



GUIDELINES TO PROMOTE INCLUSION STARTING FROM GENDER EQUALITY IN EVENTS ORGANIZED OR SPONSORED BY THE UNIVERSITY OF TRENTO

INTRODUCTION

There are still numerous cases of panels of events and initiatives (conferences, seminars, round tables and others), as well as boards and scientific committees, that show significant asymmetry in their composition, with reference to gender and also other differences, such as physical ability, gender identity, age, geographical origin, ethnicity, etc.

In order to promote greater inclusion and fairer representation, the University of Trento adopts the following guidelines, inviting structures, scientific committees and organizing committees to consider them when organizing public events. However, it is necessary to take into account that in some disciplines there are still significant gender imbalances, therefore the risk of overburdening persons belonging to the less represented gender must be avoided.

GUIDELINES

When organizing events, Departments, Centres, Schools and other structures, as well as scientific and organizing committees, are encouraged to:

1. Pay attention to enhancing differences, starting from gender differences, when defining the list of interventions

Define, as far as possible, the list of major and minor contributions to be made at conferences, seminars, round tables and other events in a gender-balanced way to avoid reinforcing stereotypes regarding scientific expertise. As far as possible, it is recommended to ensure a presence of at least 30 percent of the least represented gender. It is recommended to avoid involving the less represented gender only in secondary or minor roles.



2. Promote an inclusive culture when planning and organising events

When planning and organising events, adopt an overall approach that pays attention to accessibility and inclusion of differences, starting from gender differences, promoting a balanced composition of organising committees and scientific committees. The University's commitment to promote gender balance and the inclusion and enhancement of differences (gender, age, ethnic-cultural affiliation, disability, etc.) can be recalled in the different organization and implementation stages, including by inviting participants to adopt language that is inclusive and respectful of differences and an attitude aimed at promoting full and effective participation.

3. Ensure fair visibility and promotion of research

Promote an inclusive environment that fosters gender balance, giving visibility in teaching and research activities and ensuring that everyone has equal opportunities to network and promote their research, as well as to acquire social and economic standing; to this end, it is necessary to take action to especially protect persons belonging to the underrepresented gender in the various scientific-disciplinary fields.

4. Promote inclusive environment and language, with reference to all differences starting from gender differences

Adopt and highlight good practices to involve and include all differences (age, ethnic-cultural affiliation, disability, etc.), starting with gender differences, across all University events and actions. It is recommended to ensure that the necessary measures to promote equal accessibility are implemented and that inclusive language is used in communication relating to the event as well as in the preparation of posters and iconographic and photographic materials relating to the event, pursuant to relevant [University Guidelines](#). It is recommended that roles be referred to with due regard to the gender of the person covering that role and that inclusive expressions be used (e.g., student community, teaching staff). In the event of invitations to participate in events that do not guarantee



respect for differences (including but not limited to gender differences), invitees are invited to consider the possibility to decline the invitation, also referring to these Guidelines.

5. Take into consideration work-life balance needs

Consider the work-life balance needs of people attending the event, choosing times that are as inclusive as possible (e.g., ensuring compliance with the schedule of the event) and considering the possibility to activate support services where relevant conditions are met. Consideration should be given to the use of video conferencing platforms to encourage attendance at the event.

6. Provide financial contributions when there are equal opportunities objectives

With reference to the University's allocation of financial contributions for scientific events, it is recommended that attention to instances of inclusion and gender balance also be considered as a necessary condition to provide support for such events; in particular, where it is not possible to guarantee the involvement of a sufficient number of people of both genders in the event or activity for which funding is requested, the organising/scientific committee is asked to provide a specific justification. Departments, Centres, Schools, and other structures may consider refraining from granting their sponsorship or funding when an event does not ensure an adequate gender balance and/or enhancement of differences.

7. Promote data collection on gender equality and inclusion objectives.

The University is committed to adopt procedures to monitor compliance with these Guidelines, with particular reference to the composition of panels and the adoption of tools to promote the objectives of gender equality and enhancement of differences, including by way of participating in national or international projects or initiatives on this issue.