## AAVMC Conference/Symposia
### Diversity, Equity, and Inclusion & Wellbeing Assessment Tool

*Updated October 2022*

### PROGRAM COMMITTEE
- Consider committee composition, demographics, and expertise; add participants and stakeholder representation where necessary.
- DEI and Wellbeing roles are permanent members of the program planning committee.
- Explanation of how DEI and Wellbeing are incorporated into the abstract review process is provided as a part of regular committee updates and onboarding.
- Ensures inclusion remains a core part of thematic programming.
- Recruits a diverse pool of abstract reviewers.
- Recruits wider participation in abstract submission.

### SITE SELECTION & EARLY PLANNING EVENTS
- Meeting date selection consciously avoids major religious holidays (beyond the dominant religion of the country) and country holidays.
- Meeting location is accessible via a larger airport to reduce airfare costs and expand access and hotel options for attendees.
- Consideration of whether a meeting locale is welcoming and safe for all attendees with no major DEI or Wellbeing conflicts.
- Limit conference dates and events to weekdays and between the hours of 8:00-17:00 where possible.
- Choose meeting/conference locations where there are walkable destinations; provide walking/running maps.
- Only contract with hotels that have a fitness facility available at no cost to attendees.
- If the hotel does not have a fitness facility, contract with a local exercise facility.
- Review menus and ask about the venue’s experience with healthy meetings and the options that they offer for healthy catering.
- Ensure sure that the meeting location has proper lighting, safe sidewalks, and visible pedestrian signs.
- Lactation Space/Child Changing/Personal Health Space.
- Designated Service Animal Relief Area.
<table>
<thead>
<tr>
<th><strong>Designated smoking/vaping areas are noted in the program and at the registration desk.</strong></th>
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<tbody>
<tr>
<td><strong>Ensure the availability of gender-neutral restrooms and an adequate amount of close restroom options for the number of attendees present to avoid unnecessarily long lines for restrooms during conference breaks due to a limited number of stalls, etc.</strong></td>
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<tr>
<td><strong>Confirm assisted mobility access throughout the conference space, including tables and stage.</strong></td>
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### Partnerships & Sponsorship

Share the AAVMC Principles of Inclusion and/or comparable organizational values document with potential partners/sponsors.

Consider criteria for partnerships related to DEI and Wellbeing.

Seek sponsorship of specific DEI and Wellbeing elements of the meeting (lactation pods, assistive technology, video capture, conference meals, on-site childcare, and transcription, etc.).

### Abstract Evaluation

Abstract rubrics include a component devoted to DEI and Wellbeing.

DEI and Wellbeing-related abstracts are reviewed by the DEI/Wellbeing planning committee members to ensure an adequate level of speaker expertise and high-quality content.

Proposed programming is evaluated for consistency with organizational DEI and Wellbeing goals:

- Panels
- Keynote Speakers
- Breadth of Conference Speakers
- Program Placement on Schedule

### Speaker Preparation

Speaker communication includes:

- AAVMC’s Principles of Inclusion or comparable document
- Information on how to make presentations accessible
- Guidance on content warnings for sensitive topics or personal disclosures

### Meeting Promotion

Content uses inclusive and non-stigmatizing language and images.

Reinforces organizational commitment to inclusion and belonging.

Encourages new participant engagement and networking.

### Meeting Registration

Registration seeks info on:

- Race/Ethnicity
- Gender Identity
- Accessibility
- Dietary Needs (allergies, kosher, halal, alcohol-free, etc.)
- Childcare needs (either providing childcare on-site or local options to consider)
- Sign Language Interpretation
<table>
<thead>
<tr>
<th><strong>Red</strong>: Not implemented</th>
<th><strong>Yellow</strong>: working towards/partially implemented</th>
<th><strong>Green</strong>: Fully implemented</th>
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<tbody>
<tr>
<td>• Assistive Listening Device</td>
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<tr>
<td>• Seating Needs (front/rear/door accessible)</td>
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<td>• Fragrance/Scent Allergies</td>
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<td>• Animal Dander Allergies (i.e. service animals, live animal demonstrations) where appropriate</td>
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Registration confirmation includes:

- AAVMC’s Principles of Inclusion or comparable document
- Meeting Code of Conduct

### MEETING IMPLEMENTATION

- Land, labor, and knowledge acknowledgments.
- Reflective/Meditation/Prayer/Quiet Space.
- If meeting events offer alcohol, always having non-alcoholic options equally, readily, and visibly available.
- Reserved seating for those with disabilities and/or those who may need easier access to facility exits.
- Additional seating at social events for those with limited mobility.
- Presentations are confirmed for ease of viewing/accessibility.
- Consistent microphone usage by all speakers and attendees.
- Interpretation services are available and utilized appropriately (through assistive technology or individual).
- Availability of printed large-font conference programs.
- Ongoing use of meeting moderators to ensure the needs of all attendees are met.
- A Code of Conduct for all meeting attendees that is equally applied and enforced. If a speaker or attendee’s conduct breaches the code, it is clearly noted where to report the incident at the registration desk or with meeting support representatives and what steps can be taken to mitigate ongoing harm.

### POST-MEETING EVALUATION

- Meeting evaluation includes DEI and Wellbeing component assessments.
- Evaluations are reviewed in a timely fashion to identify opportunities for improvement and integration into the next planning event.