



Global Water
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Equity Diversity Inclusion

Events Protocol



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Contents

4 Overview & Purpose

- Purpose of the Protocol
- How to Use the Protocol
- Indigenization, Truth, and Reconciliation
- Equity, Diversity, and Inclusion Training

7 Planning and Organization

- Agenda and Vision
- Operations and Logistics
- Behavior and Conduct

15 Hosting

- Event Management

19 Post Event Evaluation

- Follow-Up and Continuous Learning

21 Resources

- Meeting Code of Conduct
- References
- Glossary of Key Terms
- Acknowledgments and Contacts

Overview

The core objective of the Equity, Diversity, and Inclusion (EDI) Events Protocol is to ensure that events that further dialogue in water research and management, are open to a diverse range of participants, offer equitable pathways to participation, and foster inclusive experiences leading to inclusive water solutions. Events from small gatherings to multi-day conferences are a critical platform for scientific debate, community engagement, and more. As such, considering equity, diversity, and inclusion in event planning, organization, and content strengthens long-term inclusion in water [1].

Purpose of the Protocol

The Protocol aims to provide people leading and participating in events with concrete steps and resources to incorporate EDI into conferences, workshops, and professional gatherings at every stage. This Protocol is not a substitute for adhering to institutional and legal requirements, including venue and platform requirements. The EDI protocol is an additional tool to help leaders, organizing teams, and participants plan, host, and evaluate inclusive events.



How to Use this Protocol



This protocol supports planning, hosting, and post-event evaluation of online, in-person, and hybrid events. Outside events, the protocol can also be used as a learning tool and resource. This protocol is meant to complement existing institutional policies and procedures, prompt critical reflection, and encourage adoption of inclusive practices. Adapting the protocol to a specific event or institution is iterative. The EDI Events Protocol is organized into three parts 1). Organization and Planning; 2). Hosting; and 3). Post-Event Evaluation. Each section supports consistent EDI integration at every stage in the process. It is imperative to allocate sufficient time for training, budgeting, and logistics for individuals and groups to facilitate equitable, diverse, and inclusive experiences.

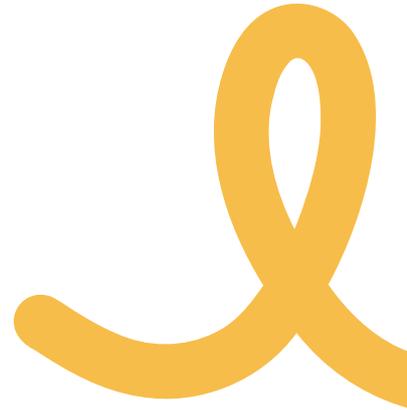
Indigenization, Truth, and Reconciliation

It is imperative to respect Indigenous sovereignty and land rights by working with Indigenous communities in water research. Equity, Diversity, and Inclusion (EDI) is not a substitute for Indigenization, decolonization, and work led by Indigenous people and communities. EDI can be an integral part of allyship that prioritizes Truth and Reconciliation while taking action to decolonize water. For further information, consult:

- [Everyone Together Global Water Futures Mistawasis Nêhiyawak Water Gathering Statement](#)
- [Towards reconciliation: 10 Calls to Action to natural scientists working in Canada](#)
- [Truth and Reconciliation Commission of Canada Calls to Action](#)
- [The University of Victoria National Centre for Indigenous Laws](#)
- [The First Nations Principles of ownership, control, access, and possession \(OCAP\)](#)
- [The University of Alberta Indigenous Canada](#)



Equity, Diversity, and Inclusion (EDI) Training



Everyone is responsible for creating a safe, equitable, and inclusive environment for field research participants. EDI training must be an ongoing part of personal and organizational development. The leaders can set a list of required and recommended training for the team and timelines for completion. EDI training may include courses provided by institutions, third-party organizations, or community-based training. In Canada, EDI training examples include:

- [Global Water Futures EDI Training Events](#)
- [Equity, Diversity, and Inclusion in Water Research](#)
- [Government of Canada Gender-Based Analysis Plus \(GBA+\) Course](#)
- [TCPS2 CORE 2022 \(Course on Research Ethics\)](#)
- [The University of Saskatchewan Sexual Violence Prevention and Response Course](#)
- [Canadian Association for Mental Health \(CAMH\) Mental Health 101](#)



Planning and Organization

Agenda and Vision

Planning inclusive events requires an open and collaborative approach to agenda setting. Working together with communities and partners from the outset -- before significant strategic decisions are taken -- to develop a shared vision provides a foundation to establish the formal agenda that guides the event.

