

IALE Meeting Code of Conduct

DRAFT - January 2021

About:

IALE sponsors events and meetings that are welcoming, respectful, inclusive, and collaborative. We believe that the best way to advance knowledge is through the open, free, and respectful exchange of ideas. IALE does not tolerate behavior that may intimidate or threaten others. IALE's Meetings and Events Code of Conduct applies to all events sponsored by IALE, including the IALE World Congress, meetings that receive funding from IALE, and affiliated events connected with an IALE meeting or event, whether in public or private facilities, virtual or in-person, as well as any communication related to, or during a meeting on social media platforms. This Code of Conduct must be followed by meeting attendees, meeting organizers, contractors, volunteers, and all other service providers associated with the meeting. Acknowledgement and agreement to abide by the IALE Meetings Code of Conduct is required at registration for any in-person or virtual event.

Expected behavior:

- Treat everyone with respect and consideration.
- Communicate thoughtfully with others and be considerate of views and opinions that are different from your own, in all situations, including but not limited to: while presenting, while attending talks and events, in one-on-one conversations, at exhibitor tables, and within group discussion.
- Be respectful in your critique of ideas, and critique ideas rather than individuals.
- Be mindful of your surroundings, your fellow participants, and unacceptable behavior as outlined below.
- Respect the rules and policies of all venues associated with the meeting.
- Follow the rules for reporting, listed below, if you witness a situation that violates the Code of Conduct, or if you notice someone in distress.

Unacceptable behavior:

- Criminal offenses.
- Participation, facilitation, or promotion of harassment, intimidation or discrimination behaviors at the meeting, event, or via social media associated with the meeting, event, or other associated activities organized or sponsored by IALE.
- Physical, emotional, or verbal harassment of any attendee, speaker, volunteer, exhibitor, IALE leadership, service provider, or other meeting or event guest.
- Inappropriate comments related to gender, gender identity or expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, socioeconomic status toward any attendee, speaker, volunteer, exhibitor, or service provider.
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations.
- Threatening, bullying or stalking any attendee, speaker, volunteer, exhibitor, or service provider.

- Recording or taking photography of a presenter, a presentation, or a poster without the presenter's explicit permission.
- Disruption of talks at oral or poster sessions, in person or virtual, in the exhibit hall or at other events at the meeting venue, hotels, or other venues associated with the meeting.
- Publicly sharing the location or contact information of any other participant beyond the information shared in any meeting materials.

Consequences for unacceptable behavior:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Meeting organizers (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting, event, or organizing committee without warning or refund.
- Any illegal behavior will result in contacting the appropriate authorities.
- Each chapter reserves the right to prohibit attendance at any future meeting and/or revoke membership. IALE-World reserves the right to revoke global membership and ban attendance at the World Congress.

Reporting unacceptable behavior:

If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately follow these steps:

- First, remove yourself from the situation and find a safe space.
- If you experience or witness behavior that constitutes an immediate or serious threat to public safety, or a medical or criminal emergency, contact event security and/or local emergency response authorities. Contact information for these entities will be provided to meeting attendees by the meeting organizers.
- IALE encourages participants to report all incidents or suspected incidents of unacceptable behavior. Incidents can be reported anonymously [via this form](#) or via email to iale.diversity.committee@gmail.com. Information on how to anonymously report incidents will be provided to all meeting attendees by the meeting organizers.
- All reports will be forwarded to the Diversity and Inclusion liaison who will handle Code of Conduct concerns with professionalism, sensitivity and confidentiality.
- Resulting actions and consequences will be determined on a case by case basis. Please see above for consequences that may result from incidents in violation of the code of conduct.
- Depending on the nature of the issue, additional information, security, or local police may be needed to address the situation appropriately.