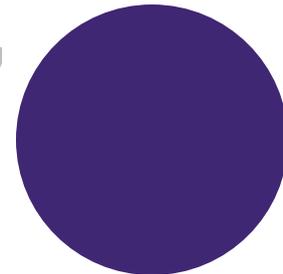


2017



Checklist/Scoresheet for

GENDER EQUITY STANDARDS

(GES) for WONCA Scientific Meetings

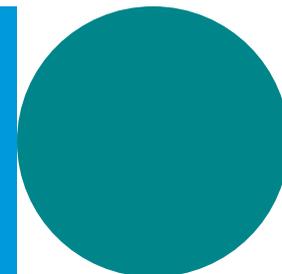


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GES 1: COMMITTEE STRUCTURE

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 1: Committee Structure All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.	1. Committee structure. <i>All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.</i> In practice this means that every reasonable effort is made to ensure that all committees planning scientific meetings have equitable gender balance and promote women in leadership positions and roles. One of the women members on each committee should be designated with the responsibility to ensure gender standards are maintained.	1.1 Gender balance in membership and leadership on the Scientific Committee [<i>CORE</i>]	Factor 1.1: The Scientific Committee posted on the conference website with photos demonstrates that the ratio of women to men is 50:50.	Self-Report	1.1.a) The HOC** reports on balance and leadership on the Scientific Committee	3
				WONCA Verification	1.1.b) The conference website shows the Scientific Committee membership with photos (ratio 50:50 women to men)	
		1.2 Gender balance in membership and leadership on the Host Organizing Committee	Factor 1.2: The Host Organizing Committee has a documented membership of 50:50 ratio.	Self-Report	1.2.a) The HOC** reports on balance and leadership on the HOC	3
				WONCA Verification	1.2.b) The conference website shows the HOC membership with photos (ratio 50:50 women to men)	
		1.3 Gender balance in membership and leadership on all the subcommittees	Factor 1.3: Advisory Boards and subcommittees have a documented membership of 50:50 ratio	Self-Report	1.3.a) The HOC** reports on balance and leadership on all subcommittees	3
1.4 One of the women members of the Scientific Committee is designated to ensure that gender equity standards are maintained	Factor 1.4: The individual responsible for keeping the message about gender equity front and centre provides a report 3 months before the conference confirming the composition of all committees. The report includes evidence of agenda items and minutes demonstrating that GES 1 has been adequately addressed.	Self-Report	1.4.a) The HOC** reports that one member of the Scientific Committee has been appointed to ensure gender equity standards are maintained	3		
	1.5 Women are appointed early in the process of convening each committee	Factor 1.5: The Scientific Committee and other committees have minutes that document the process for the appointment of members traceable to the first meeting where membership was discussed.	Self-Report	1.5.a) The HOC** reports that minutes from committees reflect that women were appointed early in the process of convening each committee	3	

Legend of Time		What is a <i>CORE</i> ?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as <i>CORE</i> are required for recognition as GES compliant.	Each GES has other component Factors in addition to the <i>CORE</i> Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

Scores ***	
Factor 1.1	5: The conference meets 5 Factors
Factor 1.2	4: The conference meets 4 Factors, including Factor 1.1
Factor 1.3	3: The conference meets 3 Factors, including Factor 1.1
Factor 1.4	2: The conference meets 2 Factors including Factor 1.1
Factor 1.5	1: The conference meets Factor 1.1
	0: The conference meets no Factors or does not meet Factor 1.1
Total Score for GES 1	
	/5
Total Score for GES	
	/32

