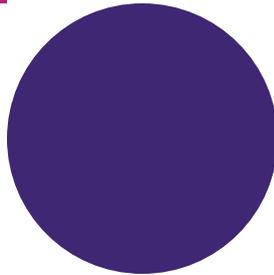


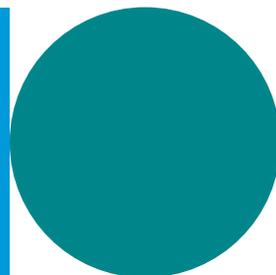
2017



**Guidebook** for

**GENDER EQUITY STANDARDS (GES)**

for WONCA Scientific Meetings



**The vision of the WONCA Working Party on  
Women and Family Medicine (WWPWF) is:**

*“to promote the role of women family doctors, to highlight their special contributions and reduce the barriers facing them, thereby enabling them to reach their full potential and enhance the contribution of family physicians/GPs around the world to clinical care, women’s health, education, research and leadership in family medicine.”*

Orlando 2004

## Authors of the GES Guidebook

In June, 2014, at the request of the WONCA Working Party on Women and Family Medicine (WWPWFM) following the pre-conference strategic planning meeting in Prague in 2013, four long-time members of the WWPWFMM met at Millcroft Inn, Canada, to create a draft of the GES Guidebook.

Using the National Committee on Quality Assurance (NCQA) guide for the Patient Centered Medical Home (USA) as a model for the GES Guidebook, ([www.ncqa.org](http://www.ncqa.org)) the Factors for meeting GES compliance for each of the ten GES standards were developed.

The first and subsequent drafts were circulated to the WWPWFMM and WONCA leaders, and feedback informed the next iterations. The GES Guidebook was further discussed at the WWPWFMM interim meeting in Manila, Philippines in June 2015. The WONCA Executive reviewed the GES Guidebook in March 2016 but did not endorse it. A further meeting with members of the WONCA Executive occurred in Rio de Janeiro, Brazil, November 5, 2016. This GES Guidebook reflects the suggestions and recommendations obtained through this broad consultation.

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Developed on behalf of the WONCA Working Party on Women and Family Medicine.

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# The GES Guidebook

The GES Guidebook outlines the steps required for WONCA sponsored conferences to implement the Gender Equity Standards. The Guidebook provides details about definitions, roles and responsibilities of the conference organizers and requirements to demonstrate compliance.

## Layout of the GES Guidebook

The Guidebook is divided into 4 Sections.

**Section 1:** the GES Guidebook Overview consists of the background, overview, history, definitions of gender equity, organizational equity initiatives at WONCA, policies and procedures.

**Section 2:** the GES consists of both the short and the longer version of GES.

**Section 3:** the Standards provide details on each GES and its component Factor(s), including:

- A short version of each GES.
- A Checklist/Scoresheet of the component Factors for each GES. Each standard has at least one *CORE* Factor.
- A description of our recommendation for how each GES should be assessed
- The long version (full description) of each GES
- A more detailed explanation of each Factor
- The documentation required for each Factor

**Section 4:** the GES Checklist/Scoresheet can be used to track the progress of GES compliance.



## Section 1: GES GUIDEBOOK OVERVIEW

### Overview

The vision of the WONCA Working Party on Women and Family Medicine (WWPWFM) is: *“to promote the role of women family doctors, to highlight their special contributions and reduce the barriers facing them, thereby enabling them to reach their full potential and enhance the contribution of family physicians/GPs around the world to clinical care, women’s health, education, research and leadership in family medicine.”*

Orlando 2004

Over the last seventy years, many historic international charters, conventions and declarations have put forth proclamations about human rights and human dignity. These instruments are the standards and norms required to achieve and maintain the highest quality of life for individuals and respect for their human dignity. In spite of these, in every country of the world, girls and women continue to endure systemic barriers, disadvantages and adverse treatment, including in the medical profession and in health care.

Historically, the major advocates of gender equality have been women and girls. A significant body of research indicates that gender equality, women’s rights and women’s empowerment can have a profound effect on the achievement of sustained peace, development, human rights and sound relationships between the environment and human populations. Men and boys, side by side with women and girls, can break through this roadblock that prevents women and girls from achieving their full potential and contributing this potential to our global community.<sup>1</sup>

In WONCA, men and women family physicians are recognizing the challenges facing women and girls and are advocating for gender equality. Across the world, more women than ever before are becoming doctors, but the persistence of barriers to their full participation is proof to us that progress and advancement are slower than the numbers would suggest. There is much that we can do as individuals in our role as physicians, teachers, decision makers and mentors to promote gender equity and improve the situation for women and men. We can also work within our own professional organizations, colleges and universities to ensure that policies and processes reflect an understanding of ongoing inequities and promote innovations to remedy the imbalances. Gender equity is not only a women’s issue; it is a human rights issue that requires men’s and women’s involvement.<sup>2</sup>

Led by the WONCA Working Party on Women and Family Medicine (WWPWFM), WONCA has acknowledged the ongoing challenges facing women and women doctors, and its responsibility to promote gender equity around the world. WONCA World Council at its triennial meetings has endorsed the following policies:

- [The Hamilton Equity Recommendations \(HER\) Statement in 2007](#)
- [The 10 Steps to Equity in Health in 2007](#)
- [The WONCA \(Gender Equity\) Bylaws 2010](#)
- [The Gender Equity Standards for WONCA Scientific Meetings \(GES\) in 2009](#)

1 [heforshestorage.blob.core.windows.net/sitestorage/dist/content/uploads/strategy/HeForShe\\_IMPACTProgramme\\_Corporations.pdf](http://heforshestorage.blob.core.windows.net/sitestorage/dist/content/uploads/strategy/HeForShe_IMPACTProgramme_Corporations.pdf)

2 [heforshe.org](http://heforshe.org)

The GES grew out of these many WWPWFM initiatives, and articulates a unique set of guiding statements designed to promote gender equity at WONCA scientific meetings. In a world where the status of women and girls impacts global health outcomes, every effort should be made to ensure that participation on committees, plenaries and workshops is equitable and that the needs and views of all participants are respected. The need for a GES Checklist/Score sheet was supported by the WONCA World Council in 2013 in Prague. This GES Guidebook expands on the GES and provides the tools for implementing and evaluating the GES.

WONCA has international authority in setting the standards and agenda for other organizations around the world. WONCA scientific committees set the bar for defining what is important, innovative, and exciting in family medicine education and research. WONCA-related scientific conferences contribute to improving world health by thoughtfully and proactively promoting key initiatives when planning and convening events.<sup>3</sup>

### The History of the WWPWFM

The WWPWFM was established at the 16<sup>th</sup> International Conference of WONCA in Durban, in 2001.<sup>4</sup> The group has continued to meet for interim (Hamilton Canada 2006, Norwich UK 2009, Canberra 2012, Manila 2015) and preconference meetings (Orlando 2004, Singapore 2007, Cancun 2010, Prague 2013, Rio 2016) and has developed innovative policies for gender equity that have been approved or endorsed by the WONCA World Council.

