**Fostering an Inclusive Culture at the CSBS**

**Preamble**

The following document provides suggestions for members, session conveners, and chairs for fostering an inclusive atmosphere at the annual meeting of the CSBS. The Society follows the [Code of Conduct](https://www.federationhss.ca/en/about-us/about-federation/code-conduct) of the Canadian Federation for the Humanities and Social Sciences. This document gives suggestions for making the annual meeting a welcoming space.

This document grew from the [ad hoc report on the functioning of CSBS](https://csbs-sceb.ca/report-of-the-csbs-ad-hoc-committee-for-review-of-the-purpose-and-functioning-the-society/), which was “a response to varied requests from the Society membership and the Federation for the Humanities and Social Sciences EDID review.” Subsequent to that report, the CSBS executive created another ad hoc EDID committee, which has produced this document in conversation with the executive.

**Recommendations for Chairs:**

* Before the session, review the program and abstracts; learn how to pronounce names, and know what gender pronouns to use.
* Also before the meeting, read the [bystander training flyer](https://docs.google.com/document/d/1wXJzODROTe2NN1PPzSVZTTsci-w1OPoKHwVWQf6Vbpk/edit#heading=h.in11mubnexau), so you can deal with any micro or macro aggressions should they occur.
* Consider beginning your session with a welcome and land acknowledgment; if you have capacity it would be nice if you could repeat the welcome in French as well.
* Make sure the panelists and the audience know how the session will run (when question time will be, etc.). Remind the audience to keep questions short (e.g. 30 seconds), to allow time for the speaker to answer and others to ask questions.
* Introduce speakers by preferred name, last name and institution; avoid titles.
* Keep people to time by giving them a 5 minute and 1 minute signal.
* Make sure that question time is consistent across panelists.
* The chair should look engaged in the session and be thinking about potential questions. If a paper does not receive a comment or question, the chair is encouraged to step in and ask one.
* In discussion time, make sure that people share the conversation (i.e., it should not be dominated by one person, or one gender).
* Encourage questions from junior scholars and graduate students as well. Make sure that comments and questions get addressed, so that students, junior scholars, and minorities who ask questions or make comments are not talked over or ignored.

**Recommendations for Members**

* Consider introducing yourself to people you don’t know and asking them about their work, especially junior scholars.
* Consider going to sessions that have different content or methodology than you might normally engage.
* Graduate student advisors: Encourage your students to go to sessions that have different content or methodology than they might normally encounter. Also, encourage them to get to know people outside of their program.
* Please recognize that chairing sessions can be difficult, so do your part to make chairs’ task easier (stick to time limits, follow their lead, keep questions and comments brief, etc.).
* Welcome others into the conversation.
* Consider reading the [bystander training flyer](https://docs.google.com/document/d/1wXJzODROTe2NN1PPzSVZTTsci-w1OPoKHwVWQf6Vbpk/edit), so you can deal with any micro or macro aggressions should they occur.
* Please be aware that what you say to a junior scholar or graduate student can have a deep impact. Watch for [implicit bias](https://www.chairs-chaires.gc.ca/program-programme/equity-equite/bias/en/) around race, gender, sexuality, and professional status, as that can produce micro and macro aggression.
* Senior scholars, we can be aware of how much space we take up in sessions.

**Recommendations for Special Session Convenors:**

* Consider the diversity of your panel. Are there people of different genders, races/ethnicities, and religious traditions? Are there people from different institutions, languages, and regions in Canada?