



## **American Thyroid Association In Person Meeting Code of Conduct**

The ATA is committed to providing a safe, productive, and welcoming environment for all meeting participants and ATA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, ATA staff, service providers, and others are expected to abide by this Meeting Safety & Responsibility Policy. This Policy applies to all ATA meeting-related events, including those sponsored by organizations other than ATA but held in conjunction with ATA events, in public or private facilities.

### **Personal Safety and Security**

ATA works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to ATA staff so that they can take immediate action. No concern is too small - if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't leave personal property unattended anywhere, anytime.

In case of an emergency or if you need immediate assistance, you should ask any ATA staff member or the on-site security personnel to help you.

### **Unacceptable Behavior**

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, ATA staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to career stage, gender, sexual orientation, disability, age, physical appearance, body size, race/ethnicity, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, threatening or stalking any attendee, speaker, volunteer, exhibitor, ATA staff member, service provider, or other meeting guest.
- Participants should not record, copy or take screen shots of presentation slides unless permission has been given by the presenter during the meeting. This requirement is in place to respect the speaker and protect the scientific content and intellectual property of the speaker.
- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by ATA at the meeting venue, hotels, or other ATA-contracted facilities.

ATA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, ATA asks that you inform ATA Executive Director, at [thyroidexec@thyroid.org](mailto:thyroidexec@thyroid.org) or Chris McCabe Secretary/COO at [c.j.mccabe.med@bham.ac.uk](mailto:c.j.mccabe.med@bham.ac.uk) so that we can take the appropriate action.

ATA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and ATA reserves the right to prohibit attendance at any future meeting.

Approved 10/22/20  
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