### Defining Gender Issues

- Sex refers to a set of biological attributes in humans and animals. It is primarily associated with physical and physiological features including chromosomes, gene expression, hormone levels and function, and reproductive/sexual anatomy. Sex is usually categorized as female or male but there is variation in the biological attributes that comprise sex and how those attributes are expressed.<sup>5</sup>
- *Gender* refers to the socially constructed roles, behaviours, expressions and identities of girls, women, boys, men, and gender diverse people. It influences how people perceive themselves and each other, how they act and interact, and the distribution of power and resources in society. Gender is usually conceptualized as a binary (girl/woman and boy/man) yet there is considerable diversity in how individuals and groups understand, experience, and express it.
- *Gender equity* is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a “level playing field.” Equity leads to equality. Gender equity also means that health needs, which are specific to each gender, receive appropriate resources (e.g. reproductive health needs) and also special needs relating to women’s greater vulnerability to gender-based violence.<sup>6</sup>
- *Gender equality* is the absence of discrimination on the basis of a person’s sex in authority, opportunities, allocation of resources and between benefits and access to services. It is therefore, the equal valuing by society of both the similarities and differences between men and women, and the varying roles that they play.<sup>6</sup>

3 Casadevall A and Handelsman J. “The presence of female conveners correlates with a higher proportion of female speakers at scientific symposia.” MBio 5.1 (2014): e00846-13.

4 [www.globalfamilydoctor.com/groups/WorkingParties/WomenandFamilyMedicine](http://www.globalfamilydoctor.com/groups/WorkingParties/WomenandFamilyMedicine)

5 Sex, Gender and Health Research Guide: A Tool for CIHR applicants ([www.cihr-irsc.gc.ca/e/32019.html](http://www.cihr-irsc.gc.ca/e/32019.html))

6 Medical Women International Association. Training Manual for Gender Mainstreaming in Health. 2002 Available at <http://mwia.net/about/projects-and-publications/gender-mainstreaming-in-health/>

- *Gender awareness* is the understanding that there are socially determined differences between men and women based on learned behavior, which affect ability to access and control resources.<sup>6</sup>
- *Gender sensitivity* is the ability to perceive existing gender differences, issues and inequalities, and incorporate these into strategies and actions.<sup>6</sup>
- *Gender blindness* is the failure to recognize that gender is an essential determinant of social outcomes, including health. Gender blindness therefore affects appropriate assessment and management of health problems.<sup>6</sup>

## Organizational Equity Initiatives at WONCA

The WONCA's Organizational Equity Committee (OEC) was established in 2010 through the *WONCA Bylaws and Regulations* to measure and monitor the effectiveness of equity policies of WONCA World Council and Executive, and report on progress of equity in WONCA.

These equity policies include gender equity resolutions passed by WONCA World Council such as: the *HER Statement, Recommendation #2*: Implement gender equity in all activities of WONCA, in particular the scientific programs of its triennial, regional, and rural meetings. In 2010, WONCA World Council endorsed the GES.

The OEC has specified additional arenas in which other forms of equity (e.g., age, language, accessibility, urban/rural, and religious/cultural beliefs) will be addressed in scientific meetings and other WONCA activities.

## Policies and Procedures

WONCA policy on Gender Equity Standards can be found at [globalfamilydoctor.com](http://globalfamilydoctor.com). The WONCA Conference Agreement requires that the GES is fully adhered to. (Section 4.d.: "Ensure that the WONCA Gender Equity Standards for WONCA Scientific Meetings are fully adhered to".)

The standards apply to all WONCA international conferences and to other conferences that choose to implement the GES. These include but are not limited to WONCA Regional Conferences and WONCA Rural Conferences.

The notable efforts made by conference organizers to adhere to the spirit of the agreement will contribute to the transformation of WONCA into a more gender equitable organization.

## The GES Guidebook

The GES Guidebook outlines the steps required for WONCA sponsored conferences to implement the *Gender Equity Standards*. The Guidebook provides details about definitions, roles and responsibilities of the conference organizers and requirements to fulfill the agreement.

The GES Guidebook, GES Handbook, GES Checklist/Score sheet and other related resources are available for free at: [gesguidebook.com](http://gesguidebook.com), and can be downloaded and used as required.

## GES Compliance

GES compliance means that the conference organizers have adhered to the agreement by implementing the *CORE* Factors. Although fulfillment of the component Factors is not a requirement for compliance, implementation of these Factors will be acknowledged as examples of special efforts made to ensure the conference is gender equitable.

<sup>6</sup> See footnote 6, p. G-2.

## Implementation of GES

The process of systematically reflecting on and addressing the challenges of implementation of the GES is as important as meeting the requirements for compliance. As soon as possible after signing the conference agreement, the conference organizers should review the GES and work out which of the 10 standards will be easy, more challenging or difficult to implement. The organizers can contact the WONCA CEO to discuss any difficulties anticipated and/or seek out assistance from the WWPWFM Chair to address these challenges. The implementation process continues with the conference planning and carries through the conference itself. After every world or regional WONCA conference a GES compliance report will be produced by WONCA with a summary of recommendations for consideration by the organizers of future conferences.

### CORE and component Factors

Each GES includes one or more *CORE* Factors, which are the basic building blocks essential to fulfilling the intent of the standard. (see Table 1) Each GES has other component Factors in addition to the *CORE* Factors. Although fulfillment of these component Factors is not a requirement for compliance, implementation of these Factors will be acknowledged as examples of special efforts made to ensure the conference is gender equitable.

**TABLE1: GES CORE Factors**

<b>GES 1:</b>	<b>Committee structure:</b> There is gender balance in membership and leadership on the Scientific Committee
<b>GES 2:</b>	<b>Program content:</b> The theme of the Scientific Conference as explained in the background materials includes a gender perspective or analysis
<b>GES 3:</b>	<b>Gender balance:</b> The program for the conference reflects gender balance for invited speakers in plenaries, symposia, workshops, etc.
<b>GES 4:</b>	<b>Plenary speakers:</b> At least 50% of plenary speakers are women
<b>GES 5:</b>	<b>Bursaries:</b> The bursary application criteria and the Committee's review process pay explicit attention to gender equity
<b>GES 6:</b>	<b>Leadership:</b> 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
<b>GES 7:</b>	<b>Family activities:</b> The conference organizers makes a reasonable effort to provide information on childcare options, parent-accompanied childcare activities, private space for breastfeeding and low-cost food and lodging options
<b>GES 8:</b>	<b>Social activities:</b> All social activities offered as the regular conference program respect the gender, national origin and ethnicity of participants and their guests
<b>GES 9:</b>	<b>Corporate marketing, external sponsorship:</b> <ol style="list-style-type: none"> <li>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.</li> <li>2. The conference organizers ensure that the sponsoring companies are compliant with WHO International Code on Marketing of Breastmilk Substitutes</li> </ol>
<b>GES 10:</b>	<b>Interactive educational style:</b> Each conference offers interactive educational sessions

### Documentation of CORE and Component Factors

The GES Guidebook explains the process of documentation for each *CORE* and component Factor. The GES Checklist/Scoresheet includes a list of documents and reports to help assess whether each *CORE* and component Factor has been satisfactorily addressed. Questions about documentation and the post-conference compliance report

will provide useful information for ongoing and continuous improvement for current and future WONCA conferences.

## Submission Timelines

The GES Checklist/Score sheet recommends the times for submission of relevant documents (Table 2).

**TABLE 2: Submission Timelines**

<b>Timeline 1</b>	At the time of the submission of the application for consideration as a conference by WONCA – more than 2 years before the conference
<b>Timeline 2</b>	2 years prior to the conference
<b>Timeline 3</b>	3 months prior to the conference
<b>Timeline 4</b>	During the conference
<b>Timeline 5</b>	After the conference

## Who is Responsible for Submitting the Report, and to Whom Should the Report be Submitted?

The conference organizers or delegate (e.g. the Chair of the Host Organizing Committee (HOC) or the individual responsible for gender equity on the Scientific Committee) submits the reports and documentation to the WONCA CEO for distribution to the appropriate committee or individual. Usually the HOC is responsible for overseeing and coordinating all aspects of the meeting outside of the content of the conference itself. The domain of this committee includes but is not limited to the selection of venues, lodgings, vendors, travel agents, and after-hour events such as dinners and entertainment. The Scientific Committee is usually responsible for overseeing the selection of plenary speakers, the call and acceptance of scientific offerings, and the introduction of key speakers, as well as moderating the opening and closing sessions. Sometimes the HOC also oversees the scientific process. The Host Organizing and Scientific Committees may include other planning groups including Advisory Boards, and may delegate responsibilities to subcommittees.

