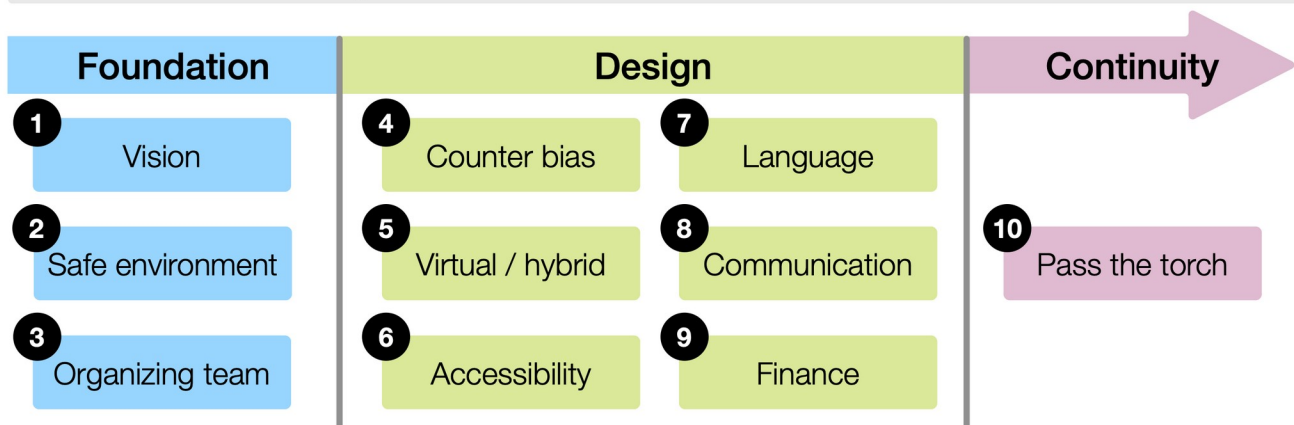# Organizing inclusive conferences with the community

Conferences are great spaces to present our work, get to know more people, and build communities; often, these spaces are restrictive regarding who can and cannot attend. In this talk, we will present some guidelines to make conferences more inclusive, based on our recently accepted paper "Ten simple rules to host an inclusive conference", co-authored by useR! 2021 conference organizers from diverse backgrounds. Many authors are LatinR community members, and our particular experiences helped shape the manuscript.

The ten rules are organized into three sections: three Foundation Rules, six Design Rules, and a final Continuity Rule. The Foundation Rules comprise key elements to conceive the work on diversity and inclusion in any conference. Rule 1 is about setting a vision of diversity and inclusion that should guide all the efforts and decision-making in the organization. Rule 2 focuses on how to create a safe and welcoming environment for all the attendees. Rule 3 highlights the importance of starting with an inclusive and diverse organizing team and suggests tips on work dynamics. The Design Rules focus on weaving inclusion into the conference design process. In Rule 4, we introduce multiple ways to counteract bias in the conference program (keynotes, program committee, abstract selection, and thematic sessions). Rule 5 focuses on ways to design an inclusive online component in virtual and hybrid conferences. Rule 6 focuses on accessibility practices to include people with disabilities. In Rule 7, we suggest accounting for linguistic diversity. Rule 8 offers tips for developing an inclusive communication strategy. In Rule 9, we address budgeting for inclusive practices and helping participants with affordable registration costs, scholarships, and other forms of financial support. Finally, the Continuity Rule 10 emphasizes the importance of self-assessment and advocates for making the conference part of a long-term commitment to inclusion and for passing the torch to future organizers.

The Rules have been written as guidelines for inclusion, and we hope they can be used, improved, and adapted to any local, regional, or global conference. We look forward to exchanging ideas with the attendees about which Rules would be the most beneficial to the LatinR community, and addressing the biggest challenges for inclusion in the community.

10 Simple Rules to Host an Inclusive Conference

Foundation	Design		Continuity
1 Vision	**4** Counter bias	**7** Language	
2 Safe environment	**5** Virtual / hybrid	**8** Communication	**10** Pass the torch
3 Organizing team	**6** Accessibility	**9** Finance	

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