

Sample Instructions for Conduct Expectations at In-Person Meeting

The following ground rules apply to all who participate, serve, or otherwise are involved in the [name of organizing society] meeting with the overarching objective to advance full participation and safety for all persons:

- Demonstrate respect and consideration for all people;
- Listen well to others and share the air. Also, be respectful of time for presenters to make their presentations.
- Be collaborative. Also be mindful not to exert dominance over others. Consider the effect of relationship, position, experience, and privilege power differentials, and other factors to avoid dominance;
- Demonstrate that differing perspectives are valued—Be civil and critique ideas (not people). No personal attacks;
- Be aware of others' personal space and don't get into it without explicit invitation/consent. Friends' tradition of greeting each other with a hug is fine, if both in fact consent;
- Demonstrate welcome for a diversity of individuals and their identities. Do not engage in biased, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary, whether seriously or in jest (e.g., based on power differential, gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status, age, physical appearance, disability, body size or other physical appearance, or other identities);
- Expect facilitators to interject if needed to make sure these norms are being embraced
- No violence, threats of violence, or threats of harm of any kind. Do not create/contribute to a safety threat or unsafe situation;
- No retaliation/disadvantageous treatment of any kind for reporting a conduct concern or assisting in its resolution. No bad faith accusations;
- Respect and adhere to all policies and instructions of our host [Name], or of any meeting official;
- If asked by a session leader or facilitator, or any meeting official, to stop conduct or comments, immediately comply. After doing so, feel free to reach out to [Meeting Official] if you have questions or concerns.