**BACLS Conference – Guidelines for Inclusivity and Access**

BACLS is committed to making its conference as welcoming and accessible as possible. The following measures are guaranteed as standard, but please contact the conference organiser if you need any further adjustments: j.h.peacock@keele.ac.uk.

### **Before the conference:**

* **The conference programme is available here** [BACLS-WHN 2023 Conference](https://www.bacls.org/conferences/bacls-whn-2023-conference/)**.** You can follow the conference via the hashtag #WHN23 and by following [@BACLS\_official](https://twitter.com/BACLS_official).

### **In-situ conference panels (6 September, Old Gym Building, University of Birmingham):**

* **Detailed accessibility information for the Old Gym can be found here**: [Old Gym | AccessAble](https://www.accessable.co.uk/university-of-birmingham/access-guides/old-gym#3e9de997-2f2b-f44b-a102-c079a7e7202a)
* **If participants have special requirements for the contents of their delegate packs** (e.g. font sizes, colour requirements), then please contact the conference organiser beforehand (j.h.peacock@keele.ac.uk).
* **Each panel will have 2, 3 or 4 papers of 20 minutes each.** The majority of panels include 3 papers.
* **Each panel will have a chair**, who will be responsible for keeping presenters to time and fielding questions from the audience.
* **The Q and A discussion will take place after the paper presentations.**
* Presenters who wish to use slides can email them to the conference organiser beforehand (j.h.peacock@keele.ac.uk) but should also bring them on a stick.
* **We ask all speakers and audience members to be respectful of differing opinions** and ask all participants actively to listen to ensure an open and inclusive dialogue.
* **There will be publisher displays at the conference:** BACLS wishes to stress that their presence does not imply BACLS’s endorsement of a particular company’s published content.

### **Online conference panels (8 September, Zoom):**

* **The Friday 8 September conference will run on Zoom and captioning** **will be available in all sessions**. More information can be found [on the Zoom website](https://support.zoom.us/hc/en-us/articles/207279736-Getting-Started-with-Closed-Captioning).
* **Each panel, including “Contemporary Conversations,” will have its own Zoom meeting link**. Links will be sent to delegates a couple of days before the online conference. *Please do not share these links with anyone*.
* **Participants are encouraged to use their preferred names and pronouns on Zoom, if and when they feel comfortable**.Details on how to change your Zoom name, as well as how to control when your pronouns are displayed, [can be found here.](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile)
* **We will record presentations but not subsequent discussions.** Please contact the conference organiser if you would prefer us not to record your presentation.
* **Regular 15-minute breaks are scheduled between panels, with a 45-minute break for lunch.** Panel chairs are asked to keep each session to time (20 minutes for each paper), but participants are encouraged to rest, go off camera, or step out of the Zoom room when needed.
* **Every attendee should mute their microphone unless they’re speaking.** All speakers should also use microphones, where possible, for clarity of expression.
* **Each panel will have a chair and co-chair.** The co-chair will be in charge of checking on questions and comments being posted in the Chat.
* **No-one is required to be on camera during the conference**. If you are presenting, please let your panel chair know if you’d prefer your camera off.
* **The Q and A discussion will take place after the presentation of papers.** Questions can come from the Chat, or from delegates using the hand raise function, unmuting and asking their questions in-person.
* **We ask all speakers and audience members to be respectful of differing opinions** and ask all participants actively to listen to ensure an open and inclusive dialogue.

### **After the conference:**

* **Participants will be invited to send feedback on the conference** to BACLS conference lead, James Peacock (j.h.peacock@keele.ac.uk).