GES 2: PROGRAM CONTENT

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 2: Program Content The program incorporates gender equity throughout its implementation. All <u>themes</u> of the scientific meetings include a gender perspective or analysis. All <u>calls for proposals</u> for plenary, symposia, workshops explicitly request a gender consideration. No <u>gender restrictions/bias</u> in participation. <u>Women's health topics</u> are encouraged regardless of the theme for the meeting.	2. Programme content. The programme incorporates gender equity throughout its implementation. A gender perspective or analysis transforms usual discourse to recognise that gender is always involved in any discussion about health, although not always explicitly. <2> This means that whatever the topic (genetics, pharmaceuticals, technology, or health services), every WONCA speaker should consider how the chosen theme relates to women's health and status. <ul style="list-style-type: none"> All <u>themes</u> of the scientific meetings include a gender perspective. All <u>calls for proposals</u> for plenary, symposia, workshops explicitly request a gender perspective in submissions. No <u>gender restrictions/bias</u> in participation are acceptable. No workshop, symposium or event should restrict participation on the basis of gender. <u>Women's health topics</u> are encouraged regardless of the theme for the conference in keeping with the HER Statement, fundamental recommendation # 3: "Promulgate the pivotal role of gender as a key determinant of health" and the "10 Steps to Gender Equity and Health". 	2.1 The theme of the scientific conference as explained in the background materials includes a gender perspective or analysis. [CORE]	Factor 2.1: (CORE) a) The materials submitted by the winning country to the WONCA World Council for consideration for the upcoming conference, show explicit inclusion of how gender perspectives informs the theme. b) The agreement signed with WONCA has a requirement that the conference is compliant with GES to be a WONCA endorsed conference. c) Examination of the theme of the conference on the website and/ or related printed materials such as the invitation, commentary, remarks and other materials, shows explicit inclusion of a gender perspective.	Self-Report WONCA Verification WONCA Verification Self-Report	2.1.a) The application to host the WONCA conference explicitly outlines how gender perspectives inform the theme 2.1.b) The WONCA conference agreement signed between WONCA and the host member includes a statement that the conference shall "ensure the GES are fully adhered to" – with a copy attached 2.1.c) The website and printed materials show explicit inclusion of gender perspective in the theme 2.1.d) The HOC** reports on the explicit inclusion of gender perspective in websites and printed materials	1 1 3 3
		2.2 Call for scientific events on the conference website includes a requirement for a gender perspective in all submissions	Factor 2.2: The call for scientific events and abstracts: a) Includes a gender perspective as a key content area where appropriate. b) Indicates the gender of presenters in submission (or add photo and bio) c) Uses gender neutral language and avoid use of generic masculine language. d) Encourages women to submit to achieve gender equity by authors/presenters.	WONCA Verification	2.2.a) The call on the website includes a gender perspective as a key content area, gender of presentors in submission, inclusive language, and reviewed by native speakers to assess inclusion of gender neutral language and avoidance of generic masculine language	2
		2.3 Women's health topics are encouraged at each WONCA conference	Factor 2.3: The invitation encourages submissions on women's health issues.	WONCA Verification Self-Report	2.3.a) The invitation on the website calling for abstracts, workshops, symposiums, and posters encourages submissions on women's health issues 2.3.b) HOC** reports that the invitation for abstracts, workshops, symposiums, and posters encourages submissions on women's health issues	2 2
		2.4 The selection process for approved submissions indicates how a gender perspective is applied in the evaluation of each submission	Factor 2.4: At least 60% of all accepted scientific event submissions include a gender perspective. The abstract review form includes an item indicating whether a gender perspective was included in the abstract or not. The conference organizer or delegate summarizes the proportion of abstracts that included a gender perspective 3 months prior to the conference.	WONCA Verification WONCA Verification Self-Report	2.4.a) The call for abstracts on the website states a requirement for a gender perspective in each submission 2.4.b) The abstract review form includes an item indicating whether a gender perspective was included in the abstract or not 2.4.c) The HOC** reports the proportion of abstracts that included a gender perspective (> 60%)	2 2 3
		2.5 No gender restrictions/bias in participation	Factor 2.5: The conference materials demonstrates that there are no scientific events that have gender restrictions in participation.	Self-Report WONCA Verification	2.5.a) The HOC** reports that conference materials demonstrate no gender restrictions/bias in participation in scientific events 2.5.b) The website with the conference program and materials demonstrates that no scientific events have gender restrictions in participation	3 & 4 3 & 4

