



Equality, Diversity and Inclusion Policy for Speakers

EDI Policy for Speakers

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1	03/07/2026	Karin Gerber	New Document
2			

Introduction

The British Association of Critical Care Nurses (BACCN) is committed to promoting and strengthening education, professional development, collaboration and excellence in critical care nursing. BACCN is committed to fostering a professional community that values dignity, respect, inclusion, integrity and accountability. BACCN is a registered charity and non-profit organisation that works to support and represent critical care nurses and the wider critical care community across the United Kingdom. This commitment underpins all BACCN activities, decisions, policies and events.

EDI Policy for Speakers

BACCN is committed to promoting equality, diversity and inclusion across all its events. The annual conference programme shapes professional visibility and influences who is heard within the critical care nursing community. Through careful planning, BACCN aims to ensure that speakers, presenters and chairs reflect the diversity of the critical care nursing workforce.

This policy should be read alongside the BACCN Equality, Diversity and Inclusion Policy, BACCN Conference Code of Conduct and Safeguarding Policy, BACCN Complaints Policy, BACCN Data Protection Policy and any conference-specific operational procedures.

The purpose of this policy is to set out BACCN's approach to promoting fair, inclusive and balanced speakers, presenters and chair representation across BACCN conferences and events.

It supports transparent programme development, encourages participation from underrepresented groups and early-career professionals, and helps create respectful and inclusive discussion spaces.

Scope

Unless otherwise stated, this policy applies to BACCN members, Board Directors, committee members, volunteers, contractors, consultants, event speakers and representatives, staff where applicable, and partner organisations working with BACCN.

It applies to BACCN conferences, educational events, submitted abstracts, invited speaker processes, panel and chair selection, speaker suggestions, conference communications and related post-conference review activity.

Definitions

For this policy, the following definitions apply:

- Board of Directors means the BACCN Board of Directors, being the governing body of BACCN and the body described as the National Board within the Articles of Association.
- Board means the BACCN Board of Directors.
- Board Director means an individual appointed or elected to the BACCN Board of Directors.
- Speakers include invited speakers, abstract presenters, panel members, workshop contributors and others presenting as part of a BACCN event.
- Chair includes individuals chairing, moderating or facilitating conference sessions, workshops, panels or discussions.
- Balanced representation means considering an equitable mix of speakers, presenters and chairs across relevant factors such as gender, ethnicity, geography, career stage and professional background where possible.

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- Underrepresented groups mean groups whose voices, experience or background are not currently well represented within the conference programme or wider professional platform.
- Inclusive discussion spaces mean sessions where questioning is managed fairly, contributions are treated respectfully and no individual is allowed to dominate discussion.

Roles and Responsibilities

The BACCN Board of Directors holds overall responsibility for ensuring that this policy is implemented, monitored and reviewed effectively. Operational responsibility may be delegated to the Conference Lead, Conference Team, Scientific Committee, EDI Lead, nominated Board Director or another designated group. Ultimate accountability for compliance and assurance remains with the Board.

Conference Team

- Promote this policy through conference planning and delivery.
- Support practical arrangements that reduce barriers to participation where possible.
- Ensure reporting routes are available for concerns linked to behaviour, inclusion or participation.

Scientific Committee

- Support fair and transparent review of submitted abstracts.
- Help shape a programme that reflects a balanced mix of experience, backgrounds and perspectives.
- Consider speaker, presenter and chair representation when developing the programme.

Session Chairs

- Support respectful and inclusive discussion.
- Manage questions fairly and prevent any individual from dominating discussion.
- Escalate concerns through the agreed conference reporting route where needed.

Speakers and Presenters

- Treat participants, fellow speakers, chairs, volunteers and conference staff with dignity and respect.
- Follow the BACCN Conference Code of Conduct and Safeguarding Policy.
- Raise concerns promptly through the agreed reporting route where appropriate.

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Key Principles and Requirements

Diverse scientific committee

BACCN will aim to appoint a scientific committee with a balanced mix of experience, backgrounds and perspectives. This group reviews submitted abstracts and helps shape the conference programme.

Balanced and Representative Representation

BACCN will aim for an equitable and representative mix of speakers, presenters and chairs that reflects the diversity of the critical care workforce, BACCN membership and the communities we serve. In addition to considering gender balance, BACCN will seek representation across ethnicity, geography, career stage, professional background, lived experience, and perspectives from groups currently underrepresented within the conference programme.