## Suggested Steps to Follow When Submitting Documents to WONCA Regarding Implementing the GES

Conference organizers should proceed through the following steps as early as possible when considering hosting a conference:

1. Download the WONCA conference application forms and review the *Gender Equity Standards*
2. At the time of submitting an application to host a WONCA conference, indicate how the conference theme will include a gender perspective (see GES 2)
3. If the application is approved, complete and submit the WONCA conference agreement. Please note section 4.d.: “Ensure that the WONCA Gender Equity Standards for WONCA Scientific Meetings are fully adhered to”.
4. Revisit the GES. Discuss which of the 10 GES will be easy to implement, which will be more challenging and which will be difficult. Discuss any concerns with the WONCA CEO and/or the WWPWFM Chair.
5. Download the *GES Guidebook*, *GES Handbook*, *GES Checklist/Score sheet* if more details are needed.
6. Submit additional recommended documentation as outlined in the GES Guidebook and GES Checklist/Score sheet 2 years to 3 months prior to conference, with an emphasis on *CORE* Factors.

7. Re-submit any documentation requiring revisions.
8. After the conference, review the evaluations and submit a summary report to WONCA highlighting successes and challenges, and any recommendations for future conference planners.

### Suggested Review Process

1. A committee or individual designated by WONCA will review the documentation submitted by the conference organizers.
2. Within 4 weeks of receiving the documentation, the WONCA designate will review the website and submitted materials and determine whether the requirements for GES compliance have been met or whether additional information is required.
3. Further information about the *CORE* Factors can be sent up to 6 weeks prior to the conference.
4. During and following the conference the WONCA designate will verify the documentation, and request any clarifications from the organizing committee.
5. Following the conference, WONCA will produce a final GES compliance report celebrating the successes at that conference and make recommendations for future conferences.

### Acronyms used in the GES Guidebook

- **GES:** Gender Equity Standards
- **HOC:** Host Organizing Committee
- **NCQA:** National Committee on Quality Assurance
- **OEC:** Organizational Equity Committee
- **WHO:** World Health Organization
- **WONCA:** World Organization of National Colleges, Academies and Academic Associations of General Practitioners/Family Physicians
- **WWPWFM:** WONCA Working Party on Women and Family Medicine

## Section 2: THE GES

### Gender Equity Standards for WONCA Scientific Meetings

The Gender Equity Standards for WONCA Scientific Meetings was prepared by the WONCA Working Party on Women and Family Medicine University of East Anglia, Norwich, United Kingdom in 2009 and endorsed by the WONCA World Council at its triennial meeting in Cancun in 2010. The full, signed version of the Gender Equity Standards for WONCA Scientific Meetings can be found [here](#).<sup>7</sup>

### Gender Equity Standards for WONCA Scientific Meetings (short version)

The following short version of the gender equity quality standards is elaborated in detail below.

1. **Committee structure.** All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.
2. **Program content.** The program incorporates gender equity throughout its implementation. All themes of the scientific meetings include a gender perspective or analysis. All calls for proposals for plenary, symposia, workshops explicitly request a gender consideration. No gender restrictions/bias in participation. Women's health topics are encouraged regardless of the theme for the meeting.
3. **Gender balance.** All scientific committees plan for gender balance for invited speakers for plenaries, workshops and symposia.
4. **Plenary speakers.** Deserving women are purposefully and proactively considered as speakers.
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.
6. **Leadership development.** Scientific committees make every reasonable effort to promote leadership development at each conference.
7. **Family activities.** The Host Organizing Committee collaborates with participants who are parents in order to facilitate appropriate arrangements for accessible childcare for infants, toddlers and school-age children.
8. **Social Events.** The Host Organizing Committee ensures that all social activities offered as part of the regular conference program are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualized humour or events, and/or demeaning comments will not be tolerated.
9. **Corporate sponsorship and marketing.** The scientific committee organizing WONCA meetings restricts 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.
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.

<sup>7</sup> The original language used in the GES signed at Norwich in 2009 and approved in Cancun in 2010 was English (UK). In order to maintain consistency throughout the GES Guidebook, the version of GES here uses English (Canada).

## Gender Equity Standards for WONCA Scientific Meetings (longer version)

1. **Committee structure.** *All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.* 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.
2. **Program content.** *The program incorporates gender equity throughout its implementation.* A gender perspective or analysis transforms usual discourse to recognize that gender is always involved in any discussion about health, although not always explicitly. 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.
  - *All themes of the scientific meetings include a gender perspective.*
  - *All calls for proposals for plenary, symposia, workshops explicitly request a gender perspective in submissions.*
  - *No gender restrictions/bias in participation are acceptable. No workshop, symposium or event should restrict participation on the basis of gender.*
  - *Women's health topics 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".*
3. **Gender balance.** *All scientific committees and event organizers 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.* Through role modeling, 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.
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.
5. **Bursaries (financial assistance and sponsorship).** *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.* 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 Organizing Committees, WONCA membership organizations 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.
6. **Leadership development.** *Scientific committees make every reasonable effort to promote leadership development at each conference.* 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 reflect 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.

7. **Family activities.** *The Host Organizing 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 program 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. Programs 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.
8. **Social events.** *Social events provide registrants with an opportunity to relax with longstanding and new colleagues.* The Host Organizing Committee ensures that all social activities offered as part of the regular conference program are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualized humour or events, and/or demeaning comments are not tolerated.
9. **Corporate marketing, external sponsorship.** *The scientific committee organizing WONCA meetings restricts 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 organizations, including WONCA (Europe), now place limits on corporate marketing and external sponsorship of educational sessions, the scientific organizing 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. 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.
10. **Promote interactive educational styles.** *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.* 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.

## Section 3: THE STANDARDS

Section 3 provides details on each GES and its component Factor(s), including:

1. A short version of each GES.
2. A Checklist/Score sheet of the component Factors for each GES. Each standard has at least one *CORE* Factor.
3. A description of how each GES will be scored to receive recognition as GES compliant.
4. The long version (full description) of each GES
5. A more detailed explanation of each Factor
6. The documentation required for each Factor

Gender Equity Standard 1: COMMITTEE STRUCTURE		5 points	
<b>GES 1 (short version):</b> All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.			
<b>Standard 1: Committee Structure</b>			
<b>CORE: Factor 1.1</b>			
<b>There are 5 Factors for GES 1: Committee Structure</b>		<b>Yes</b>	<b>No</b>
<b>1.1</b>	Gender balance in membership and leadership on the Scientific Committee [ <i>CORE</i> ]*	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2</b>	Gender balance in membership and leadership on the Host Organizing Committee	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3</b>	Gender balance in membership and leadership on all the subcommittees	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.4</b>	One of the women members of the Scientific Committee is designated to ensure that gender equity standards are maintained	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.5</b>	Women are appointed early in the process of convening each committee	<input type="checkbox"/>	<input type="checkbox"/>

Scoring					
5 points	4 points	3 points	2 points	1 point	0 points
The conference meets 5 Factors	The conference meets 4 Factors, including Factor 1.1	The conference meets 3 Factors, including Factor 1.1	The conference meets 2 Factors, including Factor 1.1	The conference meets Factor 1.1	The conference meets no Factors or does not meet Factor 1.1

\**CORE* Factors are considered the basic building blocks of GES compliance. All Factors categorized as *CORE* are required for recognition.