- **Team Composition:** The conference organizing team will bring their social networks, professional experiences, and biases (this is inevitable as we all have biases) into the planning and event delivery process. Building a diverse team of faculty, students, staff, and community members can help to minimize bias[2]. Consider holistically who constitutes the community in developing the team recognizing people often belong to many communities, a community may be geographically based, or a group of people that share common interests or challenges[3]. It is crucial to ensure that team members are given a genuine opportunity to contribute to the organization and substance of the event to ensure that representation is meaningful and not tokenistic. Team members must also be compensated for their work either through the reduction of other duties, pay, or opportunities for professional advancement to ensure that the broader contribution of a diverse team is recognized[4].
- **Agenda:** Developing the event agenda is a significant opportunity to consider how EDI will shape the topics discussed, speakers selected, session formats, and the overall event experience. Diverse representation often depends on how topics and sessions are defined. Taking a transdisciplinary approach to topics, considering the composition of the community and end users, can provide insight into domains where representation is absent[5].
- **Vision:** Often, the purpose of a meeting is taken for granted. However, taking the time to consider the purpose and set clear objectives and outcomes can help to identify opportunities to create a more inclusive vision from the outset. Frequently a lack of diversity starts with how an event is defined; to narrow a definition means that the purpose and scope of the event may exclude communities or academic disciplines.

Planning and Organization

Agenda and Vision Continued

- **Truth and Reconciliation:** It is critical to consider how an event will contribute to the process of Truth and Reconciliation with Indigenous peoples in Canada before the agenda is developed. If an event is not led by an Indigenous community, Truth and Reconciliation begins with non-Indigenous people and communities working together with Indigenous people and communities to jointly determine the objectives of the meeting and share ownership of critical decisions. Respect for Indigenous peoples, cultures, teachings, and Traditional Knowledge throughout the planning process and the event is critical[6].

Steps

- 1 Build A Diverse Team** to set a vision and purpose for the event and establish the framework for the conference agenda. Consider inviting people of different ages, ethnicities, genders, religions, academic disciplines, and more to be involved in setting priorities. The event is more likely to reflect a diverse community if a collaborative team builds the agenda[2].
- 2 Circulate** an early draft of the agenda and vision for the event beyond the organizing committee to seek feedback about representation. Leave time to adjust the plan to account for people and communities that may have been excluded in the initial planning process.
- 3 Prioritize Truth and Reconciliation** connect with Indigenous people and communities at the outset of the planning process. Involve youth, Elders, scholars, and others in setting the vision and priorities. Learn and follow Indigenous protocols from the outset of the event planning process[7].

Planning and Organization

Operations and Logistics

Equitable, diverse, and inclusive events require a strategic vision that aligns substantive outcomes with inclusive operations and logistics. Fair processes must support the strategic goals and priorities. Consider how diverse lived experiences may impact how people approach an event.

- **Budget:** Set aside a portion of the conference budget to specifically address EDI and Accessibility. Some expenses can be anticipated before the event, while others may arise due to changing circumstances. Having a clear budget can help manage competing priorities and ensure enough funds have been allocated to cover expenses[7].
- **Truth and Reconciliation:** Truth and Reconciliation should be considered throughout the planning and logistics for an event. Working with Indigenous owned companies, choosing an event venue owned and operated by Indigenous people are a significant way to support Indigenous people and communities[8]. Invite Indigenous Elders, Youth, Knowledge Holders, and individuals following the local protocols established, which may include gifting and payment of honoraria. Timelines are important, as some of these protocols need to be completed in advance of the event itself.
- **Physical Venue:** Selecting an accessible venue(s) for an event is one of the foundational decisions in the planning process. Venue accessibility includes wheelchair accessibility in the physical space, availability of accessible washroom facilities, ventilation, acoustics, lighting, and more. In addition, the location and cost of getting to the facility by public transportation or other forms of transport should be considered before committing to a venue[9].
- **Online and Hybrid Events:** Creating an online or hybrid event experience requires an intention to ensure that all participants are included in the event[10]. Choosing an online platform that can accommodate language interpretation including sign language, closed captioning, dial-in access, sets the foundation for an accessible event with equitable access. Some online platforms mimic in-person events, with areas to network in addition to meeting rooms for different presentations. Furthermore, if the event is hybrid, appoint an online moderator to field questions and act as an interface between people attending online and in person. Set up time in advance to check the integration between online and in person facilities.