Legend of Time	What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2				
3				
4				
5				

Scores ***	
Factor 2.1	5: The conference meets 5 Factors
Factor 2.2	4: The conference meets 4 Factors, including Factor 2.1
Factor 2.3	3: The conference meets 3 Factors, including Factor 2.1
Factor 2.4	2: The conference meets 2 Factors including Factor 2.1
Factor 2.5	1: The conference meets Factor 2.1
	0: The conference meets no Factors or does not meet Factor 2.1

Total Score for GES 2	/5
Total Score for GES	/32

GES 3: GENDER BALANCE

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 3: Gender Balance All scientific committees plan for gender balance for invited speakers for plenaries, workshops and symposia.	3. Gender Balance. <i>All scientific committees and event organisers plan for gender balance for invited speakers for plenary sessions, workshops and symposia with attention in advance to the need for such balance rather than token inclusion as afterthought.</i> Through role modelling, women will see themselves reflected in leadership and envision the potential to become such leaders themselves. Men will see women in the roles of exemplary leaders and foster such leadership.	3.1 The program for the conference reflects gender balance for authors/presenters/conveners of accepted plenaries ⁸ , symposia, workshops, etc. [CORE]*	Factor 3.1: The program on the conference website reflects gender balance for invited authors/presenters/conveners of symposia, workshops, etc.	Self-Report	3.1.a) The HOC** reports that the program reflects gender balance for invited speakers in plenaries, symposia, workshops, etc.	3
				WONCA Verification	3.1.b) The program on the website reflects gender balance for invited speakers in plenaries, symposia, workshops, etc.	3
		3.2 The person responsible for monitoring gender equity reports that gender balance was considered for plenaries, workshops, and symposia, at the committee level	Factor 3.2: At least three months before the scientific conference, the individual responsible provides a report that includes evidence of agenda items and minutes demonstrating that gender balance for authors/presenters of symposia and workshops had been adequately addressed.	Self-Report	3.2.a) The person responsible for gender equity reports that gender balance was discussed for plenaries, workshops, and symposia, being considered at the committee level	3

Scores ***	
Factor 3.1	2: The conference meets all Factors including 3.1
Factor 3.2	1: The conference meets 1 Factor 3.1
	0: The conference meets no Factors or does not meet Factor 3.1
Total Score for GES 3	
	/2
Total Score for GES	
	/32

Legend of Time		What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

GES 4: PLENARY SPEAKERS

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 4: Plenary Speakers Deserving women are purposefully and proactively considered as speakers.	4. Plenary speakers. Deserving women are purposefully and proactively considered as speakers. Highly accomplished women are often overlooked in choosing plenary speakers, especially where women are underrepresented among those making the decisions and where it is culturally uncommon to consider women for those positions. WONCA scientific committees use resources such as the Organizational Equity Committee and the Working Party on Women and Family Medicine to identify potential plenary speakers.	4.1 At least 50% of plenary speakers are women [CORE]	Factor 4.1: The program on the conference website demonstrates that at least 50% of the plenary speakers are women. If there is a plenary panel, at least 50% of the panelists are women.	WONCA Verification	4.1.a) The website program demonstrates that at least 50% of plenary speakers are women	3
				Self-Report	4.1.b) The HOC report confirms that at least 50% of plenary speakers are women	3

Scores ***	
Factor 4.1	1: The conference meets Factor 4.1
	0: The conference meets no Factors
Total Score for GES 4	/1
Total Score for GES	/32

Legend of Time		What is a CORE ?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