<b>GES 1 (long version)</b>	<b>1. Committee structure:</b> <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.
<b>Explanation</b>	<p><b>Factor 1.1</b> has been identified as a <i>CORE</i> Factor; that is the Factor that must be met to receive any score on the standard.</p> <p><b>Factors 1.1, 1.2 &amp; 1.3:</b> <i>Every reasonable effort</i> means that gender balance is a priority item to be meaningfully addressed when deciding on the composition of the committee. If chosen women or men are subsequently unable to participate an alternate woman or man should be selected and recruited, in order to fulfill the ideal of gender balance.</p> <p>Gender balance means at least a ratio of 50:50 men and women. Given that women have historically not been appointed to these committees, GES expects that committees will favor more women in these appointments. If the committee has an odd number of members, then more women should be considered in the calculation of members.</p> <p>Leadership means that women appointed to the Scientific Committee hold meaningful leadership roles and responsibilities such as chair or co-chair of the committee itself and play visible roles at the meeting itself such as chairing the opening ceremony, being on the welcoming committee etc.</p> <p><b>Factor 1.4:</b> The selection of a woman member of the Scientific Committee to be responsible for ensuring the gender equity standards are met should occur early on in the working of this committee. This member is responsible for keeping the message about gender equity front and center, on the agenda and in the minutes and ensure that any gender concerns raised are documented in the minutes and addressed.</p> <p><b>Factor 1.5:</b> The appointment of women and men for gender balance to all committees should occur from the inception of each committee; it should not be a secondary or late consideration.</p>
<b>Recommended Documentation</b>	<p><b>Factor 1.1:</b> The Scientific Committee membership posted on the conference website with photos demonstrates that the ratio of women to men is 50:50.</p> <p><b>Factor 1.2:</b> The Host Organizing Committee has a documented membership of 50:50 ratio.</p> <p><b>Factor 1.3:</b> Advisory Boards and subcommittees have a documented membership of 50:50 ratio</p> <p><b>Factor 1.4:</b> 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.</p> <p><b>Factor 1.5:</b> 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.</p>

Gender Equity Standard 2: PROGRAM CONTENT		5 points	
<p><b>GES 2 (short version):</b> The program incorporates gender equity throughout its implementation. All themes of the scientific meetings include a gender perspective or analysis. All calls for proposals for plenary, symposia, and workshops explicitly request a gender consideration. No gender restrictions/bias in participation. Women’s health topics are encouraged regardless of the theme of the meeting.</p>			
<p><b>Standard 2: Program Content</b></p>			
<p><b>CORE: Factor 2.1</b></p>			
<p><b>There are 5 Factors for GES 2: Program Content</b></p>			
		<b>Yes</b>	
		<b>No</b>	
2.1	The theme of the scientific conference as explained in the background materials includes a gender perspective or analysis [CORE]*	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The call for scientific events on the conference website includes a requirement for a gender perspective in all submissions	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Women’s health topics are encouraged at each WONCA conference	<input type="checkbox"/>	<input type="checkbox"/>
2.4	The selection process for approved submissions indicates how a gender perspective is applied in the evaluation of each submission	<input type="checkbox"/>	<input type="checkbox"/>
2.5	No gender restrictions/bias in participation. Submissions from women authors/ presenters should be encouraged to achieve gender balance.	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring**

5 points	4 points	3 points	2 points	1 point	0 points
The conference meets 5 Factors	The conference meets 4 Factors, including Factor 2.1	The conference meets 3 Factors, including Factor 2.1	The conference meets 2 Factors, including Factor 2.1	The conference meets Factor 2.1	The conference meets no Factors or does not meet Factor 2.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<p><b>GES 2 (long version)</b></p>	<p><b>2. Program Content:</b> The program incorporates gender equity throughout its implementation. A gender perspective or analysis transforms the usual discourse to recognize that gender is always involved in any discussion about health, although not always explicitly.</p> <p>This means that whatever the topic, every WONCA speaker should consider how the chosen theme relates to women’s health/gender.</p> <p>All <u>themes</u> of the scientific meetings include a gender perspective.</p> <p>All <u>calls for proposals</u> for plenary, symposia or workshops explicitly request a gender perspective in submissions.</p> <p>No <u>gender restrictions/bias</u> in participation are acceptable. No workshop, symposium or event should restrict participation on the basis of gender.</p> <p><u>Women’s health</u> topics 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”.</p>
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<b>Explanation</b>	<p>The theme of the scientific conference as explained in the background materials must include a gender perspective or analysis when appropriate.</p> <p><i>A gender perspective or analysis</i> recognizes that men and women have different life experiences – that the way that men and women are perceived and function in society affects all health related issues such as etiology, epidemiology, treatment, and outcomes. The historic omission of gender in the discussion of health has resulted in discrimination and poor health outcomes. The relevance of sex and gender should be considered when submitting a theme or abstracts to WONCA conferences.</p> <p><b>Factor 2.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.</p> <p><b>Factor 2.1:</b> A gender perspective needs to be articulated at the time the theme is defined and submitted. As well, the gender perspective should be clear on the conference website when the theme is announced. [<i>CORE</i>]</p> <p><b>Factor 2.2:</b> The <u>call</u> for scientific events on the conference website clearly articulates a specific requirement to consider the relevance of sex and gender in all submissions. Moreover the <i>generic masculine pronouns</i> commonly used to describe individuals and populations should be avoided and words chosen should be inclusive of both genders.</p> <p><b>Factor 2.3:</b> Women’s health topics are encouraged regardless of the theme for the meeting. The statements passed by the WONCA governing council in 2007 and 2010: <i>The HER Statement</i> and the <i>10 Steps to Gender Equity and Health</i> highlight the impact of gender inequity on health and health education and practice.</p> <p><b>Factor 2.4:</b> Conference organizers or their delegates undertake an evaluation of approved submissions to show how the abstracts were rated from a gender perspective.</p> <p><b>Factor 2.5:</b> Restricting participation on the basis of gender at any event is not acceptable. Even workshops explicitly designated for women physicians or men physicians must be open to all individuals.</p>
<b>Recommended Documentation</b>	<p><b>Factor 2.1:</b> (<i>CORE</i>)</p> <ol style="list-style-type: none"> <li>The materials submitted by the winning country to the WONCA World Council for consideration for the upcoming conference show explicit inclusion of how a gender perspective informs the theme. (<i>see above in GES 2 Explanation</i>)</li> <li>The agreement signed with WONCA requires that the conference be GES compliant.</li> <li>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.</li> </ol> <p><b>Factor 2.2:</b> The call for scientific events and abstracts:</p> <ol style="list-style-type: none"> <li>Includes a gender perspective as a key content area where appropriate.</li> <li>Indicates the gender of presenters in submission (or add photo and bio)</li> <li>Uses gender neutral language and avoid use of generic masculine language.</li> <li>Encourages women to submit to achieve gender equity by authors/presenters.</li> </ol> <p><b>Factor 2.3:</b> The invitation encourages submissions on women’s health issues.</p> <p><b>Factor 2.4:</b> At least 60% of all accepted scientific event submissions includes 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.</p> <p><b>Factor 2.5:</b> The conference materials demonstrate that there are no scientific events that have gender restrictions in participation.</p>

