their participation. The gender disaggregated acceptance rate of invited speakers as a percentage of total invitations made should be recorded and differences examined. If evaluation forms are used to solicit feedback from students at, e.g., a school, extract gender-disaggregated information.
  - Ensure the event commitment to gender diversity is public. Before the event, place relevant diversity policies in a visible location on the event website and distribute it to the organising committees. For example, “Our policy is to achieve a gender balance of > 30% women in our speaker list (40% of our attendees are women). In 2022, 20% of our speakers are women. We plan to improve this in 2023. All feedback and suggestions on this matter can be sent to ...”. After the event, the conference website and social media channels should report on the gender balance of attendees, invited speakers, selected speakers, committee members, and chairs.