American Society for Cell Biology Virtual Meetings Conduct Policy Participants’ Guide

This Participants’ Guide provides an easy reference to some key provisions of the American Society for Cell Biology (Society) Virtual Meetings Conduct Policy. The full Policy applies. That Policy seeks to advance productive outcomes, with safety, full participation and belonging for all Participants in Society Virtual Meetings and supplements the Society’s general conduct policies. Prior to a Virtual Society Meeting, Participants are expected to read this Participant Guide and to understand that the Virtual Meetings Conduct Policy includes these additional provisions such as determining a violation, consequences that may be imposed, and appeals of a determination.

Virtual Meeting Accessibility

- Generally, Participants may join a Virtual Meeting via phone or the internet, using (at the Participant’s choice) an audio/video or audio function, and will be included fully either way.
- The Society intends Virtual Meetings to enable full participation, regardless of the range of individual visual, audio and other sensory abilities, and welcomes contact about special needs for registration and participation. Please let us know by 2 week in advance of the start of the meeting so that we may make reasonable accommodations. Alison Harris, Director of Meetings, aharris@ascb.org

Requirements for Ethical, Professional and Inclusive Conduct

Participants’ conduct at Society Virtual Meetings must meet the following requirements to satisfy the Meetings’ purpose of advancing excellence by enabling equitable and full engagement and contributions by all Participants. These requirements also apply to activities that are associated with a Society Virtual Meeting.

DO…

- be aware of the session guidelines and formats for asking questions and chatting or other interactions
- mute audio when not speaking. Raise a hand or use the chat function to be recognized by the facilitator.
- Be self-aware of your position and privilege and how that affects others and how that impacts your perception of others
- demonstrate respect and consideration for all people and don’t dominate airtime;
- listen well to others.
- be collaborative.
- promote equitable opportunity and fair treatment for all colleagues and subordinates; consider differences in individual capability and readiness without stereotyping or bias.
- demonstrate that differing perspectives are valued

DO NOT…

- do not share meeting links with non-attendees;
- make audio or visual recordings of the Virtual Meeting in any medium—and do not distribute audio or visual recordings of the Virtual Meeting (via social media or any other means). Only the Society or its agents may do so, after warning Participants to give them an opportunity to opt out;
- do not take or distribute pictures of or copy research posters/presentation materials;
- intentionally talk over or interrupt others;
- favor those participating by video/audio over audio or other means;
- comment on personal appearance or assumed or known reasons why a person chooses to participate via video/audio, audio, or other means—seriously or in jest;
- engage in personal attacks either publically or through private direct messaging;
- disrupt the virtual meeting (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do

---

1 “Participants” mean: organizers, attendees, speakers, exhibitors, award recipients, staff, contractors, volunteers and guests.

2 “Virtual Society Meetings” mean: annual and other Society-sponsored or organized meetings, conferences, workshops and other events and gatherings, on any platform supporting video and/or audio participation.
• critique ideas (not people);
• demonstrate welcome for a diversity of individuals and their identities
• be an upstander
• speak up when you see something occurring
• report conduct concerns

• avoid perpetuating breaches of personal privacy of individuals. Assume that a person who is being viewed at times or in places where people can reasonably expect privacy (e.g., bathrooms, breastfeeding rooms, etc.) via the Virtual Meeting platform does not realize it and notify a Meeting Official right away to help the person;

• if any leader or facilitator of an activity/session, any official of the platform, or any Meeting Official directs a Participant to stop a behavior or comment, immediately comply. After Participants comply, they may raise any questions or concerns to a Meeting Official.

• Respect confidentiality of the identities of any individuals involved in a conduct concern while it is being reviewed and addressed

• answer questions about conduct concerns in a forthright and complete manner.

Note about Differences of Opinion and Offense. To achieve the purposes of a Society Virtual Meeting in the limited time provided, with the universal benefit of all Participants’ being fully engaged, discussions should be focused on the Meeting topic at hand and all Participants must be able and welcome to equitably and effectively participate. It is not a violation of the Society’s Virtual Meetings Conduct Policy to express an opinion, raise research or describe an experience (“articulation”) that is at odds with the opinions of or is offensive to others—if the articulation is part of an on-point discussion of the Virtual Society Meeting topic at hand and is offered in a manner that does not interfere with others’ reasonable ability and welcome to participate fully. That means expressing differing positions with respect and consideration for all, in a manner that reflects intellectual rigor and is demonstrably mindful of minimizing, as reasonably possible, its potential adverse effect on others’ ability to participate. Offering an advance warning of the potential for impact on others is one way to demonstrate such respect and consideration for all. It also means not making an articulation that is reasonably expected to cause offense gratuitously (i.e., unrelated or unnecessary for the work on that topic). It means not directing the articulation as a personal attack or put-down of an individual, and not dominating the discussion. It further means demonstrating consideration for anyone who appears to be in distress by promptly stopping the cause and demonstrating caring, while still pursuing a way to share pertinent information, with the Society facilitator’s assistance if needed.

What to do if you have a conduct concern

• Keep safe by having the contact information below handy before joining the Virtual Meeting.

• Act if you have, or identify someone else who has, a conduct concern by:
  o Alerting a “Meeting Contact”: Erika Shugart, CEO  eshugart@ascb.org, 301 347 9300 or ascbinfo@ascb.org
    ▪ Alison Harris, Director of Meetings  aharris@ascb.org 301 347 9300 or ascbinfo@ascb.org

• Confidentiality. If the person raising the concern, any identified individual target, or the accused (each an “individual most directly involved”) or particular witness asks the Meeting Contact for confidentiality of their identity

not create/contribute to a safety threat or unsafe or exclusionary situation;

• engage in biased, stereotyping, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary, whether seriously or in jest engage in personal attacks;

• engage in violence, threats of violence, harm or threats of harm of any kind.

• invade the personal privacy of other individuals.

• violate Society Policies or applicable laws, regulations, other policies, or contracts

• engage in dishonesty.

• do not engage in any of these bad acts in the Virtual Meeting (including via public or private chat)—or on social media or other means in any way associated with the Virtual Meeting.

• retaliate against or disadvantage anyone for reporting a conduct concern or assisting in its resolution. Do not make bad faith accusations;
while the concern is being addressed, reasonable steps will be taken to do so. But the Society will not maintain confidentiality, if in its judgment and discretion, safety or law, an investigation, determination of a violation, or disconnecting a Participant from the Virtual Meeting requires otherwise. Anyone who receives information during an investigation, however, must maintain its confidentiality; failure to do so is a serious violation of this Policy, as is retaliation against any identified individual target, witness, or anyone who raises or helps resolve a conduct concern.

- **Meeting Officials** are available during the Virtual Meeting Period and will govern the meeting. They may ask staff to disconnect a Participant to avoid disruption or advance inclusion or safety.