



Ensuring JCU is an inclusive and respectful places requires gender equity and diversity conversations to be an everyday part of the work we do across the institution. This guide is designed to assist staff who plan and host meetings, conferences and workshops to ensure these events are respectful and inclusive, and to encourage staff to consider gender equity and diversity in their work.

JCU has articulated its [commitment to gender equity](#). Review this commitment before organising any meetings, conferences or workshops. How can your meeting, workshop or conference actively demonstrate JCU's commitment?

All staff at JCU are worthy of respect and we seek to create the conditions for them to participate fully in an inclusive university.

- Think about the composition of your meetings – is there appropriate gender balance among attendees?
- Are meetings considerate of participants who work part-time in terms of the days and hours they are scheduled?
- Do meetings occur during core business hours so as not to disadvantage participants with responsibilities outside their JCU work?
- Do all participants have equal 'air time'? Is the Chair of the meeting ensuring all voices are heard? Ensure all members are encouraged to participate.
- If there are power differences among participants be mindful of how this could impact participation and adjust the chairing style appropriately by inviting members to speak equally.
- Ensure that previously 'gendered roles' are not reinforced. For example, ensure women alone are not tasked with arranging tea, coffee or catering, nor tasked with cleaning or setting up for the meeting if this is not ordinarily their role. If this work needs to be done, rotate tasks equally. school hours, aim to schedule meetings between 9.30am and

2.30pm

Make sure to evenly distribute or rotate;

- Meeting participation
- Distribution of actions
- Note or minute taking responsibilities
- Responsibility for refreshments, catering or cleaning

If you use titles for someone, use them for everyone, like "This is

Online or virtual meetings add another level of complexity in terms of gender equity. With limited opportunity to rely on body language extra onus is placed on the convenor or chair to ensure all parties have the opportunity to contribute. [Research](#) has shown that men interrupt women 33% more than they would interrupt