ICMAT recommendations for the organization of events

One of the most effective ways to increase diversity in the scientific field is to **give visibility to the diversity already present in the scientific community**. This diversity is manifested in terms of gender, career stage of researchers, place of origin, economic situation, religion, ethnicity, personal circumstances involving dependents, accessibility issues, and other factors. Ensuring that the events organized by the ICMAT are held in an inclusive environment is enriching and comfortable, and also benefits the scientific community and the society as a whole.

Therefore, and understanding that it will not always be possible, when organizing activities it is recommended to include diverse profiles both in positions of responsibility in event organization and when compiling the list of speakers.

Additionally, the following actions can be considered to improve general aspects of inclusion in the events you organize. Logically, not all may apply in every situation, but it is worth reflecting on them.

Registration:

- Include a space in the registration forms where participants can indicate if they have accessibility issues or any specific needs, including any relevant circumstances to make their attendance as productive and comfortable as possible.
- Allow the name and/or institution to appear on badges and official event lists in the terms chosen by the attendee, as well as the pronoun by which they prefer to be addressed.
- Offer flexible registration fees that take into account the professional stage of the attendee and their funding possibilities.

Event Announcement:

- Inform participants about the resources already offered by the institute, such as the existence of lactation rooms, open or quiet meeting rooms, accessible restrooms, and others.

During the Event:

- Take into account the schedule of the activities and the limitations that this may impose on the potential audience. For instance, organize a social event during the day to facilitate attendance for those who, for various reasons, cannot attend at the end of the day.
- Be aware of possible accessibility issues (mobility, vision, hearing, dyslexia, etc.).
- Facilitate access to presentation materials (slides, notes, etc.) and enable channels for interaction with speakers that do not necessarily have to be live.
- Foster an environment that encourages questions to speakers and avoid inappropriate responses to certain questions.

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- Provide channels that allow the audience to ask questions anonymously.
- Organize activities that facilitate interaction among all attendees, such as "randomized coffee-breaks" (see page 19 of this document).
- Inform about the availability of gender-neutral restrooms and, in any case, make it clear that each person may use the restroom they consider most appropriate.

A much more detailed compendium of actions aimed at organizing more inclusive events, especially conferences, with better attention to diversity, can be found here.

ICMAT Equality Commission

June 2026

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