

ACM SIGIR :: Diversity, Equity and Inclusivity Initiative

Inclusivity Checklist

Organisation

- There should be an **active effort** to invite members of marginalised groups to all organizing committees in SIGIR conferences and activities. This also holds for programme committees.
- There should be an active effort to invite women to all organizing committees in SIGIR conferences and activities. This also holds for programme committees.
- There should be an **Inclusivity Chair** as part of the organising committee. This person will be responsible for ensuring there is awareness of DEI in all aspects of the event, and will be the contact person for any participants who have special needs that are not otherwise supported.
- The organizers should ensure that all attendees know who to contact about their special needs (contact name and email on the Web page).
- There should be an effort to incorporate **diversity-related items into the programme** that involve the whole SIGIR community, such as: DEI Lunch; Women in IR Lunch; keynote talks and panel discussions on related matters; and networking events to encourage interaction within a diverse group.
- It should be avoided to have all **members of panels** coming from one dominant group (e.g., all male panels, all speakers from one continent).
- There should be questions about inclusivity incorporated into event **feedback forms**.
- Make **virtual attendance** possible for free, even if the conference is held physically somewhere.
- It should be considered to offer **childcare facilities** at the conference, to facilitate young parents.
- Ensure that a substantial percentage of **travel grants** is awarded to researchers from low-income countries.
- Provide **low-cost hotel accommodation** recommended by the conference.

About DEI

ACM considers diversity and inclusion as central to its mission to bring together a broad and diverse group of people in a wide range of computing domains.

Diversity means having people who are different at the event.

Equity means catering for different needs of different people, to enable equal opportunities for all.

Inclusivity means designing the event so a diverse group will feel welcome.

Belonging means that everyone in a diverse community feels as much a part of the community.

ACM strives to achieve these goals in all its activities.

More information can be found at:

<https://www.acm.org/diversity-inclusion/about>

Communication

- Ensure that all **language used is gender-neutral** (e.g., do not default to *he*) and does not exclude particular groups (e.g., avoid terms that are derogatory to specific groups).
- Ensure that all participants are asked for their **food restrictions** (kosher, halaal, jain, non-beef/pork, vegan, gluten-free, etc.), and **preferred names** and forms of address on badges.
- Ask participants (with an open question on the registration form) to specify any other **special needs**.
- Communicate guidelines to presenters on how to prepare **inclusive presentations**.
- Ensure that speakers **do not assume** that some people need no introduction - there is almost always someone who would value such an introduction.
- Inform participants of the **ACM Policy Against Harassment**.

Food

- Ensure that dietary requirements are asked upon registration, in the form of an open question.
- Ensure that participants with special food needs are treated fairly, and in line with their special needs (e.g., do not mix utensils).
- Ensure that all food is labelled so all participants feel equally at ease.
- Ensure that all events have non-alcoholic beverages available (e.g., ensure a supply of drinking water).

Accessibility

- Ensure that all venues are wheelchair accessible, sufficiently large, and that conference venues are well-signposted and easy to navigate. Make sure that participants with mobility impairments can easily move among venues.
- Ensure that private space is available for parents with children, participants with religious needs, participants who may feel overwhelmed by the event, etc.
- Arrange simultaneous translation to overcome language differences, if needed.
- Make conference websites and material available to participants in accessible formats (e.g., PDFs can be interpreted by a screen reader for participants with visual impediments; videos can be captioned for participants with hearing impediments).
- Arrange for assistive hearing device support where needed and feasible.
- Ensure that all speakers and those asking questions use a microphone.

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