

AAVMC Conference/Symposia Diversity & Inclusion Assessment Tool

Updated June, 2020

| Diversity and Inclusion | Not in Place | In Progress | Implemented |
|--|--------------|-------------|-------------|
| Program Committee | | | |
| Consider committee composition & demographics; add participants as necessary. | | | |
| Chief Diversity Officer is a permanent member of the program committee. | | | |
| Ensures diversity remains a core part of thematic programming. | | | |
| Recruits a diverse set of abstract reviewers. | | | |
| Recruits wider participation in abstract submission. | | | |
| Early Planning Events | | | |
| Meeting date selection consciously avoids religious and national holidays. | | | |
| Consideration of whether a meeting locale (hotel or conference center) has an ongoing labor dispute. | | | |
| Partnerships & Sponsorship | | | |
| Sharing the AAVMC Principles of Inclusion policy document with potential partners. | | | |
| Consider criteria for partnership related to DEI. | | | |
| Seek sponsorship of specific DEI elements of the meeting (lactation pods, assistive technology, video capture and transcription, etc.) | | | |
| Abstract Evaluation | | | |
| Abstract rubrics include a component devoted to DEI. | | | |
| Proposed programming is evaluated for consistency with organizational D & I goals. | | | |
| Panels | | | |
| Keynote Speakers | | | |
| Breadth of Conference Speakers | | | |
| Program Placement on Schedule | | | |
| Meeting Promotion | | | |
| Content uses inclusive language and images. | | | |
| Reinforces organizational commitment to inclusion. | | | |
| Encourages new colleague participation. | | | |

| Meeting Registration | | | |
|--|--|--|--|
| Registration seeks info on: | | | |
| Race/Ethnicity | | | |
| Gender Identity | | | |
| Accessibility | | | |
| Dietary Needs | | | |
| Sign Language Interpretation | | | |
| Assistive Listening Device | | | |
| Preferred Seating (Front/Rear/Door Accessible) | | | |
| Fragrance/Scent Allergies | | | |
| Meeting Implementation | | | |
| Indigenous land acknowledgements. | | | |
| Slavery historical acknowledgements | | | |
| Reflective/Quiet/Lactation Space | | | |
| Availability of a gender neutral restroom | | | |
| Confirmed wheelchair access throughout the conference center to include meeting tables and stage | | | |
| Reserved seating for those with disabilities and/or those who may need easier access to exits | | | |
| Presentations are confirmed for ease of viewing/accessibility | | | |
| Additional seating at social events for those with limited mobility | | | |
| Insistence of microphone usage by all attendees and participants | | | |
| Interpretation (through assistive technology or individual) | | | |
| Printed programs with limited large print availability | | | |
| Ongoing use of meeting moderators to ensure needs of attendees are met | | | |
| Post- Meeting Evaluation | | | |
| Meeting evaluation includes D&I component assessments. | | | |
| Evaluations are reviewed for opportunities for improvement. | | | |

Organizations should engage in assessments at regular intervals with focused improvement plans and activities emerging at the end of the assessment process. For more information on this tool, contact, Lisa Greenhill at lgreenhill@aavmc.org.