

In a large and complex organisation such as the Clinical School, there are many types of meetings, ranging from small committees to very large seminars.

The School's efforts to maximise inclusion and family-friendly working means that for several years, and included in our SWAN submission and Action Plan, we have asked that ***unless unavoidable, all meetings should please be scheduled between the hours of 09.00 and 17.30.***

This time period was chosen to allow staff with childcare responsibilities to be able to drop off and collect children without having to compromise attendance at work-based events. This 'core' period is wider than that found in many other organisations, in recognition of the clinical commitments of many of our staff.

The School recognises that some **smaller groupings** may, if all attendees agree, hold their meetings outside these hours. It is recommended that such arrangements are reviewed annually, and whenever any new person joins that group.

As these hours have been a part of our Athena SWAN action plan for some years, and we cannot afford to compromise on our ability to progress our award status, everyone's co-operation is requested. Departments with already 'tighter' hours are encouraged to maintain them.

Strategies for maximising potential attendance at regular events include varying the day of the week or the time of day, so as not to disadvantage the same people every time.

There may be occasions where for **social** purposes, evenings are preferred; please still be mindful of those with caring responsibilities of any kind who may feel excluded. If a work-related meeting is being held offsite, please also consider whether the venue is appropriate for all attendees (e.g. pubs).

Finally, the School is keen to maintain good practice in maximising **diversity** of all types among speaker and chair listings for seminars and conferences¹.

Fiona Karet (fek1000@cam.ac.uk), *Litsa Biggs* (lmb72@medschl.cam.ac.uk) or *Caroline Edmonds* (schoolsec@cam.ac.uk) are happy to discuss individual issues in confidence at any time – we do also need to collect data on this!

¹Some ideas here, which can be applied to all forms of diversity:
<<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4238945/>>