GES 5: BURSARIES

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time		
GES 5: Bursaries The Host Organizing Committee or the bursary committee makes every reasonable effort to purposefully increase the pool of funds available, and distribute bursaries in a gender equitable fashion.	5. Bursaries (financial assistance and sponsorship). <i>The Host Organising Committee or the bursary committee makes every reasonable effort to purposefully increase the pool of funds available, and distribute bursaries in a gender equitable fashion.</i> Bursaries are tools to promote participation of those members who have financial challenges and deserve support. Historically, bursaries have favored men over women, as men more often hold office, have recognized leadership roles, or academic status. However, many of those in need of financial incentives come from countries where more women than men are family physicians and where women earn disproportionately less than men. These Wonca Councils, scientific meeting Host Organising Committees, WONCA membership organisations and their bursary committees make every reasonable effort to purposefully increase the pool of funds available, and distribute bursaries in a gender equitable fashion. Bursary sources, deadlines and allocation are systematic and transparent, and criteria should address equity of opportunity for women and developing countries. Recipients of bursaries/scholarships are not obliged to advocate/promote the funder's special interest after or during the meetings.	5.1 The bursary application criteria and the bursary committee's review process pay explicit attention to gender equity. [CORE]	Factor 5.1: The application form: <ul style="list-style-type: none"> Clearly states the gender equity goal of the bursary award. Asks the gender of the applicant. Requests a personal statement that asks the applicant how the bursary award will contribute to gender equity in their country or region. States that letters of support must explain how the supporter anticipates the applicant's attendance will contribute to gender equity in their country or region. The bursary committee can demonstrate that 50% of the reviewers of the applications for the bursary are women.	Self-Report	5.1.a) HOC** reports that at least 50% of the reviewers of the bursary applications are women.	3		
				WONCA Verification	5.1.b) The website bursary application form clearly states the gender equity goal.	2 or 3		
				WONCA Verification	5.1.c) The website shows that the bursary application requests a personal statement that asks the applicant how the bursary award will contribute to gender equity in their country or region.	2 or 3		
				WONCA Verification	5.1.d) The website bursary application form requests that the letters of support explain how the applicant will contribute to gender equity.	2 or 3		
				5.2 The conference bursary committee's efforts to raise funds reflect a commitment to gender equity	Factor 5.2: The bursary committee's fund-raising materials, minutes and agendas highlight the goal of selecting and disbursing bursary funds in a gender equitable manner.	Self-Report	5.2.a) The HOC** reports that the bursary committee's fundraising materials, minutes, and agendas highlight the goal of selecting and disbursing bursary funds in a gender equitable manner	3
				5.3 The promotion of the bursary competition and subsequent disbursement of funds will both be conducted in a transparent, accountable, and gender equitable manner	Factor 5.3: All promotional information about the award indicates that decisions about recipients will be made in a gender equitable fashion. The Bursary Committee provides evidence in a written report that the process for selection of award winners was made in a transparent, accountable and gender equitable fashion.	Self-Report	5.3.a) The HOC** reports that all bursary promotional material was widely disseminated in all WONCA communications at the international and regional levels including websites	2 or 3
				Self-Report	5.3.b) The HOC** reports that the process of award winner selection was transparent			

Legend of Time		What is a CORE ?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

Scores ***	
Factor 5.1	3: The conference meets all 3 Factors
Factor 5.2	2: The conference meets 2 Factors, including Factors 5.1
Factor 5.3	1: The conference meets Factor 5.1
	0: The conference meets no Factors or does not meet Factor 5.1
Total Score for GES 5	
/3	
Total Score for GES	
/32	