Planning and Organization

Operations and Logistics Continued

- **Accessibility:** Creating an accessible event requires advanced planning and open lines of communication between the organizing committee and participants. The default options in event planning should be the accessible option. In addition to specific requests made by participants, several considerations can be anticipated in advance to ensure that an equitable, inclusive, and accessible event is planned from the start:
 - **Childcare:** Access to childcare can help facilitate equitable conference participation for parents and caregivers^[11]. Where possible, provide access to affordable licensed childcare on-site. Create a designated space for nursing parents. If cost or regulatory limitations prevent offering childcare on-site, provide parents with information about available childcare options and funder eligibility to support childcare costs (e.g., CFREF grants allow expenses for single parents and nursing mothers).
 - **Food and Beverage:** Advanced planning is critical to ensure that food and beverages are equitable and inclusive at events. Asking participants in advance to list allergies and dietary requirements allows time to organize appropriate food and beverage options. Severe allergies may require separate food preparation and reasonable accommodation is required under the law^[12]. Religious requirements (e.g., Kosher or Halal food) may also require independent food suppliers from the principal venue. Common dietary requirements such as vegetarian, vegan, and gluten-free diets can be accommodated by most venues with adequate time to prepare. If dietary requirements cannot be accommodated, it is essential to provide participants with adequate information and funding in advance so they can make other safe and equitable arrangements. Non-alcoholic, sugar-free, and caffeine-free beverages are inclusive options suitable for meals and snacks. If alcohol is being served, ensure that non-alcoholic beverages and alcohol-free tables are available for anyone who does not wish to partake for any reason (e.g., religious or health reasons). In many instances, it is possible to accommodate broad groups of dietary requirements in the main menu choices with conscious planning. Ensuring that people can share in the meal is a significant social experience. It is important to be mindful of othering people in the process of accommodation. Detailed labelling of ingredients in dishes on a buffet can allow people the opportunity to make informed decisions.

Planning and Organization

Operations and Logistics Continued:

- **Travel and Accommodation:** Ensuring that event travel and accommodation are accessible and inclusive is multifaceted. Financial accessibility is a primary consideration; choosing lower-cost options and providing funding supports equity. Choosing physically accessible travel and accommodation options as a baseline is a strong foundation. In addition, working with participants to manage specific requests (e.g., family accommodation, wheelchair access, adaptive vehicles) requires an open dialogue and honest communication throughout the process. Prioritizing low-emission transportation options, such as public transit, rail transportation, and walking, contribute to the overall sustainability of the event.
- **Closed Captioning/ ASL:** Providing closed captioning and American Sign Language (ASL) are two ways of making events more inclusive for deaf and hard of hearing participants. Enabling auto captioning in digital platforms is a minimum standard; providing live captioning is critical for events where decisions are made or important information is shared[1]. ASL interpretation is topic and discipline specific; individuals in the deaf community should select interpreters.
- **Language Interpretation:** Providing simultaneous interpretation in multiple languages can increase accessibility. If an event is conducted in English/French, providing English/French closed captioning can make the event more accessible. Live interpretation in French/English is required to meet Canada's official language requirements for national events. Furthermore, interpretation in Indigenous languages is an essential act of Truth and Reconciliation. Interpretation in other languages can also help increase the accessibility and international reach of online and hybrid events.
- **Quiet Space:** Provide access to a quiet room at the event venue that people can access as needed throughout the event. A calm space can be essential for people who are neurodivergent or autistic to have distance from a high sensory conference environment as well as anyone else who requires access to the space[13]. A private, quiet room can also be used for prayer or quiet reflection[14].

