



# Are You Organizing a Seminar or Conference?

**Bias is widespread and has a major effect on the careers of women. You can combat gender bias with effective planning.**

**Leaders at ESF want to overcome biases to ensure people have equal opportunity. Please do your part to support anti-bias behavior and language when planning seminars.**

Office of Inclusion, Diversity, and Equity  
Endorsed by the SUNY ESF Provost's Office

# Engage Enrich



## Have you...?

**Balance gender ratios and roles in your event.**

Be sure not only that the numbers are balanced but also roles - are women represented as 'keynote' or 'invited' speakers with special status, chairs of work group/sessions, and within each topic or session?

**Avoided the use of language eliciting unconscious bias**

Asking for suggestions of 'exciting' or 'dynamic' speakers might bias towards more assertive male communication styles, but soliciting suggestions of authors of interesting papers recently published may be less biased.

**Given moderators some specific pointers**

In moderated Q&A or panel discussions, without being aware of it, male speakers/panelists may try to field more of the questions or talk over or interrupt female speakers/panelists, but giving a moderator specific instruction to intervene if they observe this can ameliorate the problem. Such as...

**If you see something, say something. Speak up on behalf of our inclusive community. You set the tone - make a difference!**