GES 6: LEADERSHIP DEVELOPMENT

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 6: Leadership Development Scientific committees make every reasonable effort to promote leadership development at each conference.	6. Leadership development. <i>Scientific committees make every reasonable effort to promote leadership development at each conference.</i> In addition to workshops and seminars on specific aspects of leadership development, other opportunities to enhance leadership development are identified, such as opportunities to chair sessions. These could include mentoring young physicians, inviting young physicians to committee meetings, and/or encouraging young physicians to take on leadership roles in smaller endeavors. The content of leadership development sessions includes how gender affects leadership styles and participation in organizations. The planning and implementing of such leadership development opportunities reflects the particular challenges facing women, while recognizing that many issues, such as managing work/family issues or advocating with more powerful colleagues are generic issues, of interest to all physicians.	6.1 Each WONCA conference offers pre-conferences, workshops and/or seminars that highlight how gender affects leadership styles, opportunities, personal growth and development, and participation in organizations [CORE]	Factor 6.1: The program on the conference website includes at least one session that focuses on leadership development. The title and/or abstract of such sessions include a gender perspective.	Self-Report	6.1.a) The HOC** reports that there is at least one educational session on leadership development and that the title and/or abstract includes a gender perspective	3
				WONCA Verification	6.1.b) The program on the conference website includes a session on leadership development and that the title and/or abstract includes a gender perspective	3
		6.2 Each WONCA conference provides opportunities to promote mentorship	Factor 6.2: The program on the conference website highlights formal opportunities for mentorship.	WONCA Verification	6.2.a) The program on the conference website highlights formal opportunities for mentorship	3
	6.3 Conference committees and subcommittees provide opportunities to foster leadership abilities in mid- and early-career physicians committee members	Factor 6.3: The conference organizers report on efforts to include early- and mid-career members on committees.	Self-Report	6.3.a) The HOC** report includes descriptions of efforts to include early- and mid-career members on committees.	3	

Scores ***	
Factor 6.1	3: The conference meets all 3 Factors
Factor 6.2	2: The conference meets 2 Factors including Factor 6.1
Factor 6.3	1: The conference meets Factor 6.1
	0: The conference meets no Factors or does not meet Factor 6.1

Total Score for GES 6	/3
Total Score for GES	/32

Legend of Time	What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2				
3				
4				
5				

GES 7: FAMILY ACTIVITIES

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time		
GES 7: Family Activities The Host Organising Committee collaborates with participants who are parents in order to facilitate appropriate arrangements for accessible childcare for infants, toddlers and school-age children.	7. Family activities. The Host Organising Committee collaborates with participants who are parents in order to facilitate appropriate arrangements for accessible childcare for infants, toddlers and school-age children, including private space for breastfeeding pairs and the possibility of supervised activity for older children at local sites of interest. The programme allows for reasonable interaction with family, and encourages flexibility in organization of meals to accommodate families with children. There is adequate time for registrants to refresh and re-generate, and to network and socialize with colleagues. Programmes for those accompanying physicians should be geared to both genders and to a diverse audience. The agenda should highlight which plenary and/or other scientific sessions might be of interest to those accompanying registered family physicians. Costs, accommodation and access should also take family needs into account.	7.1 The conference organizers make a reasonable effort to provide information on childcare options, parent-accompanied childcare activities, private space for breastfeeding and low-cost food and lodging options [CORE]	Factor 7.1: During the competition to select the host for an upcoming WONCA conference, the promotional materials should reflect how efforts will be made to provide information to conference participants about childcare options and parent-accompanied childcare activities and breastfeeding space. The conference website includes information about daycare and private breastfeeding space. The conference website includes information on low cost food and lodging options.	Self-Report	7.1.a) The application to host the WONCA conference explicitly outlines how efforts will be made to provide information to conference participants about childcare options and parent-accompanied childcare activities and breastfeeding space.	1		
					Self-Report	7.1.b) The HOC** reports on how the conference supports family activities.	3	
						WONCA Verification	7.1.c) The conference website includes information about child care options, parent accompanied child activities and private breastfeeding space	3
						WONCA Verification	7.1.d) The conference website includes information on low cost food and lodging option	3
				7.2 The program highlights opportunities to spend mealtime with family members	Factor 7.2: The conference website identifies opportunities for family mealtimes.	WONCA Verification	7.2.a) The conference website includes information about opportunities for family mealtimes.	3
		7.3 The program for accompanying persons is geared to both sexes	Factor 7.3: The conference website includes information about accompanying person events geared to both men and women.	WONCA Verification	7.3.a) The conference website includes information about accompanying person events geared to both men and women	3		
		7.4 The program highlights the scientific sessions of potential interest to accompanying persons	Factor 7.4: The conference program includes information about which scientific sessions would be appropriate for accompanying persons.	WONCA Verification	7.4.a) The conference program on the website includes information about which scientific sessions would be appropriate for accompanying persons	3		

