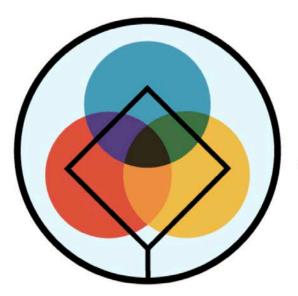# My background

- Currently a data scientist at Medium, PyLadies organizer

- Previously a Student Ambassador at UCL

- Inaugural DISC Unconference participant

DISCOVER Cookbook

https://github.com/numfocus/DISCOVER-Cookbook

Contents

- Organizing committee
- Venue Selection & On-Site Services
- Catering
- Childcare
- Code of Conduct (CoC)
- Grants/scholarships
- Participant selection
- Event registration
- Inclusive practices during check-in

Organizing committee

Organizing committee

- Diversity and inclusion starts with you!
- It should reflect the diversity you want to create in your conference and event - special care should be taken to recruit participants as diverse as the event you're trying to organize

Accessibility considerations - mobility

- Reserve seats in the front (or easily accessible seats)
- Create wide aisles between seats
- "No standing zones"
- Recording

Accessibility considerations - disability

- Provide large-text signs and easy-to-read maps

- Sign-language interpreting or real-time captioning

- Hand-held microphones

- Encourage session chairs to repeat questions

Accessibility considerations - bathrooms

- Gender-neutral bathrooms
- Tampons/pads in **all** restrooms
- Wheelchair accessible restrooms
- Fragrance-free hand wash
- Labels

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Accessibility considerations – rooms

- Clearly labeled!
- Don't allow people to use them for other purposes
- Nursing & pumping room
- Gender-neutral bottle feeding room
- Quiet room

Catering

Common dietary needs

- Gluten free
- Dairy free
- Vegan
- Vegetarian
- Pork/soy/nut free
- Kosher
- Halal

THE LINUX FOUNDATION

Other considerations

- Alcohol

- Caffeine

- Labels

Childcare

Financial support for childcare

- Build it into your budget
  - Donations/sponsorships
  - Ask how many people will need it?
- Choose between:
  - On-site services
  - Grants
    - Will they need to submit an invoice?

On-site services

- Number of companies specializing in this
- Parallel event for older kids
  - E.g. coding for kids at PyCon UK

Code of Conduct (CoC)

Goals

- Easy to read and find
- How to report?
  - In person, email, form
- Consequences of violations
- Include deadlines/timelines
- Two versions: quick and longer

Awareness

- Registration
- Sponsor packet
- Speaker guidelines
- Easily access on the website
- Short version on printouts
- Keep on mentioning it (emails, welcome talks)

Reporting

- Confidentiality

- Data storage

- Awareness on reporting mechanism

- Authority figures

Enforcement

- How long will it take?

- Have a process in place

- Third party review

- Reporter should be aware of steps in place

Grants/scholarships

Why funding is important

- Registration
- Travel and lodging
- Eligibility
  - Decide beforehand
- Payment
  - Upfront/claims etc.
- Where to seek funding

Participant selection

Speakers

- Invited speakers
  - Reach beyond your networks
  - Consider wording
- Selecting speakers
  - Call for Proposal Instructions
  - Speaker training
  - Incentivize first-time speakers

Attracting attendees

- What is your event about?

- Photos

- Partner with organizations and meetups

- Scholarships

- Advertise CoC

CFP review

- Open vs Blind/Closed
- Double Open
- Double Blind

Event Registration

Registration form

- Outline accessibility you plan to provide
- Ask about needs
- Grants
- Dietary restrictions
- Photo policy
- T-shirts

Demographic information

- Why do you need it?

- Alienating questions
  - Not having an option that matches your identity can be fairly alienating

- Data storage and access

Suggested format for demographic question

- "Do you self-identify as an underrepresented minority in either the [conference] community or in your professional field?""Along which dimension(s) you self-identify as underrepresented? Check all that apply:"
  - Gender identity
  - Ethnicity, nationality, skin color, race
  - Sexual orientation
  - Socioeconomic status
  - Religion
  - Age
  - Ability
  - Do not wish to provide
  - Other (please specify)

Inclusive practices during check-in

Check-in

- Photography permissions
- Pronoun pins/ribbons/buttons
- Welcoming new attendees
- Social events
  - First-time attendee
  - Evenings
  - Alcohol

Other considerations

Other considerations

- Scent policy
- Smoking policy

Thank you