Gender Equity Standard 3: GENDER BALANCE		4 points	
<b>GES 3 (short version):</b> All scientific committees plan for gender balance for invited speakers for plenaries, <sup>8</sup> workshops and symposia.			
<b>Standard 3: Gender Balance</b>			
<b>CORE: Factor 3.1</b>			
<b>There are 2 Factors for GES 3: Gender Balance</b>		<b>Yes</b>	<b>No</b>
<b>3.1</b>	The program for the conference reflects gender balance for authors/presenters/ conveners of accepted plenaries <sup>8</sup> , symposia, workshops, etc. [CORE]*	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.2</b>	The person responsible for monitoring gender equity reports that gender balance was considered for workshops, and symposia, at the committee level	<input type="checkbox"/>	<input type="checkbox"/>

Scoring		
<b>2 points</b>	<b>1 point</b>	<b>0 points</b>
The conference meets both Factors	The conference meets Factor 3.1	The conference meets no Factors or does not meet Factor 3.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>3. Gender Balance.</b> All scientific committees and event organizers should plan to achieve gender balance for invited speakers for plenary <sup>8</sup> sessions, workshops and symposia with attention in advance to the need for such balance rather than token inclusion as an afterthought. Through role modeling, 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.
<b>Explanation</b>	<b>Factor 3.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.
<b>Recommended Documentation</b>	<b>Factor 3.1:</b> The program on the conference website reflects gender balance for authors/presenters of accepted symposia, workshops, etc. There is gender balance for the appointed conveners of meetings.
	<b>Factor 3.2:</b> At least three months before the scientific conference, the individual responsible provides a report that includes evidence of agenda items and minutes demonstrating that the need for gender balance for selecting authors/presenters of symposia and workshops had been adequately addressed.

8 See GES 4 for more details about gender balance for plenary speakers

Gender Equity Standard 4: PLENARY SPEAKERS		1 point
<b>GES 4 (short version):</b> Deserving women are purposefully and proactively considered as speakers.		
<b>Standard 4: Plenary Speakers</b>		
<b>CORE: Factor 4.1</b>		
<b>There is 1 Factor for GES 4: Plenary Speakers</b>		<b>Yes</b>
4.1 At least 50% of plenary speakers are women [CORE]*		<input type="checkbox"/>
		<b>No</b>
		<input type="checkbox"/>

### Scoring

1 point	0 points
The conference meets Factor 4.1	The conference does not meet Factor 4.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>4. Plenary Speakers.</b> Deserving women are purposefully and proactively considered as speakers. In the past, highly accomplished women have often been 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 or the Working Party on Women and Family Medicine to help identify potential plenary speakers.
<b>Explanation</b>	<b>Factor 4.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.  In a field where women are the majority of practitioners under the age of forty and most of the trainees are women, it is essential for any GES compliant conference to have at least 50% of plenary speakers be women. If the plenary event is a panel, at least 50% of the panelists must be women.
<b>Recommended Documentation</b>	<b>Factor 4.1:</b> 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.

Gender Equity Standard 5: BURSARIES		3 points	
<b>GES 5 (short version):</b> 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.			
<b>Standard 5: Bursaries</b>			
<b>CORE: Factor 5.1</b>			
<b>There are 3 Factors for GES 5: Bursaries</b>		<b>Yes</b>	<b>No</b>
<b>5.1</b>	The bursary application criteria and the bursary committee’s review process pay explicit attention to gender equity [CORE]* <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.2</b>	The conference bursary committee’s efforts to raise funds reflect a commitment to gender equity	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.3</b>	The promotion of the bursary competition and subsequent disbursement of funds will both be conducted in a transparent, accountable, and gender equitable manner	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring**

3 points	2 points	1 point	0 points
The conference meets all 3 Factors	The conference meets 2 Factors, including Factor 5.1	The conference meets Factor 5.1	The conference meets no Factors or doesn’t meet Factor 5.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>5. Bursaries (financial assistance and sponsorship).</b> 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. 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 assistance come from countries where more women than men are family physicians and where women earn disproportionately less than men. Thus, WONCA Councils, scientific meeting Host Organizing Committees, WONCA membership organizations and their bursary committees should 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 should be systematic and transparent, and criteria should address equity of opportunity for women and those from developing countries. Recipients of bursaries/scholarships are not obliged to advocate/promote the funder’s special interest after or during the meetings.
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<sup>9</sup> As per GES 1, 50% of the membership of the committee established to manage bursaries is women. 50% of the reviewers of bursary applications are women.

<b>Explanation</b>	<p>Women face steeper economic and personal challenges in attending meetings and have historically not been chosen for bursaries. At least 50% of the award winners will be women. Bursary awards should be allocated without age restrictions as limited resources affect women of all ages.</p> <p><i>Every reasonable effort</i> means that special attention should be paid to the participation of women.</p> <p><i>Gender equitable fashion</i> means that funds will be disbursed with the goal of increasing the proportion of women receiving bursaries from countries and regions with limited resources where women have traditionally been unable to attend these conferences.</p> <p><b>Factor 5.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.</p> <p><b>Factor 5.1:</b> The application form will ask applicants to specify how their attendance will improve the goal of gender equity in their country or region. Similarly, support letters must describe how each applicant's attendance will promote gender equity in family medicine in their country. (<i>CORE</i>)</p> <p><b>Factor 5.2:</b> The bursary committee's fundraising materials highlight the goal of gender equity.</p>
<b>Recommended Documentation</b>	<p><b>Factor 5.1:</b> The application form:</p> <ul style="list-style-type: none"> <li>● Clearly states the gender equity goal of the bursary award.</li> <li>● Asks the gender of the applicant.</li> <li>● Requests a personal statement that asks the applicant how the bursary award will contribute to gender equity in their country or region.</li> <li>● 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.</li> </ul> <p>The bursary committee demonstrates that 50% of the reviewers of the applications for the bursary are women.</p> <p><b>Factor 5.2:</b> The bursary committee's fund-raising materials, minutes and agendas highlight the goal of selecting and disbursing bursary funds in a gender equitable manner.</p> <p><b>Factor 5.3:</b> All promotional information about the award indicates that decisions about recipients will be made in a gender equitable fashion.</p> <p>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.</p>

Gender Equity Standard 6: LEADERSHIP DEVELOPMENT		3 points	
<b>GES 6 (short version):</b> Scientific committees make every reasonable effort to promote leadership development at each conference.			
<b>Standard 6: Leadership Development</b>			
<b>CORE: Factor 6.1</b>			
<b>There are 3 Factors for GES 6: Leadership</b>		<b>Yes</b>	<b>No</b>
<b>6.1</b>	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]*	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.2</b>	Each WONCA conference provides opportunities to promote mentorship	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.3</b>	Conference committees and subcommittees provide opportunities to foster leadership abilities in mid- and early-career physicians committee members	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring**

3 points	2 points	1 point	0 points
The conference meets all 3 Factors	The conference meets 2 Factors, including Factor 6.1	The conference meets Factor 6.1	The conference meets no Factors or doesn't meet Factor 6.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>6. Leadership Development.</b> Scientific committees make every reasonable effort to promote leadership development at each conference. In addition to workshops and seminars on specific aspects of leadership development, other opportunities to enhance leadership development are identified. These could include chairing sessions, 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 the way that gender affects leadership styles and participation in organizations. The planning and implementing of such leadership development opportunities reflect 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.
<b>Explanation</b>	<b>Factor 6.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.
	<b>Factor 6.2:</b> Conferences are excellent opportunities for early-, mid- and senior- career physicians to mingle and connect both formally and informally.
	<b>Factor 6.3:</b> Early- and mid-career physicians benefit from participating on committees, networking with more senior colleagues and applying leadership skills, such as, chairing or co-chairing sessions.
<b>Recommended Documentation</b>	<b>Factor 6.1:</b> 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
	<b>Factor 6.2:</b> The program on the conference website highlights formal opportunities for mentorship.
	<b>Factor 6.3:</b> The conference organizers report on efforts to include early- and mid-career members on committees.

