



Good inclusive practices in video-conferences and video-panel

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The health crisis that the world has been going through since the end of 2019 has imposed a **profound transformation of communication modes**.

Video-conferencing has become a tool of our daily life with a multitude of different software. Over the past year, we have had time to familiarize ourselves with these techniques and it is time to question our practices.

If the format of video-conferences is different from that of traditional conferences, **gender bias is still present but differently expressed**. This is why we thought it would be useful to combine the charter for gender fairness in conferences [1] presented in the ICWIP in 2017 by V. Pierron-Bohnes as France team leader with **a specific practical guide** [2].

The aim of this guide is to raise awareness of certain biases and to propose solutions so that practices change before they become habits.

[1] The charter for gender fairness in conferences is available by following this link: www.sfpnet.fr/charte-de-parite-pour-les-conferences-scientifiques

[2] <https://www.sfpnet.fr/uploads/tiny/mce/FemmesetPhys/Good-practices-guide.pdf>

Our proposals :

1

To ensure diversity

1. Set gender ratio targets before invitations are issued
2. Refer to parity lists of specialists

2

To enable women's attendance at conferences

1. Favor asynchronous communication
2. Organize synchronous events during school hours or in the evening

3

To strengthen the international visibility

1. Avoiding the hybrid format
2. Think carefully about the key points of the organization

4

To support women's participation

Dialogue with women to understand the nature of barriers and propose solutions

5

For an equal distribution of speaking time

- Appoint moderators with distinct roles:
1. Control of microphones
 2. Monitoring the thread
 3. Timing interventions

6

To support women's voices

1. Define the rules for speaking at the beginning of the conference
2. Keep the microphones locked until the floor is taken

7

To encourage women to ask questions

Encourage a woman to ask the first question.

8

To improve

1. Appoint an observer
2. Conduct a survey at the end of the conference

9

To avoid bias during assessment panels

1. Provide training for the panel members
2. Formalize the first question for each member so that the candidate can have contact with each member

Practical guide available on the web page of Women in Physics Committee at :

www.sfpnet.fr