Clear expectations for behaviour and reporting

BACCN expects all participants, including speakers, presenters and chairs, to treat each other with respect. Inappropriate behaviour will not be tolerated. Concerns should be raised through the relevant BACCN reporting route, including the BACCN Chair, a Board Director, the designated policy lead, an event lead where applicable, or the formal complaints process. Session chairs are supported to manage discussions fairly and confidently.

Inclusive discussion spaces

Chairs will be briefed to support balanced questioning, prevent any individual from dominating discussion and create space for a wider range of voices.

Transparent process

BACCN will make this policy visible on the conference website. From 2026, BACCN will aim to share data on speaker representation within the post-conference report.

Supporting participation

BACCN understands that practical barriers can affect who is able to attend and speak at events. BACCN aims to reduce these where possible through:

- Facilities for breastfeeding parents.
- Accessible event environments.
- Prayer and quiet rooms made available where possible.
- Grant funding is available to BACCN members where criteria are met.

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Maintaining balance

If invited speakers are unable to attend, BACCN will aim to replace them with individuals of a similar background or career stage where possible. This helps maintain a balanced programme.

Speaker suggestions

BACCN welcomes interest from nurses who would like to speak at BACCN events, as well as suggestions for speakers who reflect the diversity of the critical care nursing community. Anyone interested in becoming more involved with BACCN may also consider regional committee membership or joining the Board of Directors.

Reporting Concerns

Concerns relating to inclusion, behaviour or participation should be raised through the BACCN reporting process. This may include the Conference Lead, the BACCN Chair, a Board Director, the designated policy lead, or the BACCN Complaints Policy. Information on how to raise a concern will be available in the conference materials and on the BACCN website

Confidentiality and Data Protection

BACCN will handle all reports, complaints and concerns sensitively, fairly and confidentially. Information will only be shared with those who need it to investigate, manage or resolve the matter appropriately. All information and records will be managed in accordance with UK GDPR, applicable legislation and BACCN data protection requirements.

Any speaker representation data will only be collected, stored and reported where it is lawful, proportionate and consistent with UK GDPR and BACCN data protection requirements.

Requests relating to accessibility, participation support or reasonable adjustments will be handled confidentially and respectfully.

Monitoring and Assurance

BACCN will report on relevant Equality, Diversity and Inclusion measures in the annual conference report. This may include speaker and chair representation, actions taken to support inclusion and accessibility, feedback relating to inclusivity, and areas for future improvement.

The Board will seek assurance that this policy is implemented through proportionate monitoring of conference arrangements, speaker and chair representation, conference feedback, member feedback, complaints, incidents and post-conference learning where relevant.

Findings from monitoring and feedback will inform future conference planning, programme development and policy review.

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Related Documents

This policy forms part of the BACCN policy suite and should be read in conjunction with other relevant BACCN policies and procedures, including:

- BACCN Equality, Diversity and Inclusion Policy
- BACCN Conference Code of Conduct and Safeguarding Policy
- BACCN Code of Conduct, Health and Safety and Safeguarding Policy
- BACCN Data Protection Policy
- BACCN Complaints Policy
- BACCN Finance Policy
- BACCN Expenses Policy
- Conference risk assessments and venue safety procedures
- Conference Speaker Suggestion Template and associated conference operational procedures

Review

This policy will be reviewed by the Board at least every three years, or sooner where there are changes in legislation, regulatory requirements, organisational arrangements, national guidance, conference learning, monitoring findings, incidents, complaints or feedback indicating that revision is required.

Appendix 1: Conference Speaker Suggestion Template

This template may be used to suggest a potential speaker for a BACCN event.

Your details

Name:

Role / organisation:

Email:

Speaker details

Full name:

Current role and organisation:

Location, country:

Why are you suggesting this speaker?

In a few sentences, explain why this person would add value to the conference. Focus on their experience, perspective or contribution.

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Proposed topic or area

What could they speak about? Keep this short and specific.

Relevance to the conference

How does this topic link to the conference themes or audience?

Lived experience or perspective, if applicable

Does the speaker bring a perspective that is currently underrepresented? This could relate to background, career stage, geography or lived experience.

Speaking experience

Have they presented at conferences or public events before?

Yes / No / Not sure

If yes, please share examples if known:

Links, if available

LinkedIn profile:

Published work, talks or videos:

Early-career or emerging speaker

Is this an early-career professional or someone new to speaking?

Yes / No

Additional notes

Anything else we should consider? For example, accessibility needs, preferred format or availability.