Gender Equity Standard 7: FAMILY ACTIVITIES		4 points	
<b>GES 7 (short version):</b> The Host Organizing Committee collaborates with participants who are parents in order to facilitate appropriate arrangements for accessible childcare for infants, toddlers and school-age children.			
<b>Standard 7: Family Activities</b>			
<b>CORE: Factor 7.1</b>			
There are 4 Factors for GES 7: Family Activities		Yes	No
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]*	<input type="checkbox"/>	<input type="checkbox"/>
7.2	The program highlights opportunities to spend mealtime with family members	<input type="checkbox"/>	<input type="checkbox"/>
7.3	The program for accompanying persons is geared to both sexes	<input type="checkbox"/>	<input type="checkbox"/>
7.4	The program highlights the scientific sessions of potential interest to accompanying persons	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring**

4 points	3 points	2 points	1 point	0 points
The conference meets all Factors	The conference meets 3 Factors including Factor 7.1	The conference meets 2 Factors, including Factor 7.1	The conference meets Factor 7.1	The conference meets no Factors or does not meet Factor 7.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>7. Family activities.</b> The Host Organizing 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 program 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. Programs 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.
<b>Explanation</b>	<b>Factor 7.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standard.
<b>Recommended Documentation</b>	<p><b>Factor 7.1:</b> During the competition to select the host for an upcoming WONCA conference, the promotional materials reflects how efforts will be made to provide information to conference participants about childcare options and parent-accompanied childcare activities and breastfeeding space.</p> <p>The conference website includes information about daycare and private breastfeeding space, and availability of low cost food and lodging options.</p> <p><b>Factor 7.2:</b> The conference website identifies opportunities for family mealtimes.</p> <p><b>Factor 7.3:</b> The conference website includes information about accompanying person events geared to both men and women.</p> <p><b>Factor 7.4:</b> The conference program includes information about which scientific sessions would be appropriate for accompanying persons.</p>

<b>Gender Equity Standard 8: SOCIAL EVENTS</b>	<b>2 points</b>
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**GES 8 (short version):** The Host Organizing Committee ensures that all social activities offered as part of the regular conference program are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualized humour or events, and/or demeaning comments will not be tolerated.

**Standard 8: Social Events**

**CORE: Factor 8.1**

<b>There is 1 Factor for GES 8: Social Events</b>	<b>Yes</b>	<b>No</b>
<b>8.1</b> All social activities offered as part of the regular conference program respect the gender, national origin, and ethnicity of participants and their guests [CORE]*	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring**

<b>1 point</b>	<b>0 points</b>
The conference meets Factor 8.1	The conference meets no Factors

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>8. Social Events.</b> Social events provide registrants with an opportunity to relax with longstanding and new colleagues. The Host Organizing Committee ensures that all social activities offered as part of the regular conference program are respectful of the gender, national origin, and ethnicity of participants and their guests, and that highly sexualized humour or events, and/or demeaning comments are not tolerated.
<b>Explanation</b>	<p><b>Factor 8.1</b> has been identified as a <i>CORE</i> Factor; this Factor must be met to receive any score on the standards.</p> <p><b>Factor 8.1:</b> Every effort will be made to ensure respect for gender at social events associated with the conference.</p> <p>Conferences can also use social events to promote awareness of the local culture and help participants understand how these cultural expressions can reflect the traditions, beliefs and history of the local population.</p> <p>Sexualized jokes, including those that focus on sexual orientation and/or gender identity, can be demeaning and could be easily misinterpreted as offensive.</p>
<b>Recommended Documentation</b>	<b>Factor 8.1:</b> The website states the expectations with respect to gender equity at social events and in all contracts/agreements with social organizers and entertainers.

Gender Equity Standard 9: CORPORATE MARKETING, EXTERNAL SPONSORSHIP		2 points
<b>GES 9 (short version):</b> The scientific committee organizing WONCA meetings (Host Organizing Committee) 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.		
<b>Standard 9: Corporate Marketing, External Sponsorship</b>		
<b>CORE: Factor 9.1, 9.2</b>		
<b>There are 2 Factors for GES 9: Corporate Marketing, External Sponsorship</b>		
<b>9.1</b> 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]*	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.2</b> The conference organizers ensure that the sponsoring companies are compliant with WHO International Code on Marketing of Breastmilk Substitutes [CORE]*	<input type="checkbox"/>	<input type="checkbox"/>

Scoring		
<b>1 point</b>	<b>1 point</b>	<b>0 points</b>
The conference meets Factor 9.1	The conference meets Factor 9.2	The conference meets neither Factor 9.1 nor Factor 9.2

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>9. Corporate marketing, External Sponsorship.</b> The scientific committee organizing 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 organizations, including WONCA (Europe), now place limits on corporate marketing and external sponsorship of educational sessions, the scientific organizing 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. <sup>10</sup> 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.
<b>Explanation</b>	<b>Factor 9.1 &amp; Factor 9.2:</b> have both been identified as CORE Factor; both these Factors must be met to receive any score on the standard. Conference organizers are encouraged to consider WONCA Europe's guidelines which state <sup>11</sup> : "Sponsorship from some organizations may not be acceptable if the organization promotes products which are incompatible with health e.g. tobacco, alcohol or firearms. No material will be acceptable if it conveys ethnic, religious, gender or age bias, prejudice or slurs."
<b>Recommended Documentation</b>	<b>Factor 9.1:</b> The call for sponsorship and the sponsorship contract/agreement specify that sponsors' imagery or products do not objectify women or make deceptive claims. <b>Factor 9.2:</b> 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. <sup>12</sup>

10 Reference: WHO International Code on Marketing of Breastmilk Substitutes 1981. [www.who.int/nutrition/publications/code\\_english.pdf](http://www.who.int/nutrition/publications/code_english.pdf) (accessed 21 June 2009)

11 [www.WONCAeurope.org/sites/default/files/documents/WONCA%20Europe%20Guidelines%20on%20External%20Sponsorship.pdf](http://www.WONCAeurope.org/sites/default/files/documents/WONCA%20Europe%20Guidelines%20on%20External%20Sponsorship.pdf) (accessed 30 January 2015)

12 WHA Resolutions on INFACCT Canada website: [www.infactcanada.ca/wha-resolutions.html](http://www.infactcanada.ca/wha-resolutions.html)

<b>Gender Equity Standard 10: INTERACTIVE EDUCATIONAL STYLE</b>		<b>4 points</b>
<b>GES 10 (short version):</b> 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.		
<b>Standard 10: Interactive Educational Style</b>		
<b>CORE: Factor 10.1</b>		
<b>There are 2 Factors for GES 10: Interactive Educational Style</b>	<b>Yes</b>	<b>No</b>
<b>10.1</b> Each conference offers interactive educational sessions [CORE]*	<input type="checkbox"/>	<input type="checkbox"/>
<b>10.2</b> The evaluation of each session assesses the level of participant engagement in the session	<input type="checkbox"/>	<input type="checkbox"/>

<b>Scoring</b>		
<b>2 points</b>	<b>1 point</b>	<b>0 points</b>
The conference meets 2 Factors including Factor 10.1	The conference meets Factor 10.1	The conference meets no Factors or does not meet Factor 10.1

\*CORE Factors are considered the basic building blocks of GES compliance. All Factors categorized as CORE are required for recognition.

