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

To enable women’s attendance at conferences
1. Favor asynchronous communication
2. Organize synchronous events during school hours or in the evening

To strengthen the international visibility
1. Avoiding the hybrid format
2. Think carefully about the key points of the organization

For an equal distribution of speaking time
1. Define the rules for speaking at the beginning of the conference
2. Keep the microphones locked until the floor is taken

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

Our proposals:

To support women’s participation
Dialogue with women to understand the nature of barriers and propose solutions

To support women’s voices
1. Appoint an observer
2. Conduct a survey at the end of the conference

To encourage women to ask questions
Encourage a woman to ask the first question.

To improve
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

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