Scores ***	
Factor 7.1	4: The conference all Factors including 7.1
Factor 7.2	3: The conference meets 3 Factors including 7.1
Factor 7.3	2: The conference meets 2 of Factors including 7.1
Factor 7.4	1: The conference meets Factor 7.1
	0: The conference meets no Factors or does not meet Factor 7.1

Total Score for GES 7 /4
Total Score for GES /32

Legend of Time		What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

GES 8: SOCIAL EVENTS

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
GES 8: Social Events The Host Organising Committee ensures that all social activities offered as part of the regular conference programme are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualised humour or events, and/or demeaning comments will not be tolerated.	8. Social events. <i>Social events provide registrants with an opportunity to relax with longstanding and new colleagues.</i> The Host Organising Committee ensures that all social activities offered as part of the regular conference programme are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualised humour or events, and/or demeaning comments are not tolerated.	8.1 All social activities offered as part of the regular conference program respect the gender, national origin, and ethnicity of participants and their guests [<i>CORE</i>]	Factor 8.1: The website states the expectations with respect to gender equity at social events and in all contracts/agreements with social organizers and entertainers	WONCA Verification	8.1.a) There is a post on the website about expectations with respect to gender equity at social events	3
				WONCA Verification	8.1.b) The contracts for social activities include expectations about gender equity at social events	3

Scores ***	
Factor 8.1	1: The conference meets Factor 8.1
	0: The conference does not meet Factor 8.1
Total Score for GES 8	
	/2
Total Score for GES	
	/32

Legend of Time		What is a <i>CORE</i> ?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as <i>CORE</i> are required for recognition as GES compliant.	Each GES has other component Factors in addition to the <i>CORE</i> Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

GES 9: CORPORATE MARKETING, EXTERNAL SPONSORSHIP

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time	
GES 9: Corporate marketing, External Scholarship The scientific committee organising WONCA meetings restrict external sponsors that conduct policy or market products that adversely affect women. Every effort is made to restrict imagery or products that objectify women or that make deceptive claims.	9. Corporate marketing, external sponsorship. The scientific committee organising WONCA meetings restrict external sponsors that conduct policy or market products that adversely affect women. Every effort is made to restrict imagery or products that objectify women or that make deceptive claims. As many medical organisations, including WONCA (Europe), now place limits on corporate marketing and external sponsorship of educational sessions, the scientific organising committee of WONCA meetings reflects on whether a proposed external sponsor conducts policy or markets products that adversely affect women. Every effort is made to restrict imagery or products that objectify women or that make deceptive claims. In particular, we recommend WONCA's endorsement of and adherence to the WHO/UNICEF 1981 International Code on Marketing of Breast Milk Substitutes, which outlines the ethical guidelines for the marketing of infant formula. <3> Most member countries of WONCA reaffirmed their support for the Code at the 1994 World Health Assembly. The medical associations of many member countries have also endorsed the Code and included the Code in their guidelines for the ethical association with the external sponsors.	9.1 The conference organizers ensure that the sponsoring companies are compliant with recommendations that restrict imagery or products that objectify women or make deceptive claims [CORE]	Factor 9.1: The call for sponsorship and the contract/agreement specify that sponsors' imagery or products do not objectify women.	Self-Report	9.1.a) The HOC** reports that the call for sponsorship and the sponsorship contract/agreement specifies that sponsors' imagery or products do not objectify women	3	
				WONCA Verification	9.1.b) The contract/agreement with sponsoring companies specifies that sponsors' imagery or products do not objectify women.	3	
			9.2 The conference organizers ensure that the sponsoring companies are compliant with WHO International Code on Marketing of Breastmilk Substitutes [CORE]	Factor 9.2: The call for sponsorship and the sponsorship contract/agreement specify that sponsors are compliant with the WHO/UNICEF 1981 International Code on Marketing of Breast Milk Substitutes (updated annually at World Health Assembly), which outlines the ethical guidelines for the marketing of infant formula.	Self-Report	9.2.a) The HOC** reports that the call for sponsorship and the contract specifies that sponsors are compliant with the WHO/UNICEF 1981 International Code on Marketing of Breast Milk Substitutes	3
			WONCA Verification		9.2.b) The contract with sponsoring companies specifies that sponsors are compliant with the WHO/UNICEF 1981 International Code on Marketing of Breast Milk Substitutes	3	

