



Sex & Gender Considerations

**Inclusive Communication,
Meetings & Events Guidelines**



Compiled by EuCIA as part of Task 8.5: SSH,
Sex & Gender Considerations.

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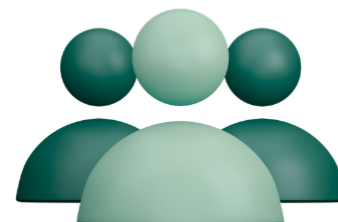


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INCLUSIVE MEETINGS CHECKLIST

OBJECTIVE

Ensure inclusive participation and equal contribution in project meeting



Before the meeting

- Ensure gender-balanced invitations (when possible)
- Share agenda and documents in advance
- Assign roles: facilitator, note-taker, timekeeper

During the meeting

- Monitor speaking time distribution
- Prevent interruptions and credit appropriation
- Actively invite underrepresented voices
- Use inclusive and non-gendered language

Decision-making

- Ensure all perspectives are considered
- Avoid informal or “offline” decisions

After the meeting

- Share minutes with clear attribution of contributions
- Track participation (e.g. speaking time, gender balance)

Indicator (example):

- % of women speaking during meetings
- % of women in decision-making roles

GENDER-BALANCED EVENTS CHECKLIST

OBJECTIVE

Ensure diversity and equal visibility in project events



Planning

- Aim for gender-balanced panels and speakers
- Avoid “manels” (all-male panels)
- Include diversity in expertise, career stage, and background

Communication

- Use inclusive language and visuals
- Ensure equal visibility across genders in materials

During the event

- Ensure balanced moderation
- Monitor speaking time distribution

After the event

- Collect gender-disaggregated participation data
- Evaluate and report outcomes

Indicator (example)

- % of women speakers / moderators
- Gender balance among participants

INCLUSIVE COMMUNICATION GUIDE

OBJECTIVE

Promote inclusive and bias-free communication



Language

- Use gender-neutral terms (e.g. “they”, “chairperson”)
- Avoid stereotypes and biased expressions

Content

- Represent diversity in roles, expertise, and backgrounds
- Avoid reinforcing traditional gender roles

Visuals

- Ensure balanced representation in images
- Avoid stereotypical portrayals

Tone

- Be respectful, inclusive, and accessible
- Avoid assumptions about roles or abilities

Good practice

- Review key documents through a “gender lens” before publication

Indicator (example)

- % of communication materials reviewed for inclusivity

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