Planning and Organization

Operations and Logistics Continued

- **Registration:** The registration process is the ideal time to ensure that all registrants are clear about the event's parameters. If there is widely applicable accessibility information, include this information in the registration form. In addition, ask participants if they require any additional considerations to make the event accessible for them. Provide contact information for a designated person who can work collaboratively to address unique accessibility considerations before and during the event (e.g., dietary requirements, childcare, closed captioning). Include a code of conduct in the registration form to ensure that all participants have read and agreed to the code of conduct to enter the event. Provide any health and safety information that is required in advance of the event at the time of registration to allow for advanced planning (e.g., Covid-19 vaccines, testing, duty to attend online in the event of symptoms)[15].
- **Sustainability:** It is essential to align the event's social, economic, and environmental goals with the planning process. Planning to avoid food waste is critical. Communicate in the registration that participants must notify the organizing committee if they cannot attend to prevent over-catering, a significant source of food waste (e.g., special meals that may not be eaten). Where possible, arrange with the venue in advance to donate surplus catering to an organization equipped to re-distribute food in the community (e.g., www.secondharvest.ca). Eliminate single-use plastic drink bottles and utensils from the catering plan and choose reusable items. Events can positively impact sustainability by introducing people to new ideas, practices, and new norms[16].

Steps

- 1 Track** registration using a spreadsheet that can be updated and accessed by the organizing team to track attendance, and accessibility requests, dietary requirements. Use a [global calendar](#) to ensure that conference dates do not conflict with religious and cultural celebrations. Update the spreadsheet frequently to ensure that requests are addressed.
- 2 Book** language interpretation, closed captioners, and any other accessibility service providers as soon as possible (at least 6 weeks in advance) as service providers may be limited in your area.
- 3 Designate** a point person to receive confidential accessibility requests and work directly with participants and liaise with members of the team responsible for different aspects of operations and logistics to coordinate accommodations and track EDI budget expenditures.

Planning and Organization

Behavior and Conduct

Establishing expectations for behaviour and conduct before the event is critical to ensuring that everyone is clear about the standards required for participation. A code of conduct should be included in the registration process and shared throughout the event as a reminder. Establishing clear expectations sets people up for success.

- **Code of Conduct:** A code of conduct is a list of rules and guidelines agreed upon by the team that outlines how people are required to behave during all aspects of an event (e.g., conference, symposium, meeting). The code of conduct should be clear, communicated widely, and well-defined, including adherence to health and safety protocols and behaviour standards for interactions with conference organizers and other participants^[17]. Zero tolerance for harassment, violence, and sexual assault consistent with university policies and local laws should be included in the code of conduct. Procedures for reporting and addressing violations should be established in advance and consequences may include removal from the event^[18]. Be clear on where the event protocol ends and where local institutional or legal instruments start.

* Note that an event code of conduct is a supplementary tool designed to focus people's attention on standards of behavior and conduct that apply throughout the event (e.g., conference sessions, informal networking, meals, social events, travel, and accommodation). Note that local laws where the event is held supersede the event code of conduct and may be more or less restrictive than the laws of the jurisdiction where the university is located, especially concerning sexual assault, same-sex relationships^[19] and drugs and alcohol. Any violation of the institutional code of conduct should be subject to investigation under university procedures and policies and may result in removal from the university^[20]. This may require additional reporting to institutional structures beyond the event organizers. If a code of conduct violation constitutes a breach of local law, it may be reported to and investigated by local authorities. International Considerations: In some nation-states, an individual's behavior may place the whole team at risk of punishment according to local law.

Planning and Organization

Behavior and Conduct Continued

- **Three Rights of Workplace Safety:** In Canada, all workers have the right to know about health and safety matters in the workplace, the right to participate in decisions that could affect their health and safety, and the right to refuse work that could affect their health and safety and that of others. These rights also pertain to individuals working at a conference or event and are enshrined in legislation[21].

Steps

- 1 Develop** an event code of conduct or adopt an existing code of conduct that reflects the standards of behaviour and conduct required at the event (e.g., University Code of Conduct, Professional Association Code of Conduct).
- 2 Ensure** that participants are required to agree to the code of conduct in the online registration. If participants do not register online require that the code of conduct is signed at the venue by walk-in participants. The code of conduct applies to all registrants, guests, speakers, and dignitaries.
- 3 Review** the code of conduct throughout the event (e.g., posters, slides, paper copies available at the registration desk). Remind the audience of the code of conduct terms when other housekeeping notes are shared.



