

## Guidance for AGU Session Conveners and Moderators

AGU would like to assure all meeting participants feel safe, welcomed, and included, and that our meetings promote and help reflect diversity, inclusion and excellence in science. The below guidance is intended to help increase your awareness and sensitivities to issues you may face as a convener or session moderator.

DO ...

- Learn and use the correct pronunciation of each speaker's name.
- Strive to keep your session on time by ensuring that all speakers are treated equally and have their fully allotted time. Please be particularly strict that speakers who are more established in their career are not permitted to go over their time, and that early-career speakers and speakers from underrepresented groups are not cut short.
- Please be sure to recognize and call on diverse questioners over the course of a session.
- Please be sensitive and mindful of the images that may appear in slides. In instances where sexist, racist, or other offensive images may be presented, please intervene in real time, state publicly that the image is inappropriate and move on from the slide as quickly as possible.
- Please be aware of signs of aggressive questioning which may border on bullying, especially if directed towards student or early career scientists. Please intervene in real time if you witness such behavior.
- After your intervention, please also report any of the two above such incidents, including the name of the offender, the date and time of the session, to an AGU Meetings contact or a staff member wearing SAFE AGU button.
- Please refer to the [AGU Ethics and Equity Center](#) if you would like tips on how to intervene when witnessing inappropriate behavior, or how to become more sensitive to issues of implicit bias.
- Please also be aware of the SafeAGU program while at the meeting and report any other behavior or practices you believe creates a less-than-welcoming environment.

Thank you!