<b>GES (long version)</b>	<b>10. Promote interactive educational styles.</b> 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. 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.
<b>Explanation</b>	<b>Factor 10.1</b> has been identified as a <i>CORE</i> Factor. <b>Factor 10.1:</b> Interactive techniques encourage self-reflection, personal growth, small group learning, time for questions and answers, and follow up reminders. Traditional lecture teaching styles may discourage effective engagement of all participants, especially women.
<b>Recommended Documentation</b>	<b>Factor 10.1:</b> The call for submissions on the conference website encourages interactive sessions. <b>Factor 10.2:</b> The workshop/symposium session evaluation form asks how well the session promoted interaction among the participants

GES 1: COMMITTEE STRUCTURE

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
<b>GES 1: Committee Structure</b> All committees involved in planning and convening scientific meetings adhere to basic principles of gender balance and gender equity.	<b>1. Committee structure.</b> <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.	<b>1.1</b> Gender balance in membership and leadership on the Scientific Committee [ <i>CORE</i> ]	<b>Factor 1.1:</b> The Scientific Committee posted on the conference website with photos demonstrates that the ratio of women to men is 50:50.	Self-Report	<b>1.1.a)</b> The HOC** reports on balance and leadership on the Scientific Committee	3
				WONCA Verification	<b>1.1.b)</b> The conference website shows the Scientific Committee membership with photos (ratio 50:50 women to men)	
		<b>1.2</b> Gender balance in membership and leadership on the Host Organizing Committee	<b>Factor 1.2:</b> The Host Organizing Committee has a documented membership of 50:50 ratio.	Self-Report	<b>1.2.a)</b> The HOC** reports on balance and leadership on the HOC	3
				WONCA Verification	<b>1.2.b)</b> The conference website shows the HOC membership with photos (ratio 50:50 women to men)	
		<b>1.3</b> Gender balance in membership and leadership on all the subcommittees	<b>Factor 1.3:</b> Advisory Boards and subcommittees have a documented membership of 50:50 ratio	Self-Report	<b>1.3.a)</b> The HOC** reports on balance and leadership on all subcommittees	3
<b>1.4</b> One of the women members of the Scientific Committee is designated to ensure that gender equity standards are maintained	<b>Factor 1.4:</b> 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	<b>1.4.a)</b> The HOC** reports that one member of the Scientific Committee has been appointed to ensure gender equity standards are maintained	3		
<b>1.5</b> Women are appointed early in the process of convening each committee	<b>Factor 1.5:</b> 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	<b>1.5.a)</b> 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 ***	
<b>Factor 1.1</b>	5: The conference meets 5 Factors
<b>Factor 1.2</b>	4: The conference meets 4 Factors, including Factor 1.1
<b>Factor 1.3</b>	3: The conference meets 3 Factors, including Factor 1.1
<b>Factor 1.4</b>	2: The conference meets 2 Factors including Factor 1.1
<b>Factor 1.5</b>	1: The conference meets Factor 1.1
	0: The conference meets no Factors or does not meet Factor 1.1
<b>Total Score for GES 1</b>	
	/5
<b>Total Score for GES</b>	
	/32

## GES 2: PROGRAM CONTENT

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time	
<b>GES 2: Program Content</b> 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.	<b>2. Programme content.</b> <i>The programme incorporates gender equity throughout its implementation.</i> 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"> <li>All <u>themes</u> of the scientific meetings include a gender perspective.</li> <li>All <u>calls for proposals</u> for plenary, symposia, workshops explicitly request a gender perspective in submissions.</li> <li>No <u>gender restrictions/bias</u> in participation are acceptable. No workshop, symposium or event should restrict participation on the basis of gender.</li> <li><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".</li> </ul>	<b>2.1</b> The theme of the scientific conference as explained in the background materials includes a gender perspective or analysis. [CORE]	<b>Factor 2.1:</b> (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	<b>2.1.a)</b> The application to host the WONCA conference explicitly outlines how gender perspectives inform the theme	1	
				WONCA Verification	<b>2.1.b)</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	1	
				WONCA Verification	<b>2.1.c)</b> The website and printed materials show explicit inclusion of gender perspective in the theme	3	
				Self-Report	<b>2.1.d)</b> The HOC** reports on the explicit inclusion of gender perspective in websites and printed materials	3	
			<b>2.2</b> Call for scientific events on the conference website includes a requirement for a gender perspective in all submissions	<b>Factor 2.2:</b> 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	<b>2.2.a)</b> 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
					Self-Report	<b>2.2.b)</b> HOC** reports that the invitation for abstracts, workshops, symposiums, and posters encourages submissions on women's health issues	2
			<b>2.3</b> Women's health topics are encouraged at each WONCA conference	<b>Factor 2.3:</b> The invitation encourages submissions on women's health issues.	WONCA Verification	<b>2.3.a)</b> The invitation on the website calling for abstracts, workshops, symposiums, and posters encourages submissions on women's health issues	2
					Self-Report	<b>2.3.b)</b> HOC** reports that the invitation for abstracts, workshops, symposiums, and posters encourages submissions on women's health issues	2
			<b>2.4</b> The selection process for approved submissions indicates how a gender perspective is applied in the evaluation of each submission	<b>Factor 2.4:</b> 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	<b>2.4.a)</b> The call for abstracts on the website states a requirement for a gender perspective in each submission	2
					WONCA Verification	<b>2.4.b)</b> The abstract review form includes an item indicating whether a gender perspective was included in the abstract or not	2
					Self-Report	<b>2.4.c)</b> The HOC** reports the proportion of abstracts that included a gender perspective (> 60%)	3
			<b>2.5</b> No gender restrictions/bias in participation	<b>Factor 2.5:</b> The conference materials demonstrates that there are no scientific events that have gender restrictions in participation.	Self-Report	<b>2.5.a)</b> The HOC** reports that conference materials demonstrate no gender restrictions/bias in participation in scientific events	3 & 4
					WONCA Verification	<b>2.5.b)</b> The website with the conference program and materials demonstrates that no scientific events have gender restrictions in participation	3 & 4

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

<b>Total Score for GES 2</b>	/5
<b>Total Score for GES</b>	/32

## GES 3: GENDER BALANCE

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
<b>GES 3: Gender Balance</b> All scientific committees plan for gender balance for invited speakers for plenaries, workshops and symposia.	<b>3. Gender Balance.</b> <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.	<b>3.1</b> The program for the conference reflects gender balance for authors/presenters/conveners of accepted plenaries <sup>8</sup> , symposia, workshops, etc. [CORE]*	<b>Factor 3.1:</b> The program on the conference website reflects gender balance for invited authors/presenters/conveners of symposia, workshops, etc.	Self-Report	<b>3.1.a)</b> The HOC** reports that the program reflects gender balance for invited speakers in plenaries, symposia, workshops, etc.	3
				WONCA Verification	<b>3.1.b)</b> The program on the website reflects gender balance for invited speakers in plenaries, symposia, workshops, etc.	3
		<b>3.2</b> The person responsible for monitoring gender equity reports that gender balance was considered for plenaries, workshops, and symposia, at the committee level	<b>Factor 3.2:</b> 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	<b>3.2.a)</b> 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 ***	
<b>Factor 3.1</b>	2: The conference meets all Factors including 3.1
<b>Factor 3.2</b>	1: The conference meets 1 Factor 3.1
	0: The conference meets no Factors or does not meet Factor 3.1
<b>Total Score for GES 3</b>	
	/2
<b>Total Score for GES</b>	
	/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
<b>GES 4: Plenary Speakers</b> Deserving women are purposefully and proactively considered as speakers.	<b>4. Plenary speakers.</b> <i>Deserving women are purposefully and proactively considered as speakers.</i> 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.	<b>4.1</b> At least 50% of plenary speakers are women [CORE]	<b>Factor 4.1:</b> 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	<b>4.1.a)</b> The website program demonstrates that at least 50% of plenary speakers are women	3
				Self-Report	<b>4.1.b)</b> The HOC report confirms that at least 50% of plenary speakers are women	3

