



Policy on Gender Balance

Our courses and conferences aim to promote gender balance across the programme as set out below:

Conferences:

1. All new and renewed committees must comprise equal numbers of men and women. Committees to usually comprise of four members, each of whom must rotate off (two at a time) in turn after two years.
2. All session chairs and invited speakers to comprise equal numbers of men and women.

Courses:

1. Gender balance of course instructors is strongly encouraged on all courses. No mandatory minimum number of female instructors is set, due to the large time commitment involved in *lab-based courses*, but there should be no single -sex instructor panels.
2. Instructors/organisers to comprise equal numbers of men and women for discussion-based courses.
3. Invited speakers/tutors to comprise equal numbers of men and women for courses based at the Wellcome Genome Campus.
4. Across the whole programme, the number of selected participants to comprise equal numbers of men and women.

Monitoring:

1. Each event is monitored by the event lead.
2. An annual summary of the numbers to be reviewed by the Courses and Conferences Steering Group.
3. All proposals for the introduction of new events to the programme will include a section on gender balance and will be reviewed by our steering group.
4. Exceptions: where a field has a very low number of women or men; this is to be flagged up to the event lead *in advance* (i.e. during the development of the event proposal), it will be reviewed by the Steering Group to determine if lower numbers are acceptable.

Timeframe:

1. To be implemented immediately (November 2016) for events taking place from October 2017 onwards.
2. Allowing current committees to rotate off after two years, the policy is likely to be fully effective by October 2018.