AARMS EDI Guidelines for the Organizers of Workshops, Conferences, Scientific Events and Outreach Activities

Last updated: May 3, 2023

AARMS provides funding to support workshops, conferences, scientific events and outreach activities. This funding is conditional upon adherence by the organizers of such events to the guidelines below.

<u>**Mandatory**</u>

1. Applicants for AARMS funding are required to acknowledge that they have read and agree with the **AARMS Statement on Equity, Diversity and Inclusion.**.

2. Applicants for AARMS funding will also be asked to confirm that they have completed, within the previous 3 years, a training module on unconscious bias equivalent to the one provided by CIHR: https://cihr-irsc.gc.ca/lms/e/bias/

3. Recipients of AARMS funding will be required to administer the **AARMS EDI Self Identification Questionnaire** to all adult participants.   All participants should be informed that completion of the questionnaire is optional: https://forms.gle/FcZRCEUwVLk7DjNS8

4. Recipients of AARMS funding will be required to complete an EDI report as part of the larger event report containing anonymized data from the self identification questionnaire. It should also include a description of efforts made and/or challenges faced in implementing the Aspirational Goals of this policy, as outlined below.

<u>**Aspirational Goals**</u>

1. Event organizers are expected to aspire towards increasing the involvement of under-represented groups, as defined in the **AARMS Policy on the collection of Personal Identity Information.** Efforts in this direction can include, but are not limited to: reaching out specifically to invite members of these groups; giving extra weight to applications for participation by members of these groups; or providing additional spaces and/or accommodation for members of these groups.

2. Event organizers are also expected to make themselves aware of the age and experience profile of their event and to take steps to encourage younger participants, where lacking.

3. Event organizers are asked to seek venues for events which do not create barriers to participation. Such venues, where possible, should be wheelchair accessible, have gender neutral washrooms, and be generally welcoming to participants from diverse communities.

4. Event organizers are encouraged to take consideration of cultural or community holidays when scheduling events.

5. Where badges are printed for participants, organizers are asked to include each person's pronouns, where provided.

AARMS initially recognizes the following significantly underrepresented groups: indigenous people, members of the black community, and people whose gender identity is not male. AARMS will add other groups to this list as our research reveals the need to do so.