

Event Reporting

Rev. Date: Nov 2020

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The RACI is committed to improving diversity of representation within the chemical sciences. To be approved, all RACI sponsored events must conform to the Institute's Inclusion and Diversity policy and must have the relevant targets in place at the time of application.

The RACI will undertake anonymous diversity tracking in the delegate registration process (gender, non-English speaking background, Aboriginal/Torres Strait Islander, disability).

Event organisers and Conference chairs are required to set appropriate diversity targets as part of the RACI event process, report on the actual results achieved and comment on performance to target.

This reporting form, final financial statement and any supporting documents should be forwarded to the RACI National Office following the event, for approval by the CEO.

Conference Title	
RACI Organising Body [s]	
Partner organisations	
Event/Conference Dates	
Event/Conference Venue	

Set Diversity Targets (as per Conference Approval Form)			
Target % females	Organising committee	Plenary Speakers	Keynote Speakers
	Invited Speakers	Total Speakers Invited	Session chairs

Actual Results			
% females	Organising committee	Plenary Speakers	Keynote Speakers
	Invited Speakers	Total Speakers Invited	Session chairs
	Selected Speakers (Accepted Abstracts)		

Performance to Target	Conference Organising Committee Comments
Organising committee: 30% female	
Plenary, keynote and invited speakers: minimum 30% female	
Session chairs: 40% female	

Was the RACI Inclusion and Diversity policy available?	- YES / NO
Was the Anti-Harrassment Policy made available to all delegates?	- YES / NO
Were any reports made to the designated Harrassment Officer?	- YES / NO
If yes, were all reports resolved to the satisfaction of the Harrassment Officer?	- YES / NO

Financial Statement Details – Must be provided	
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Is the final financial statement attached?	Yes / No
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Event/Conference Organising Committee Information	
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Committee Chair	
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Email Telephone	
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Treasurer	
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Email Telephone	
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BRANCH AND OR DIVISION SIGN OFF	
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EVENT / CONFERENCE CHAIR:

DATE: _____/_____/_____

BRANCH PRESIDENT/DIVISION CHAIR:

DATE: _____/_____/_____