**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](https://www.whoi.edu/page.do?pid=18997&ct=901&cid=842&print=this) and [Improper Conduct](https://www.whoi.edu/website/institution-policy/index?ct=901&cid=904), 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](https://www.us-ocb.org/about/ocb-program-code-of-conduct/), [Carpentries](https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html),
* 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”](https://www.nature.com/articles/d41586-020-01920-6) 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

NOTE: I’d like to link WHOI’s ADA guidelines here, but I can’t find any. Does this exist within HR?

**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.