

# Canadian Society for Epidemiology and Biostatistics

## English-French Bilingualism Policy

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### Declaration of Principle

The Canadian Society for Epidemiology and Biostatistics (CSEB), as a national organization, recognizes both of Canada's official languages. To the extent that resources permit, CSEB will conduct itself as a bilingual organization, in accordance with the following provisions:

### I. Board of Directors

- At least one member of the Executive Committee of the Board of Directors is bilingual.

### II. Secretariat

- The Secretariat provides bilingual services, or draws upon bilingual members of the Board of Directors (the Board) to provide bilingual services, when necessary.
- The Board appoints bilingual members of the Board who are in good standing to assist the Secretariat in the provision of bilingual services, when necessary.

### III. Committees and Working Groups

- When possible, Committees and Working Groups have at least one member who is bilingual.

### IV. General Communications

- Direct communications to CSEB members and *ex officio* members of the Board of Directors are bilingual.
- Direct communications to non-CSEB members are bilingual, when required.
- CSEB's website is bilingual, with the exception of job postings and other advertisements, which are published in the original language(s) of submission.
- CSEB's Newsletter publishes articles in the original language(s) of submission.
- CSEB's eBulletin is bilingual.
- CSEB's bylaws, policies, and strategic plans are bilingual.
- Executive Committee and Board of Directors' meeting minutes are in one language only, according to majority preference of Executive Committee and Board members.
- Other CSEB documents are available in both official languages when required and when resources permit.

### V. Conferences

- CSEB-led conference promotional materials and communications are bilingual.
- CSEB-led conference documentation (e.g., the program) is bilingual, and abstracts remain in the official language of submission.
- CSEB-led conference presentations are delivered in the official language of submission. CSEB will not offer simultaneous translation of presentations.
- CSEB-led recordings of conference events are maintained in the official language(s) used by the speakers whose voices are captured by such recordings. CSEB will not dub speakers or utilize subtitles for translation purposes.

## **VI. Workshops and Webinars**

- Promotional communications for CSEB-led workshops and webinars are bilingual.
- Programs for CSEB-led workshops and webinars are bilingual.
- CSEB-led workshops and webinars are conducted in the presenter's official language of choice (bilingual events are permitted at the presenter's discretion).

## **VII. Social Media**

- Postings to CSEB's Facebook and Twitter sites are made in the poster's official language of choice.