

IBA Arbitration Committee/ICCA Conference diversity checklist

Recognising the importance of diversity, equity, and inclusion ('DEI') in the field of international arbitration, the Arbitration Committee of the International Bar Association ('AC-IBA') and the International Council for Commercial Arbitration ('ICCA') have joined forces in drafting this checklist for promoting DEI in international arbitration conferences.

Acknowledging that each conference is different and that the steps taken to promote DEI will accordingly vary, the goal in proposing this checklist is to ensure that panellists and delegates at international arbitration conferences come from diverse backgrounds and that participation is inclusive. The AC-IBA and ICCA hope that the checklist prompts useful reflection, and welcome suggestions for additions and amendments.

Consider the following when organising an international arbitration conference:

1. All involved in the organisation of the conference should strive to **ensure that the conference is inclusive, involving a diverse group of speakers and delegates**. Understanding that DEI is relative to the specific circumstances (geography, topics etc) of the event in question, some factors to consider include age, disability, ethnicity, gender, indigenous origin, nationality, national origin, race, religion, sexual orientation and socioeconomic status.
2. When **planning the conference**, organisers should consider:
 - a. ensuring the diversity of the group that will research and identify proposed speakers;
 - b. encouraging the geographic diversity of conference locations over time, if the conference is not always held in the same location; and
 - c. seeking input from regional arbitration institutions and/or regional chapters of international organisations for conferences addressing issues related to a particular geographic region or community.
3. When **choosing speakers**, organisers should consider:
 - a. choosing conference topics before inviting speakers, in order to encourage a search beyond speakers who are already known to the organisers;
 - b. making an open call for expressions of interest from potential speakers where appropriate;
 - c. communicating that the organisers welcome participation by speakers from underrepresented groups;
 - d. communicating that the organisers welcome participation by speakers with disabilities, health conditions or impairments;
 - e. assessing the diversity of each potential panel and the conference overall before finalising any speaking slots;
 - f. ensuring that for panels addressing issues related to specific geographic regions or communities, those regions and communities are adequately represented;
 - g. ensuring that opportunities for speakers from underrepresented geographic regions and communities are not limited to panels about those regions and communities;
 - h. offering the option of remote participation to speakers who are unable to travel, for example due to disability, health conditions, or impairments;

- i. limiting the number of speakers from a single firm or organisation;
 - j. preferring speakers who have not spoken at the organisers' events recently;
 - k. where appropriate, providing opportunities to junior and mid-level practitioners; and
 - l. using best efforts to ensure gender parity on panels and to provide opportunities to speakers from intersectional backgrounds.
4. To **encourage participation by a wide range of conference delegates**, organisers should consider:
- a. advertising the conference through a wide range of channels;
 - b. making an in-person conference (or part thereof) accessible online at a reduced fee or no fee, whether live or after the conference;
 - c. where applicable, time zones when fixing the programme;
 - d. offering discounts or volunteer opportunities (eg as rapporteur) for members of underrepresented groups;
 - e. preferring venues that are accessible for delegates with a wide range of disabilities, health conditions or impairments (eg physical access to the venue, toilets, hearing aid loops, adequate lighting, designated contact person for questions or assistance);
 - f. providing information about accessibility of conference venues and hotels for delegates who have disabilities, health conditions or impairments;
 - g. offering individual sound amplification to help delegates who have a hearing impairment and those whose primary language is not that of the conference;
 - h. offering interpretation into a language other than the primary language of the conference where appropriate; and
 - i. taking into account religious holidays when scheduling.
5. When asked to **sponsor or promote another organisation's conference**, organisers should consider whether to have a list of DEI requirements on which sponsorship or promotion would be made contingent.