Suggestions and Guidelines for Organizers

We strive to have a more diverse and better represented research community (see also our Equality, Diversity, and Inclusion statement). We believe being conscious of the under-representation is a great first step, but it is not sufficient, and our community needs to be proactive. Thus, we have come up with a list of actionable suggestions and guidelines we ask that all who organize any events, awards, or otherwise to consider.

1. Representation in invitations: Whether you are asking someone to be a keynote speaker or a session chair, diversity and representation matters. We should always strive for diversity in selecting keynote speakers or session chairs and avoid a monolith. If you have difficulty finding a diverse set of voices then please consider widening your search in terms of age, career stage (or studies, students are welcome options), or even field of research (which may encourage some interdisciplinary research).

2. Nominations: Underrepresented groups of researchers are often at the mercy of a supervisorial role to submit their works for awards. We urge you to consider adding an option for self nominations to any awards you may be offering. We also suggest you consider if there is diversity in your nominations and if not then why? Perhaps this is simply an advertising problem in which case consider advertising to a broader group of people. Also consider if you know any underrepresented peoples who may be appropriate for nominations and encourage a submission from them or their supervisors.

3. Abstract Submissions: As in point #2 we suggest you find ways to get submission from a broad audience, perhaps with broader advertising or pointed invitations. Financial barriers can hinder submissions and we suggest you offer some sort of financial support to underrepresented peoples, for example waiving conference fees, paying for travel expenses, and/or community support in terms of accommodations and meals.

4. Beginning the pipeline: Support, resources, and mentorship matters in all stages of a career in STEM, starting from a young age. Thus, we suggest that at your event/conference/workshop you offer an outreach program. This could be either as outreach to school children or a mentoring program. If possible, in these types of programs ask under-represented groups to be the facilitators or mentors.

5. Gender inclusivity
   a. Oftentimes while registering for a conference there is a drop-down menu where a participant can state their gender and often this just includes Male and Female option which is exclusionary to those who identify with a different gender. Gender is a spectrum and people can identify as non-binary, trans-man, trans-woman, two-

spirit, gender neutral, agender, genderqueer, etc. We suggest you let people type in the gender they identify with and give the option "prefer not say".

b. Pronouns are important part of someone's identity and just because someone is cis-gender showing does not mean that their pronouns are what you assume. A great way to avoid mis-gendering someone (using the wrong pronouns) is to provide a format where people can post their pronouns if they desire and encourage people to do so. This can be as simple as adding pronouns to e-mail signoffs, to zoom-ids, or to conference badges.

6. The elephant in the room: Open discourse about the lack of diversity in the geoscience is a step in the process of making the geosciences more diverse and welcoming. We suggest you provide a platform for this discussion at your events. This could take the shape of a workshop on diversity, a panel discussion (with a diverse set of panelists), or unconscious bias training.