



Politecnico
di Torino



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COMITATO UNICO DI GARANZIA
POLITECNICO DI TORINO

Guidelines for gender equality and diversity in events

Politecnico di Torino considers equal opportunities and inclusion as founding values of the community and is committed to promoting them in every aspect of the University's life, including scientific and/or educational events organized and/or sponsored by the University. For this reason, it incorporates and extends the guidelines currently available at the national level to ensure gender balance and enhance diversity in the academic community.

These guidelines are addressed to the structures and people involved in the organization and promotion of the scientific and/or popular events mentioned above, in order to direct them to respect the balance of gender and diversity. Gender balance is defined as the indicative representation for each gender between 40% and 60% – in any case, the least represented should not be less than 30%.

Diversity means the inclusion as speakers and/or in the organization of events of people with different cultural and professional backgrounds and experiences related to identity, social group, geography, ethnicity, or other.

The guidelines are addressed to the University as an entity organizer and promoter of such events. Departments, Committees, the PhD School, Graduate/Undergraduate Schools, the Management and Administration Offices, as well as individuals, are invited to follow the recommendations.

In addition, they are invited to refrain from participating in any capacity in scientific and/or educational events that do not guarantee an adequate balance between genders or that conflict with the principle of diversity.

SOURCE

Linee guida della Società Italiana dell'Economia:

<https://www.siecon.org/it/chi-siamo/linee-guida-la-parita-di-genere-eventi-scientifici>

Linee guida conferenza:

http://www.cpouniversita.it/documenti/Varie/Linee_guida_genere.pdf

Linee guida Unito:

<https://politichediaterneo.unito.it/linee-guida-per-garantire-equilibrio-fra-i-generi/>

Guidelines →

1 Promoting an inclusive culture in the conduct and organization of the event

Use the appropriate professional names for each interlocutor: ingegnere and ingegnera, direttore and direttrice, etc.

Avoid using different registers to address different interlocutors, unless explicitly requested. For example, avoid addressing female interlocutors of the female gender in a colloquial tone – saying “you” or referring to them directly by their first name – while with male interlocutors a formal register is maintained – referring to them by their professional name and addressing formally. Place people on the same plane regardless of their characteristics, for example by asking/not asking both men and women about their partners and children.

During the event, make people aware when this is not the case.

2 Work to have a list of speakers that ensure gender balance

Comply, where possible, with the expected 40%-60% gender balance ratio. In any case, the least represented gender should not fall below 30%.

Where, due to the nature and type of the event, there is a constrained number of participants of the same gender, try to include participants of the other gender in the discussion to adjust the imbalance. For example, if the event is a closing or award ceremony in a competition and the winners turn out to be all – or a large majority – of the male gender, organize a discussion with female speakers to fix the gender imbalance, possibly drawing on the University’s internal resources. In cases where speakers or participants communicate their inability to participate at the last minute, replace them in the scope of gender balance. It is advisable to prepare in advance a list of potential replacements of the less represented gender.

3 Pay attention to respecting gender balance in the different roles, whether organizational or prestigious

Be careful not to segregate the different genders into specific roles – for example, if the female gender is represented mostly on the organizing committee and the male gender on the scientific committee.

Ensure that this is particularly the case for roles of higher visibility and prestige, such as Plenary or Keynote speaker, or Chair, as well as roles in the organizing committee.

Also encourage gender balance in hostesses/stewards, angels, or other support staff – for example, by having male and female students fill such roles, or by giving guidance on gender balance to any outside agencies providing services.

4 Enhancing diversity in the plurality of interventions

In particular, pay attention to professional and/or educational experience, role, discipline, and geographic origin. The list is illustrative, but not exhaustive.

As an example, try to select diverse speakers in terms of role and professional experience – first and second-level (according to the Italian system) lecturers, research staff/fellows, PhD students. Try to select experts from universities and/or research institutions of various geographical locations as speakers.

Where possible, ensure that grants or incentives are advertised to secure participation in the event for independent or early-career researchers.

5 Communicate the desire to promote gender balance and diversity in the ev

Declare, both in the promotional stage (online, printed press and/or videos of the event) and at the opening, that the scientific committee supports and promotes a culture of gender balance and of valuing diversity in scientific activity.

If possible, before the event, supplement the promotion with direct calls to encourage participation by figures who are diverse in terms of role and professional experience, area of specialization and geographic origin. The list is illustrative, but not exhaustive.

6 Use inclusive language in event material and promote its use as the event unfolds

Decline women's professional roles/names in the feminine form (professoressa and not professore, ingegnera and not ingegnere) also in the aforementioned material.

Use inclusive (personnel, student population, polytechnic community, etc.) or neutral (member, president, executive member, lecturer, etc.) expressions.

Avoid using language or expressions that may demean the experience of, reinforce stereotypes about and/or directly or indirectly discriminate against marginalized groups based on gender identity, sexual orientation, age, personal status and/or social background, ethnicity or religious affiliation.

7 Ensure that stereotypes are not embedded in promotional material and the conduct of the event

Explicitly make the request known to the participants in the preparation phase (for example, through an indication in the guidelines for submission of contributions, in the case of a conference, etc.).

Provide neutral attire for hostesses/stewards, angels or support staff (for example, t-shirts and badges) rather than attire that may promote gender inequality (for example, heels for women and ties for men).

8 Use appropriate services and/or tools to ensure event accessibility

Resort to automatic subtitling in the case of online events.

If possible, provide a LIS (Italian sign language) interpreter as well as translators throughout the event.

Make sure that the audio-visual material used is accessible and encourage participants to verify that this is true for the material they use: i.e., verify the font used, the lighting and colours of the materials, and eventual legibility issues for people with disabilities/neurodiversity.

In case of architectural barriers at the event venue, provide support to allow access.

Encourage communication of special needs to the organizing committee or a specific figure for the event.

9 Strive to enable the reconciliation of participation in the event with personal life

Pay attention to the time of the work event, so that it does not conflict with potential extra-work care needs and responsibilities.

Guarantee the reachability of the venue.

Ensure support services to promote work-family balance – for example, babysitting and/or supervision at the event venue, nursery and child care services at the conference venue, including the various bathrooms (male, female or neutral where present).