

Read me: version **2/18/22**

The information below is relevant to the speaker/chair data spreadsheets cited in:

**Kalejta, R.F., Palmenberg, A.C. (2017) Gender parity trends for invited speakers at four prominent virology conferences.** *J. Virology*, online: doi:10.1128/JVI.00739-17

**Palmenberg, A.C., Kalejta, R.F. (2021) An Update on Gender Parity for Invited Speakers at Four Prominent Virology Conference Series.** *J. Virology* 95. e00224-21. doi: 10.1128/JVI.00224-21. PMID: 33762415

The URL cited in the 2017 paper: <https://doi.org/10.6084/m9.figshare.5054029.v1> gives static versions of the excel datasets, meaning all original excel formulas are inactivated and shown as values only. The names lists can still be searched and sorted, but changes, edits or additions will not result in recalculations of the graphs. These are the exact data cited in this paper.

The excel files available from **THIS web site** (<http://virology.wisc.edu/acp/women/women.html>) are dynamic. The formulas are active. Errors (as they come to our attention) have been corrected. New data and tabulation criteria for subsequent years (through 2022), is or can be added by others.

#### Key points about the dynamic spreadsheets:

1. Each year, if possible, we will post updated meeting data. The file names will indicate the currently included year and file version.
2. The “plots” page of each file dynamically renders graphics according to the current dataset by reading the tabulated values on the name-list pages. For example, the ASV symposia data, per year, are tabulated in the “symp” box (cells M13:S84) of the “Symposia” page.
3. Each dataset page has a boxed list of “criteria” that query the respective names lists. If the values here are changed, the data values they calculate will also change.
4. In the dataset lists themselves, some columns have hard values (M/F, lastname, firstname, named, what, session, year, where, series#, topic, SABoard) and some columns (repeat, repeat interval) have formulas which are dependent on the listed information in each row. The datasets are currently (custom) sorted by: lastname/firstname/year. If you sort the datasets by any other ordering (e.g. year/lastname/firstname) the “repeat” and “repeat interval” formulas will fail. It is likely many of the other tabulation criteria will fail as well.
5. Relevant to #4, if more names (subsequent years) or edits are made to the names lists, (A), the total lists of hard value data columns must then be (re)-custom sorted by lastname/firstname/year to update the tabulations, and (B) the formulas in the “repeat” and “repeat interval” columns must be extended to include any newly added data.