

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

Updated October 2022

Red: Not implemented / **Yellow:** working towards/partially implemented / **Green:** Fully implemented

	Red	Yellow	Green
PROGRAM COMMITTEE			
Consider committee composition, demographics, and expertise; add participants and stakeholder representation where necessary.	Red	Yellow	Green
DEI and Wellbeing roles are permanent members of the program planning committee.	Red	Yellow	Green
Explanation of how DEI and Wellbeing are incorporated into the abstract review process is provided as a part of regular committee updates and onboarding.	Red	Yellow	Green
Ensures inclusion remains a core part of thematic programming.	Red	Yellow	Green
Recruits a diverse pool of abstract reviewers.	Red	Yellow	Green
Recruits wider participation in abstract submission.	Red	Yellow	Green
SITE SELECTION & EARLY PLANNING EVENTS			
Meeting date selection consciously avoids major religious holidays (beyond the dominant religion of the country) and country holidays.	Red	Yellow	Green
Meeting location is accessible via a larger airport to reduce airfare costs and expand access and hotel options for attendees.	Red	Yellow	Green
Consideration of whether a meeting locale is welcoming and safe for all attendees with no major DEI or Wellbeing conflicts.	Red	Yellow	Green
Limit conference dates and events to weekdays and between the hours of 8:00-17:00 where possible.	Red	Yellow	Green
Choose meeting/conference locations where there are walkable destinations; provide walking/running maps.	Red	Yellow	Green
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.	Red	Yellow	Green
Review menus and ask about the venue's experience with healthy meetings and the options that they offer for healthy catering.	Red	Yellow	Green
Ensure sure that the meeting location has proper lighting, safe sidewalks, and visible pedestrian signs.	Red	Yellow	Green
Lactation Space/Child Changing/Personal Health Space.	Red	Yellow	Green
Designated Service Animal Relief Area.	Red	Yellow	Green

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Designated smoking/vaping areas are noted in the program and at the registration desk.	Red	Yellow	Green
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.).	Red	Yellow	Green
Confirm assisted mobility access throughout the conference space, including tables and stage.	Red	Yellow	Green
PARTNERSHIPS & SPONSORSHIP			
Share the AAVMC Principles of Inclusion and/or comparable organizational values document with potential partners/sponsors.	Red	Yellow	Green
Consider criteria for partnerships related to DEI and Wellbeing.	Red	Yellow	Green
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.).	Red	Yellow	Green
ABSTRACT EVALUATION			
Abstract rubrics include a component devoted to DEI and Wellbeing.	Red	Yellow	Green
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.	Red	Yellow	Green
Proposed programming is evaluated for consistency with organizational DEI and Wellbeing goals:	Red	Yellow	Green
• Panels	Red	Yellow	Green
• Keynote Speakers	Red	Yellow	Green
• Breadth of Conference Speakers	Red	Yellow	Green
• Program Placement on Schedule	Red	Yellow	Green
SPEAKER PREPARATION			
Speaker communication includes:	Red	Yellow	Green
• AAVMC's Principles of Inclusion or comparable document	Red	Yellow	Green
• Information on how to make presentations accessible	Red	Yellow	Green
• Guidance on content warnings for sensitive topics or personal disclosures	Red	Yellow	Green
MEETING PROMOTION			
Content uses inclusive and non-stigmatizing language and images.	Red	Yellow	Green
Reinforces organizational commitment to inclusion and belonging.	Red	Yellow	Green
Encourages new participant engagement and networking.	Red	Yellow	Green
MEETING REGISTRATION			
Registration seeks info on:	Red	Yellow	Green
• Race/Ethnicity	Red	Yellow	Green
• Gender Identity	Red	Yellow	Green
• Accessibility	Red	Yellow	Green
• Dietary Needs (allergies, kosher, halal, alcohol-free, etc.)	Red	Yellow	Green
• Childcare needs (either providing childcare on-site or local options to consider)	Red	Yellow	Green
• Sign Language Interpretation	Red	Yellow	Green

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• Assistive Listening Device			
• Seating Needs (front/rear/door accessible)			
• Fragrance/Scent Allergies			
• Animal Dander Allergies (i.e. service animals, live animal demonstrations) where appropriate			
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.			