Legend of Time		What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				

Scores ***	
Factor 9.1	1: The conference meets Factor 9.1
Factor 9.2	1: The conference meets Factor 9.2
	0: The conference does not meet Factor 9.1
	0: The conference does not meet Factor 9.2
Total Score for GES 9	
	/2
Total Score for GES	
	/32

GES 10: INTERACTIVE EDUCATIONAL STYLES

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time	
GES 10: Interactive educational styles Scientific committees encourage invited speakers to adopt interactive teaching and learning styles, and include this encouragement in the calls for proposals for each meeting.	10. Promote interactive educational styles. <i>Scientific committees encourage invited speakers to adopt interactive teaching and learning styles where appropriate and include this encouragement in the calls for proposals for each meeting.</i> Hierarchical, authoritative teaching styles can entrench dominating behaviors and gender biases, and discourage effective engagement of all participants, especially women. Presenters as well as learners have great diversity such as gender, language, culture, religion, age, experience, expertise, geography and learning styles. Interactive techniques encourage self reflection, personal growth, small group learning, time for questions and answers and follow up reminders.	10.1 Each conference offers interactive educational sessions [CORE]	Factor 10.1: The conference website encourages submissions for interactive sessions.	Self-Report	10.1.a) The HOC** reports that conferences encourages interactive educational sessions. 10.1.b) The HOC** reports the call for proposals for workshops and symposia encourages participatory learning through interactive sessions.	3	
					WONCA Verification	10.1.c) The call for submissions for workshops/ symposia etc. encourages interactive sessions. 10.1.d) The conference program on the website lists the sessions that are interactive	3
		10.2 The evaluation of each session assesses the level of participant engagement in the session	Factor 10.2: The conference workshop/symposium evaluation form asks about how well the session promoted interaction among the participants.	WONCA Verification	10.2. The evaluation form assesses participant engagement	3	

Scores ***	
Factor 10.1	2: The conference meets both Factors
Factor 10.2	1: The conference meets Factor 10.1
	0: The conference meets no Factors or does not meet Factor 10.1
Total Score for GES 10	
	/2
Total Score for GES	
	/32

Legend of Time		What is a CORE?	What are Component Factors?	** HOC	*** How to Score
1	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference	All Factors categorized as CORE are required for recognition as GES compliant.	Each GES has other component Factors in addition to the CORE Factors. Meeting the requirements of other component factors is not necessary for GES compliance, but would be recognized as an example of a special effort made to ensure gender equity.	Conference Coordinator(s) / HOC or person designated to ensure gender equity standards are maintained.	The WONCA designate will complete the final scoring for each GES. The decision will be made on the basis of the self-report and the WONCA verification where appropriate.
2	2 years prior to the conference				
3	3 months prior to the conference				
4	During the conference				
5	After the conference				



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