Seven things TO DO if you are convening an ICT conference or event

1. **Ensure that there are guidelines on expected behaviour that specifically address sexual harassment during your event.**

2. **As far as possible ensure a gender balance among invited speakers or panellists.**

3. **Seek to ensure a gender balance of moderators for panels or sessions.**

4. **Ensure there is a gender balance between hosts and hostesses if the conference decides to have people in such roles.**

5. **Ensure that organisations employ appropriately dressed staff at their stands or displays in any exhibition areas.**

6. **Be pro-active if you see inappropriate behaviour.**

7. **Have a clear and easy channel through which people can reach out for help.**

This guidance note has been prepared by **TEQtogether**. It is based on existing good practices, and more details on these principles can be found at http://teqtogether.org. Please feel free to use and share this information.

Six things TO AVOID if you are convening an ICT conference or event

1. Permitting or condoning inappropriate sexual behaviour by conference participants, sponsors, or exhibitors during the event.

2. Inviting only men to be keynote speakers or panellists.

3. Choosing only men to be session moderators.

4. Employing only women as hostesses to usher people on to the stage, or act as human signposts during the conference.

5. Permitting sponsors or exhibitors to have scantily-clad women at their stands to attract male participants.

6. Doing nothing if you see inappropriate behaviour

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