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

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		
<b>GES 5: Bursaries</b> 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.	<b>5. Bursaries (financial assistance and sponsorship).</b> <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.	<b>5.1</b> The bursary application criteria and the bursary committee's review process pay explicit attention to gender equity. [CORE]	<b>Factor 5.1:</b> The application form: <ul style="list-style-type: none"> <li>Clearly states the gender equity goal of the bursary award.</li> <li>Asks the gender of the applicant.</li> <li>Requests a personal statement that asks the applicant how the bursary award will contribute to gender equity in their country or region.</li> <li>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.</li> </ul> The bursary committee can demonstrate that 50% of the reviewers of the applications for the bursary are women.	Self-Report	<b>5.1.a)</b> HOC** reports that at least 50% of the reviewers of the bursary applications are women.	3		
				WONCA Verification	<b>5.1.b)</b> The website bursary application form clearly states the gender equity goal.	2 or 3		
				WONCA Verification	<b>5.1.c)</b> 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	<b>5.1.d)</b> The website bursary application form requests that the letters of support explain how the applicant will contribute to gender equity.	2 or 3		
				<b>5.2</b> The conference bursary committee's efforts to raise funds reflect a commitment to gender equity	<b>Factor 5.2:</b> 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	<b>5.2.a)</b> 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
				<b>5.3</b> The promotion of the bursary competition and subsequent disbursement of funds will both be conducted in a transparent, accountable, and gender equitable manner	<b>Factor 5.3:</b> 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	<b>5.3.a)</b> 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	<b>5.3.b)</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 ***	
<b>Factor 5.1</b>	3: The conference meets all 3 Factors
<b>Factor 5.2</b>	2: The conference meets 2 Factors, including Factors 5.1
<b>Factor 5.3</b>	1: The conference meets Factor 5.1
	0: The conference meets no Factors or does not meet Factor 5.1
<b>Total Score for GES 5</b>	
/3	
<b>Total Score for GES</b>	
/32	

## GES 6: LEADERSHIP DEVELOPMENT

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time
<b>GES 6: Leadership Development</b> Scientific committees make every reasonable effort to promote leadership development at each conference.	<b>6. Leadership development.</b> <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.	<b>6.1</b> 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]	<b>Factor 6.1:</b> 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	<b>6.1.a)</b> 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	<b>6.1.b)</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
		<b>6.2</b> Each WONCA conference provides opportunities to promote mentorship	<b>Factor 6.2:</b> The program on the conference website highlights formal opportunities for mentorship.	WONCA Verification	<b>6.2.a)</b> The program on the conference website highlights formal opportunities for mentorship	3
		<b>6.3</b> Conference committees and subcommittees provide opportunities to foster leadership abilities in mid- and early-career physicians committee members	<b>Factor 6.3:</b> The conference organizers report on efforts to include early- and mid-career members on committees.	Self-Report	<b>6.3.a)</b> The HOC** report includes descriptions of efforts to include early- and mid-career members on committees.	3

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

<b>Total Score for GES 6</b>	/3
<b>Total Score for GES</b>	/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	
<b>GES 7: Family Activities</b> 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.	<b>7. Family activities.</b> <i>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.</i>	<b>7.1</b> 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]	<b>Factor 7.1:</b> 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	<b>7.1.a)</b> 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	<b>7.1.b)</b> The HOC** reports on how the conference supports family activities.	3
					WONCA Verification	<b>7.1.c)</b> The conference website includes information about child care options, parent accompanied child activities and private breastfeeding space	3
					WONCA Verification	<b>7.1.d)</b> The conference website includes information on low cost food and lodging option	3
				<b>7.2</b> The program highlights opportunities to spend mealtime with family members	<b>Factor 7.2:</b> The conference website identifies opportunities for family mealtimes.	WONCA Verification	<b>7.2.a)</b> The conference website includes information about opportunities for family mealtimes.
		<b>7.3</b> The program for accompanying persons is geared to both sexes	<b>Factor 7.3:</b> The conference website includes information about accompanying person events geared to both men and women.	WONCA Verification	<b>7.3.a)</b> The conference website includes information about accompanying person events geared to both men and women	3	
		<b>7.4</b> The program highlights the scientific sessions of potential interest to accompanying persons	<b>Factor 7.4:</b> The conference program includes information about which scientific sessions would be appropriate for accompanying persons.	WONCA Verification	<b>7.4.a)</b> The conference program on the website includes information about which scientific sessions would be appropriate for accompanying persons	3	

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

<b>Total Score for GES 7</b>	/4
<b>Total Score for GES</b>	/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
<b>GES 8: Social Events</b> 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.	<b>8. Social events.</b> <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.	<b>8.1</b> 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> ]	<b>Factor 8.1:</b> 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	<b>8.1.a)</b> There is a post on the website about expectations with respect to gender equity at social events	3
				WONCA Verification	<b>8.1.b)</b> The contracts for social activities include expectations about gender equity at social events	3

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

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	
<b>GES 9: Corporate marketing, External Scholarship</b> 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.	<b>9. Corporate marketing, external sponsorship.</b> <i>The scientific committee organising WONCA meetings restrict external sponsors that conduct policy or market products that adversely affect women.</i> 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.	<b>9.1</b> 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]	<b>Factor 9.1:</b> The call for sponsorship and the contract/agreement specify that sponsors' imagery or products do not objectify women.	Self-Report	<b>9.1.a)</b> The HOC** reports that the call for sponsorship and the sponsorship contract/ageement specifies that sponsors' imagery or products do not objectify women	3	
				WONCA Verification	<b>9.1.b)</b> The contract/agreement with sponsoring companies specifies that sponsors' imagery or products do not objectify women.	3	
			<b>9.2</b> The conference organizers ensure that the sponsoring companies are compliant with WHO International Code on Marketing of Breastmilk Substitutes [CORE]	<b>Factor 9.2:</b> 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	<b>9.2.a)</b> 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	<b>9.2.b)</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 ***	
<b>Factor 9.1</b>	1: The conference meets Factor 9.1
<b>Factor 9.2</b>	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
<b>Total Score for GES 9</b>	
/2	
<b>Total Score for GES</b>	
/32	

## GES 10: INTERACTIVE EDUCATIONAL STYLES

GES Standards	GES Expanded Standard	Factor	Recommended Documentation	Self-Report/ WONCA Verification	Evaluation	Time	
<b>GES 10: Interactive educational styles</b> Scientific committees encourage invited speakers to adopt interactive teaching and learning styles, and include this encouragement in the calls for proposals for each meeting.	<b>10. Promote interactive educational styles.</b> <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.	<b>10.1</b> Each conference offers interactive educational sessions [CORE]	<b>Factor 10.1:</b> The conference website encourages submissions for interactive sessions.	Self-Report	<b>10.1.a)</b> The HOC** reports that conferences encourages interactive educational sessions. <b>10.1.b)</b> The HOC** reports the call for proposals for workshops and symposia encourages participatory learning through interactive sessions.	3	
				<b>Factor 10.2:</b> The conference workshop/symposium evaluation form asks about how well the session promoted interaction among the participants.	WONCA Verification	<b>10.1.c)</b> The call for submissions for workshops/ symposia etc. encourages interactive sessions. <b>10.1.d)</b> The conference program on the website lists the sessions that are interactive	3
		<b>10.2</b> The evaluation of each session assesses the level of participant engagement in the session			WONCA Verification	<b>10.2.</b> The evaluation form assesses participant engagement	3

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