Event Management

When the event begins, hosting shifts from planning to delivery. Remaining flexible and open to helping guests throughout the event is critical to ensuring the event is an inclusive space for all participants. Unexpected circumstances will inevitably arise that require problem-solving in real time. The team needs to put good communication practices into action and support each other as challenges arise. Training of staff and volunteers on roles and responsibilities as well as who to reach out to when participants come to them will help with communication and transparency.

- **Truth and Reconciliation:** Indigenous people and communities should be supported to lead and participate in all aspects of the event. Ensure that all participants follow Indigenous protocols demonstrating respect for people and the environment[6].
- **Event Sessions:** Creating an inclusive space during the event requires clear instructions. If maintaining time is essential to ensuring that everyone can speak, appoint a timekeeper who will work collaboratively with the group (e.g., hold up a sign that says 5 minutes remaining, ring a bell) to keep the session on track. Appoint note takers or use technology to record event sessions to make content accessible in different modalities (e.g., transcripts, video recordings that are captioned and can be interpreted into other languages). Use inclusive language to welcome the group and set the tone for an inclusive conversation[7].



Event Management

- **Food and Beverage:** Providing inclusive food and beverage options is a collaborative effort between the venue and guests. Labelling foods as accurately as possible is essential so guests can make informed food choices. Ensure that common allergens are labelled. This way, if someone has not declared their allergy in the registration, they can still make an informed dietary choice. It is important to find easy ways to connect people with the meals designated to meet their dietary requirements (e.g., a separate table for food that is sealed and labelled). Clarity and discretion are essential to protect people's privacy while ensuring that other guests do not take food that is in limited supply[12].
- **Travel and Accommodation:** If new travel and accommodation requests arise during the event, it is essential to have a contingency plan. Hotels or halls of residence may be able to accommodate additional rooms in a block booking. Guests may need to move rooms or move to another accommodation if the planned accommodation cannot meet their needs. In addition, flights, buses, and other travel may have to change due to weather or other unforeseen circumstances. It is crucial to be prepared with alternative options if they are required and communicate to guests any additional costs that may be incurred.
- **Social Events:** Social events, both formal and informal, are often a part of conferences and gatherings. Whether an event is online, hybrid, or in person, providing opportunities for people to network and make social connections can help create a vibrant professional community. However, social events are often sites of exclusion for many people, particularly when social events are organized around alcohol consumption[22]. Limit or eliminate alcohol consumption, and ensure that non-alcoholic beverages and spaces are available at all events (e.g., do not put bottles of wine on every table)[22]. Include family-friendly events (e.g., picnic, magic show, visit to a local art gallery or attraction). Consider appointing table hosts to get conversations started or include a game (e.g., a trivia contest, icebreaker) to get people talking. Recognize that social interactions are challenging for some people and ensure that quiet spaces are available.



Event Management: Continued

- **Using the Code of Conduct:** In the event of minor infractions of the code of conduct (e.g., speaking over another participant, a single instance of inappropriate language), the code of conduct acts as a tool to call people in and remind them of the standards required within the event. In other words, this is an opportunity to work through challenges and strengthen the conduct of the group. However, in the event of a severe infraction, staff must be trained in bystander intervention and be equipped with knowledge and training so that they are confident to take action to create a safe environment for everyone ([Courage to Act.ca](https://www.couragetact.ca))[18],[23].
- **Health and Safety:** The health and safety of the event team and the participants are critical to ensuring a successful and inclusive event. Covid-19 is a well-known health threat and in future there may be other health challenges that impact events in different ways. Putting in health and safety measures to prevent the spread of Covid-19 including vaccination, masking, ventilation, outdoor events, and social distancing is a minimum to make the event accessible for people who are medically vulnerable[15]. Wildfire smoke, inclement weather, and other unforeseen health concerns may impact an event. It is important to follow public health guidelines and be responsive to changing health threats. Ensure the venue and any alternative venues (e.g., day trips or side events) are equipped with first aid kits and first aid trained personnel.



Event Management: Continued

- **Teamwork:** Make sure that team members eat, take breaks, and set aside time to check in with each other and review what is working and where challenges may exist (e.g., arrive at the venue 1 hour before guests to set up for the day and have a group check-in). Arrange real-time communication mechanisms (e.g., What's App Group, text group chat, Teams channel, google docs) to ensure that everyone responsible for the operation of the event has access to information as it is changing. Be willing to support each other as needed.

