



UNIVERSITY OF  
LEICESTER



## Leicester Institute for Advanced Studies

Bringing together researchers from across all disciplines to deliver ambitious transformative and impactful research

### Equity and Diversity Event Guidelines

The aim of these guidelines is to provide practical guidance and outline clear expectations to facilitate inclusive events involving the Leicester Institute for Advanced Studies (LIAS). Research, educational, and professional conferences, workshops, and other types of meeting or event provide valuable opportunities for interdisciplinary research. We would therefore ask organisers to view their event as an opportunity to exemplify the university's commitment to [equity, diversity and inclusion \(EDI\)](#), and to the values and behaviours that we want to shape our working environment. To aid implementation of our policy we have produced the following guidance.

### Guidance for Event Organisers

**Speaker Policy:** Event organisers can promote and support the equal participation of those attending events, by paying attention to the way in which particular demographics, such as (but not limited to) gender identity, nationality, and ethnicity, are represented in plenary or speaker invitations.

**Accessibility:** Please establish if participants (speakers and attendees) have any specific requirements that need to be considered prior to the event. In addition to ensuring all facilities are fully accessible (ramps, wide doorways, and accessible toilets), it is important to consider accommodations for those who may require seating during breaks, quiet spaces for those who wish not be in a crowded room, as well as reminding speakers to ensure that all materials are accessible (audio announcements, large text). The potential impact of scheduling arrangements, such as start times or several parallel sessions, on the attendance at sessions should also be considered. This is to ensure events are as accessible as possible for colleagues who may have less flexibility to attend for example colleagues who work flexibly or who cannot work after normal working hours.

**Code of Conduct:** To ensure a safe and inclusive environment event organisers are required to share the LIAS Code of Conduct to participants in advance of registration or as part of an invitation. It should be made clear prior to the event that participation is dependent on agreeing to the code.



## Event Code of Conduct

All attendees, speakers, sponsors and volunteers at this event are required to agree with the following code of conduct. Cooperation from all participants will help to ensure a safe environment for everybody.

The Leicester Institute for Advanced Studies takes very seriously its duties to protect academic freedom and freedom of speech. At conferences we would expect all such discussion to adhere to high academic standards and to be conducted in a respectful manner. We do not tolerate harassment of conference participants in any form. Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

**Availability:** If you are no longer able to attend an event once you have registered, please inform the organisers as soon as possible.

**Incident Reporting and Resolution:** If you observe someone demonstrating unacceptable behaviours or making you or anyone else feel unsafe or unwelcome, if you feel comfortable to do so, please tell them, and remind them of the Code of Conduct. If you are hesitant about addressing the person yourself, report your concerns as soon as possible to the event organisers. The organisers are committed to ensuring that all event attendees are treated with dignity and respect, in line with the university's [Dignity and Respect Framework](#).

Alternatively, or additionally, you may report any concerns to a member of the LIAS team using the following email address: [LIAS@leicester.ac.uk](mailto:LIAS@leicester.ac.uk).