

Equity, Diversity and Inclusion Commitments for the Institutional Events team

As a global educational institution, it is essential that Imperial is proactively addressing the issue of equity, diversity, and inclusion within our Institutional Events programme. While there is systemic issue in the lack of meaningful diversity in the top positions within the STEMB world, we should strive to be inclusive when considering speakers in our programme of events – this should include representation of women and other groups, including ethnic minorities, LGBTQ+ and those with disabilities.

As part of our commitment to advancing equity, diversity and inclusion, the Institutional Events team has a duty to proactively consider how our events can include a genuinely diverse range of voices. The team therefore commits to striving to achieve:

- A minimum of 40% of speakers being from different gender identities at its events.
- A minimum of 30% of speakers being from minority ethnic communities (in line with the current ratio of minority ethnic staff at Imperial)
- A minimum of 5% of speakers/participants who are defined as Early Career Researchers, subsequently supporting the strategic priority, [Imperial Talent](#) and working closely with the newly established Early Career Researcher Institute.

The team will lead by example on delivering accessible events for our Imperial community by ensuring closed captions for all Presidential events hosted primarily for staff and students. This will include the annual President's Address.

As part of these commitments, the Institutional Events team will also:

- undertake annual training to be able to confidently discuss EDI at an appropriate level and ensure a comprehensive understanding of the sensitivities around collecting data on protected characteristics.
- where possible, avoid running events on key religious [holidays](#) which would prevent some audiences being able to attend.
- discuss equity, diversity, and inclusion in relation to event speakers at stakeholder meetings, event network meetings, and departmental meetings on a regular basis.
- consider accessibility in the selection of venues and timing of events where possible.
- ensure that the chairperson for events with a Q&A is briefed to take questions (and proactively encourage questions) from a balance of those in the audience, including women and minority ethnic groups.
- ensure hybrid event opportunities where possible and deliver a library of open-access event recordings to maximise inclusivity and accessibility.
- encourage faculties and departments consider EDI from the outset when planning events.

Commitments agreed by the Institutional Events team in July 2024. Please [contact Terri Arnold](#), Head of Institutional Events, if you have any questions.