Steps:

- 1 Be flexible,** recognize that unexpected events are likely to occur, and plan to be flexible and responsive to unforeseen circumstances and requirements.
- 2 Communicate** openly, honestly, and respectfully. Communication is critical to supporting an inclusive event. If information is unavailable or a problem arises, work together to resolve it.
- 3 Meet** people where they are and support them to engage in the event within the existing constraints (e.g., budget, time, space, policies).
- 4 Enforce** the code of conduct. Be prepared to act on code of conduct violations in real-time. Ensure that safety is prioritized, and institutional reporting policies and procedures are followed.

Post Event Evaluation



Follow-up and Continuous Learning

After an event is complete creating an inclusive and equitable experience is a continuation of the planning and event management process. Creating an inclusive and equitable experience is a process of continuous learning. Take the time to review the event and pass on learnings within your organization or broader community to support a virtuous circle by expanding EDI knowledge and expertise.

- **Payments and Reimbursements:** Ensuring timely payment to vendors after the event is particularly critical if you are working with small or local businesses that rely on timely payments. In addition, wherever possible, pay for travel and accommodation in advance, as many people cannot afford to participate if they are required to wait for a lengthy reimbursement process. If organizational rules require reimbursement for travel after the event, make every effort to support participants in submitting their claims, including relevant documentation, as soon as possible to speed up the reimbursement process. Working with institutions to amend rules that preclude advance payment or setting up systems to pay for block bookings in advance, booking air travel, and covering gas and mileage is crucial to achieving equity and inclusion in practice.
- **Code of Conduct:** Review the implementation of the code of conduct and adjust as required. If a code of conduct violation has impacted participants, follow organizational procedures, and provide access to mental health, medical, and other supports as needed.

Post Event Evaluation

Follow-up and Continuous Learning

- **Continuous Improvement:** Growing together in understanding EDI creates opportunities for more robust connections and inclusive experiences. Take the time to connect with vendors, partners, sponsors, and participants to learn from their experiences. Where possible, conduct a post-event survey and action comments and suggestions. Produce a short post-event report to connect lessons learned to future events and ensure that organizing teams have access to lessons learned from past events within the organization to make future events even more inclusive.

Steps:

- 1 Be Proactive** Plan to make payments and reimbursements as soon as possible and support people to submit the correct documents to ensure the process is not inhibited due to lack of documentation.
- 2 Commit** to continuous improvement. While sharing learnings from past events is imperative, each group will be different, and technologies will continuously change. Commit to improving processes and experiences.
- 3 Evaluate** impact use an established evaluation framework to assess the social, political, economic, and environmental impact of the event[24]. Evaluation has many benefits including increasing knowledge of wise EDI practices, and identifying future opportunities for improvement[25]. Evaluation also supports organizations to use resources wisely and attract future partners and sponsors by demonstrating quantitative and qualitative results[24].

Resources



GLOBAL WATER FUTURES EDI RESOURCES

- [The Case for an Intersectional Approach to EDI in a Large Research Network](#)
- [#GWFEDI Strategy 2021-2023](#)
- [Global Water Futures Meeting Code of Conduct](#)

CODE OF CONDUCT RESOURCES

- [American Geophysical Union \(AGU\) Meetings Code of Conduct](#)
- [Canadian Water Resources Association \(CWRA\) Code of Conduct](#)
- [United Nations Code of Conduct for UNFCCC Events](#)

SEXUAL VIOLENCE/ HARASSMENT PREVENTION AND RESPONSE RESOURCES

- [Canadian Centre for Occupational Health and Safety Bullying in the Workplace](#)
- [Courage to Act](#)
- [Requirements for Employers to Prevent Harassment and Violence in Federally Regulated Workplaces](#)
- [Red Cross Violence Bullying and Abuse Prevention in the Workplace](#)

RELIGIOUS INCLUSION

- [Canadian Interfaith Conversation](#)
- [Saskatchewan Intercultural Association](#)



