



# Are you organizing a seminar or conference?



**Gender bias is widespread and has a major effect on women's careers. *You can combat gender bias with effective planning.***

Leaders at UCSF want to overcome gender biases to ensure women's careers have equal opportunity.

Please do your part to support women when planning seminars.

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Engage.  
*enrich.*

## Have you?

### Balanced gender ratios and roles in your event

Be sure not only that the numbers are balanced but also roles – are women represented as ‘keynote’ or ‘invited’ speakers with special status, chairs of workgroups/sessions, and within each topic or session?

### Avoided the use of language eliciting unconscious bias

Asking for suggestions of ‘exciting’ or ‘dynamic’ speakers might bias towards more assertive male communication styles, but soliciting suggestions of authors of interesting papers recently published may be less biased.

### Given moderators some specific pointers

In moderated Q&A or panel discussions, without being aware of it, male speakers/panelists may try to field more of the questions or talk over or interrupt female speakers/panelists, but giving a moderator specific instruction to intervene if they observe this can ameliorate the problem.

If you see something, *say something*. Speak up on behalf of women.

You set the tone - *make a difference!*

For more information, visit: <https://diversity.ucsf.edu/>

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