

17th July 2024

Author response for ‘Planning virtual and hybrid events: steps to improve inclusion and accessibility’

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We would to thank the additional feedback and comments from editors Solmaz Mohadjer and Steven Rogers, on top of the meaningful engagement from all reviewers during the peer review process. It has been a delight to work with the team and we truly appreciate the guidance and different perspectives.

As before, the editor feedback has been outlined in black, with responses in blue.

We look forward to seeing what new learnings emerge as our community continues to engage with each other virtually. Thank you again to all people who have contributed to this journey and helped bring this article together.

Editor - Solmaz Mohadjer

Dear Authors,

Many thanks for this work. We are happy to accept your manuscript for publication after a few minor editorial corrections.

General comments:

- (1) Please avoid the use of informal language throughout the manuscript. Some examples and suggestions are shown below.
 - [The manuscript has been reviewed using the guidance and examples provided below.](#)
- (2) It may be useful for the readers to see a checklist for the three stages of event planning. This checklist can be based on the manuscript text and be included as supplemental materials or directly in the text in form of a table.
 - [We agree a checklist of some type would be useful, and have included one as part of the supplementary material.](#)
- (3) The pros and cons listed in pages 19-20 may be more readable if shown in a table format.
 - [We have adjusted the pros/cons as suggested to help readability of this section! We agree it makes it much easier to approach tis section and removes much of the empty space that was present.](#)

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Examples related to comment #1 (line numbers refer to the version of the manuscript with changes tracked):

- Lines 109-110: consider revision or deleting: "Let's remember that we are all learning and striving to continually improve accessibility and inclusion, so let's be patient, listen, learn and act together to ensure equitable experiences for all participants."
 - This line has been removed from the final manuscript as suggested.
- Lines 121 and 348: delete "clearly"
 - This suggestion has been incorporated into the text.
- Line 126: delete "indeed"
 - This suggestion has been incorporated into the text.
- Line 128: delete "huge" or define it.
 - This has been removed from the text as suggested.
- Lines 135 and 140: delete "very sharp" in photo caption
 - This has been removed from the text as suggested.
- Lines 138 and 703/709: delete "purely"
 - This has been removed from the text as suggested.
- Line 292: consider replacing "will" with "may" or "are likely to"
 - The text has been expanded to 'will likely feel more' rather than 'will' by itself, as suggested.
- Line 301: consider revising to "aim for a broad and diverse range of presenters to widen representation"
 - This suggestion has been incorporated into the text.
- Line 315: consider deleting "email and"
 - This has been removed from the text as suggested.
- Line 352: European Geosciences Union (not geophysical)
 - This error has been corrected!
- Line 364: considering revisiting informal language like "it's" - and the entire sentence "A lot can be achieved with low to no budget, by asking attendees in advance, asking for sponsorship, doing some research and a bit of creativity!"
 - The manuscript has been checked for informal terminology such as 'it's' and has been adjusted as suggested. The sentence highlighted has also been rewritten for clarity and consistency.

Editor - Steven Rogers

Public justification (visible to the public if the article is accepted and published):

To the author team - many thanks for your work in response to the reviews you received. The revised version is much more wholistic in its approach, and I think it is now clearer that this is an article sharing ideas and best practice, rather than a definitive plan!

- Thank you both for the guidance and coordination in getting the manuscript.