



BOU conference accessibility and inclusivity

This document summarises the measures so far implemented to help deliver accessible and inclusive BOU conferences. It is intended for all attendees of BOU conferences regardless of their role (presenting, chairing, watching).

A BOU conference that is accessible and inclusive would be welcoming to everyone, a conference where people feel safe and comfortable. In order to achieve this, we have put in place a number of measures which are outlined below. In addition, we encourage attendees to read though our conference and meetings [Code of Conduct](#) and [Equality & Diversity statement](#) ahead of the event.

Delegates may also be interested in taking a look at our [diversity blog series](#), which covers a wide range of topics, including [breastfeeding birders](#), [embracing cultural diversity](#) and [EDI in environmental charities](#).

In advance of the conference

- We encourage anyone who has any additional accessibility requirements to get in touch before the conference (leilawalker@bou.org.uk and/or emmamoxham@bou.org.uk) and we will do our best to put measures in place to accommodate these needs.

Guidance for presenters (oral, poster and Bluesky)

- We encourage presenters to consider making their material colourblind friendly. Further guidance on this can be found [here](#).
- Presenters are also encouraged to use suitable fonts (e.g. size, colour, and font type), for example by thinking about making them [dyslexic friendly](#).
- We also ask presenters to avoid jargon and ensure that materials are suitable for non- experts in their field and for non-native English speakers.
- Further guidance on creating accessible presentation text can be found [here](#).
- If using videos in a presentation, presenters are asked to consider adding subtitles. If a video is showing a bird's behaviour, for example, consider describing this in words, to ensure all of the audience is able to follow.

During the conference

- We encourage all delegates to approach BOU staff in case of any issues that they face. Photos of the primary BOU contacts are highlighted in the delegate pack and BOU staff and volunteers can be identified at the conference by their yellow lanyards.
- Our spring conference venue is the Jubilee Campus, Nottingham University. The following facilities are available:
 - Space for breastfeeding and formula milk preparation can be provided. Please

- try to let us know in advance of the conference if you need this.
- The Exchange Building has wheelchair access and Blue-badge parking nearby (see [Jubilee Campus map](#)). There is unfortunately no step-free access to the speaker area in the lecture theatre. If you are a presenter requiring step-free access, please let us know in advance of the conference.
 - [Gender neutral toilets](#) and [faith rooms](#) are available on the Jubilee Campus.
 - Induction loops are available within the Exchange Building, specifically in the lecture theatre where oral presentations take place (C.LT2), and in the room hosting posters, exhibitors and lunch and refreshment breaks (C3). Unfortunately, induction loops are not available in the smaller classrooms where the ECR workshops are located.
 - Conference parking is indicated on the [Jubilee Campus map](#).
 - You can view detailed accessibility information for individual rooms within the Exchange Building [here](#).
- We invite all conference speakers, poster presenters and delegates to provide their [pronouns](#), for inclusion in conference materials (e.g. programme and name badges). We encourage attendees to use individual's pronouns correctly.

Guidance for session chairs

- Please note that where speakers have provided their pronouns, these are included within the programme. Please refer to this information when introducing speakers.
- Research on question-asking behaviour at conferences is beginning to shed some light on how conference organisers can encourage questions from a diversity of participants (e.g. [Carter et al, 2019](#), [Lupon et al 2021](#), [Bailey et al, 2020](#)). As chair, you are in a position to influence this, for example, by giving a session welcome that encourages questions from all, and in considering from whom, and in what order, you select questions. We encourage you to consider this when running the Q&A sessions. For example, you might wish to consider taking the first question from an Early Career Researcher, a woman or someone from a minority background.
- If chairs observe that a particular line of questioning is not constructive, they are encouraged to consider taking a new question from another member of the audience.
- Hand-held roving microphones will be made available during the Q&A session. We ask that everyone make use of these.

Feedback welcomed

This is a dynamic, evolving document. We stress our commitment to making our conferences as accessible, inclusive, welcoming and diverse as possible, but we are aware we cannot always accommodate every individual requirement. We therefore welcome suggestions for improvements and feedback. Please keep an eye out for surveys circulated before, during and after our conferences to share feedback, or reach out to BOU staff or volunteers directly.