Faculty of Sport and Exercise Medicine UK

FSEM Event Organising Checklist

The FSEM are committed to ensuring all our events are accessible in relation to equality, diversity and inclusion (EDI), whether you are attending an event in person or online, as a delegate or presenter

Planning considerations

- ❑ Is the **organising committee** diverse and gender balanced?
- ❑ **Attendees' demographics**[1] are requested in event application
- ❑ Ensure a **diversity of speakers** and panel members (sex, gender, ethnicity, disability etc.)
- ❑ **Event timings** consider the start and finish times to allow for EDI factors, religious days and carers responsibilities
- ❑ All areas are **accessible** – all floors, display rooms, consider ramps, lifts, speaker platforms.
- ❑ **Lactation Space**[2] **(**Breastfeeding room**)** is available, signposted, equipped, is comfortable and allows privacy etc.
- ❑ Dedicated **multi-faith**[3] **or no faith prayer** / contemplation room
- ❑ Location is **accessible** for all, has ample car parking with disability access and/or good public transport, bicycle storage
- ❑ **Refreshments and food** cater for dietary, religious, medical requirements and offer nutritious food. Water is freely available at all times.
- ❑ An **emergency plan** is written specific to the location and announced at the start of the event. Ensure all attendees understand it.

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[1] Demographics – Age, Sex, Gender, Sexual orientation, Race, Occupation, Disability, Carers, Breast feeding, Students, Retired, Overseas attendees, language, etc.

[2] Lactation Room Setup Guide | Human Resources University of Michigan (umich.edu)

[3] Multi-Faith-Room-Guidance.pdf (southampton.ac.uk)

- ❑ Consider **learning difficulties**[4]. Adaptations may be useful (e.g. colours, large font)
- ❑ Funding options for students, low paid staff, carers, part-time workers, retired and possible financial assistance for some groups.
- ❑ Publicity and joining instructions are sent well in advance with clear logistical information
- ❑ Evaluation and feedback method is accessible and understood by all delegates and speakers

Venue

- ❑ Offer live stream and on-demand content to remove geographical and financial barriers and provide a variety of accessible options for event content
- ❑ Physical access to the facility, rooms, stage allows for disabilities
- ❑ Confirm lactation space / breast feeding facilities / nappy changing room
- ❑ Virtual presentations are available for speakers unable to attend in person
- ❑ Creche facilities at the event
- ❑ Networking event time and place encompasses accessibility for all
- ❑ Rooms and spaces are comfortable, airy, well-ventilated with minimal noise
- ❑ Lifts are available for rooms on upper floors
- ❑ Rooms are set up in round table format to facilitate networking and refreshment breaks
- ❑ BSL, hearing loops and large print handouts are available on request
- ❑ All online content is translated or transcribed, and for larger events provide a BSL stream if required
- ❑ Abstracts submitted for prizes are anonymised

After the Event

- ❑ Post event evaluation includes questions on EDI to consider protected characteristics for future events
- ❑ Lessons learned passed to organiser
- ❑ Certificates distributed

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[4] British Dyslexia Association (bdadyslexia.org.uk)