Gender Parity Guidelines: When organising an event

Good practices to follow whenever an event is organised.

**Early planning:** informing panellists ahead of time allows the organisers to find appropriate solutions to maintain gender balance.

→ In case of difficulties in finding appropriate female speakers, ask other speakers to nominate a female speaker and do the research. **Useful databases:** Lights on Women, Global Women's Network for the Energy Transition and the Clean Energy Council speakers guide; look for speakers from past conferences on similar topics and search on communication platforms such as LinkedIn. **Expert women can be found.**

→ If panel participation is limited to some specific hierarchical positions (e.g. ministers), women may be left out due to the present lack of women in leadership positions. When possible, **allow speakers with different roles.**

→ If a woman rejects the invite to intervene, **ask for the reason** (addressed the reason if possible) and make efforts to replace her with another female speaker (e.g. ask the speaker who declined to nominate another female speaker).

→ Consider starting by inviting more women than men. This will help you ensure a few women speakers early on, and leave you enough time to change your approach in case it is difficult to ensure gender balance.

Make sure that **no gender is exclusively segregated to a specific role** during the event (e.g. moderator/facilitator).

→ Be aware of **societal norms** preventing women from participating in events (e.g. care duties, “impostor syndrome”...) and react accordingly.

→ Consider the **timing** of the event.

→ If possible, invite **more than one women**. You might ask a female speaker to suggest another female speaker.

→ Provide **comprehensive information** about what their contribution shall include and what questions you will ask (if possible). Offer the possibility for a **preparation meeting** and **technical check** for online events to give speakers more confidence.

Pay attention to **communication items** related to the event.

→ **No single-gender pictures** should be included (ECS communication seeks to not advertise single-gender pictures).
→ **Collect statements from both genders** made during the event, to be shared in subsequent communication items.

→ Communicate ECS gender commitments and actively raise awareness in external parties we work with. Include a **reference to our gender-balanced approach** in your message requesting for speaker participation where possible.