MEETING CODE OF CONDUCT



1. Treat all participants with dignity and respect in accordance with the principle of Manācihitowin: a Cree/Michif phrase that translates to 'let us respect each other'.
2. Demonstrate respect for others by practicing active listening skills, respecting views and perspectives that may be different than your own, respecting time limits, and remaining on topic.
3. Participate with academic integrity in accordance with the University of Saskatchewan's Guidelines for Academic Conduct.
4. Provide your true professional identity, affiliation, and, where appropriate, contact information, at registration, and during attendance and conference sessions, as required.
5. Respect the rules and policies of the University of Saskatchewan, the host venue(s), and digital platform providers.
6. In accordance with the University of Saskatchewan's Discrimination and Harassment Prevention Policy there will be no tolerance for any behavior that is considered by a participant to be harassment, bullying, threatening, violent, or aggressive.
7. Should anyone engage in conduct that constitutes harassment, bullying, threatening, violence, or aggression they will be immediately removed from the event.
8. If you need to report a violation of this code of conduct, please email [Insert Reporting Email Address]. This account will be monitored throughout the event.
9. Practice accountability by working together to identify problems and adjust practices to create a welcoming environment for everyone.

Dispute Resolution Procedure

All complaints are accepted in good faith. Immediate action will be taken within the timeframe of the meeting to ensure the health and safety of participants at the event. Submitting a false claim is a violation of the University of Saskatchewan's Discrimination and Harassment Policy. If investigation is required beyond the cessation of the meeting a formal complaint must be submitted to the University of Saskatchewan's Discrimination and Harassment Prevention Services or local authorities. The Meeting Code of Conduct does not impact the enforcement of local, provincial, and national laws.

University of Saskatchewan Discrimination and Harassment Prevention Services (DHPS), Phone: (306) 966-4936 , Website: [Contact DHPS](#)

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Glossary of Key Terms



2SLGBTQIA+: 2SLGBTQIA+ is an acronym represents gender identity, gender expression, and sexual orientations. The letters represent, in order, Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer (or questioning), Intersex and Asexual. The plus sign represents any other identities, such as pansexual. This acronym is an evolving terminology used by communities in different ways to reflect inclusion.

Accessibility: Accessibility relates to the design of products, devices, services, or environments for people who experience disabilities. There is no one definition of accessibility, however the experience of accessibility by individuals is the most important measure of access and inclusion.

Anti-Racism: Anti-racism requires people make an active commitment to challenging racism and discrimination in all of its forms, in policy, practice, and interpersonal communications.

Decolonization: Decolonization is a process that requires the return of Indigenous lands and waters to Indigenous people and the abolition of slavery in all forms. Decolonization also requires dismantling colonial institutions and ways of thinking that are embedded in societies.

Disability /Dis(ability): Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. There is no single approach to disability, it can be temporary or permanent and occur at any time in life. A social approach to disability views disability as a natural part of society, where attitudes, stigma and prejudices present barriers to people with disabilities, and prevent or hinder their participation in mainstream society.

Diversity: Diversity is a relational concept; no one person can be diverse on their own. We are diverse in our identities, experiences, and relationships with each other.

Harassment: According to Part II of the Canada Labour Code harassment and violence means “any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment.” This includes all types of harassment and violence, including sexual harassment, sexual violence and domestic violence.

Inclusion: Inclusion relates to the quality of the experience that people have in their environment. Whether in the hiring process, research teams, classrooms, field research or offices, creating an inclusive environment means anticipating that people experience the world differently and designing experiences to reflect these needs.

Indigenization: Indigenization is an iterative developmental approach to understanding Canada’s colonial history and the more contemporary issues impacting Indigenous people. Engaging in critical reflections from a professional and/or personal perspective about how to build safe and ethical spaces for Indigenous knowledges, worldviews, and practices. It is a strategic set of changes to policies, procedures and practices that increase inclusion, break down barriers and realign institutional, college and school outcomes without harm to previously established goals.

Intersectionality: Intersectionality is a concept coined by American scholar Kimberlé Crenshaw. Intersectionality is a prism or lens to understand how people's experiences of multiple and overlapping identities and systems of oppression impact their life experiences and opportunities.

Pronouns: Using someone’s pronouns is critical to creating an environment where everyone is respected. Do not assume pronouns, rather ask people how they would like to be referred to. Common pronouns include they/them/he/him/she/her. A complete guide to using pronouns is available for further information.

Truth and Reconciliation: Truth and Reconciliation is a movement to bear witness to the impacts of residential schools in Canada and to facilitate reconciliation among families, communities, governments, and all Canadians.

Notes



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The Global Water Futures Equity, Diversity, and Inclusion in Field Research Protocol is a living document. The protocol will be updated and amended based on the learning, knowledge, and experience of people in the network.

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