



EVENT ORGANIZER'S CHECKLIST

There is a need for equal gender representation in global health leadership, and this equal representation should be reflected in global health events. These events should include the perspectives and interests of all genders, recognize the importance of diversity, and emphasizes both female and male role models. The checklist below supports event organizers to ensure greater gender parity at global health events.*

Key points to consider when organizing a global health event:

- Do we have a statement on our event's gender equality policy available publicly?** Include in marketing materials, on website, in the call for proposals, and registration materials.
- Do we make gender disaggregated data (of organizing committees, speakers, moderators, and participants) available on our website following the event?**
- Do we have a gender equal scientific/proposal review committee?**
- Do we have an equal number of male and female keynote speakers?**
- Do we have an equal number of male and female moderators?**
- Do we have as many female as male panel participants?**
 - Questions to consider: Have we sought to find both female and male experts in the field? Are there barriers (e.g., travel, cost, conference timing) that may impede participation by both women and men?
- Do we encourage session organizers to use gender analysis and/or gender experts when constructing sessions?**
- Is the event's marketing presented in a gender balanced and appropriate way?**
 - Questions to consider: What type of pictures do we use to convey our messages - of men? Women? Ages? Diversity?
- Other than gender, how do we consider diversity of organizing committees, speakers, moderators, and participants?**
 - Questions to consider: Are young people, people from different geographic areas, and people from backgrounds other than health represented?

*Gender parity refers to at least 40% and not more than 60% women/men



WGLHI is a joint initiative of Global Health Council and Women in Global Health. For more information about the initiative, visit: www.globalhealth.org/about-us/wlghi. To share feedback on the checklist, please contact wlghi@globalhealth.org.