**Diversity and Inclusion case study template**

Please answer the questions below and provide a case study of a piece of work/ a project (large or small) that has been undertaken to improve diversity and inclusion in your organisation, and which might help others to take similar steps.

If relevant, please supply a photograph of 1MB to accompany the case study.

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| What is your name and position? | Monica Stancu, D&I Programme Manager |
| What is the name of your organisation? | Royal Academy of Engineering |
| What is your Diversity and Inclusion case study about? (E.g. D&I training, policy, workshop, campaign) | Meetings, conferences and events |
| Which of the 8 Framework areas is this particularly applicable to? 1. Governance & leadership;
2. Membership & professional registration;
3. Meetings, conferences and events;
4. Education & training, accreditation & exams;
5. Prizes, awards & grants;
6. Communications, marketing, outreach & engagement;
7. Employment;
8. Monitoring & measuring
 | Meetings, conferences and events;  |
| Please describe it in 200 words below, and attach any useful templates, examples or documents to the end of this document if you are willing for them to be shared |
| The Royal Academy of Engineering is committed to removing barriers to participation to its programs. In 2018, the Academy published a Building Accessibility booklet giving information on facilities aimed at making its meetings and events accessible to as many people as possible, regardless of disability or access requirements. The document includes the building’s mobility features, available support for hearing and visual impairments and information on catering services. The Academy also encourages delegates to let it know about any adjustment needs at different points in the registration process. For instance, joining instructions for delegates include information on special assistance, accessibility, disabled parking and more. Post event, delegates are asked to rate their experience in terms of venue accessibility, signage, lighting and pre-event communication. This helps the Academy monitor progress and ensure its events are as disability-friendly as possible. Speakers at Academy events receive briefings that encourage the use of accessible fonts, sizes and images. A checklist is used when organising events which includes accessibility reminders, and an online database of speaker contacts supports the use of more diverse panels. We have a checklist that we use when organising events which includes reminders in relation to making the event accessible and inclusive. |
| **What lessons have you learned? Please list below** |
| * Importance on being proactive when providing information to delegates at all stages of event communication, to help mitigate unexpected issues/situations to deal with at any time but mainly during the event.
* Project enabled the team to review all processes and templates used for events planning and identify potential gaps. This provided the team with an opportunity to ensure there is a more systematised approach to overseeing the D&I elements for all events across the Academy, which was previously missing.
* Without a definitive checklist that encompasses D&I elements of event planning processes, we were at risk at making an assumption that all was covered and not necessarily being better informed / prepared.
* Importance of considering D&I when creating programme for events and message it sends to the stakeholders whose needs we are trying to meet.
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| Any top tips? |
| * Advertise your events/awards/grants/job opportunities on targeted websites/channels to reach a diverse group of people
* When you organise events, ensure that they take place at times that might be suitable for parents and avoid the main religious holidays such as Ramadan, Vaisakhi, Shavout, Chinese New Year, Christmas, Easter etc.
* Ask your delegates what they need to fully participate.
* During the event, make sure that there are enough breaks and that there is enough time to move between rooms
* Consider the diversity of your panels
* Make a “quiet room” available during events that can be used for example for prayer
* Measure and monitor your progress in terms of accessibility
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