

## **A Practical Guide to Making Events Inclusive to those with Parenting and/or Caring Responsibilities**

The following suggestions are intended as a practical guide aimed at those organising events to help make them inclusive to those with parenting and/or caring responsibilities. All of these are meant as suggestions which event organisers might want to consider. It is understood that it might not be possible or practical to follow each suggestion for every event.

### Online Events

- Consider holding your event online, as this can make access and participation easier for those with parenting and/or caring responsibilities (as well as those for whom travel, and the associated costs, pose significant barriers for a whole range of reasons). If an entirely online event is not possible, consider a hybrid format which enables remote, online attendance.
- Be flexible if those with parenting and/or caring responsibilities are not able to attend events in their entirety but need to dip in and out (they might be fitting them in around multiple other responsibilities). You could collect information about flexibility requirements as part of your registration process.
- Likewise, consider the needs of those with parenting and/or caring responsibilities when scheduling if there are times when they are unavailable. Ask people to email their flexibility requirements in advance, when needed for programming.
- If possible, make your event free or offer reduced fees where appropriate. This will help those who have chosen to take a career break continue to attend and participate in events and also help those seeking to return to academia.
- When scheduling, avoid early evening slots (5-8pm), if possible. This is a very difficult time for parents. (For those with younger children it conflicts with bedtime!)
- Consider including some networking and/or social time.

### Face-to-Face Events

- If you are holding your event face to face, if possible, consider streaming it live so that those whose parenting and/or caring responsibilities prevent them from attending in person are able to watch.
- Alternatively, consider recording your event (or key parts of it, such as keynotes and/or panels), if practical and if your participants are happy to consent to this, and making these available after the event.
- Be open and accommodating to those seeking to attend with children.
- As with online events, be flexible if those with parenting and/or caring responsibilities are not able to attend events in their entirety but need to dip in and out
- If possible, offer reduced fees to those on Maternity/Paternity/Shared Parental/Adoption Leave.

- Provide a nursing room for breastfeeding mothers.
- Provide baby-changing facilities.
- Provide somewhere for your participants to leave prams/buggies or other childcare equipment.
- Set a room aside as a crèche, for the use of those attending with children.
- If possible, consider setting some money aside within your conference budget to provide childcare or consider applying for this as part of a conference grant.
- Consider offering conference bursaries for students with parenting and/or caring responsibilities.

**EDIMS Parenting and Caring Working Group**

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