

## SPE THERMOFORMING CONFERENCE® EVENT CODE OF CONDUCT

All attendees, speakers, sponsors, vendors, partners, contractors and volunteers at the SPE Thermoforming Conference are required to adhere to the following Code of Conduct. Event organizers will enforce this Code throughout the Conference.

Our aim in hosting the Conference is to build a stronger community. Our goal is to create an environment where everyone feels welcome to participate, speak up, ask questions, and engage in conversation. This requires a harassment free and inclusive environment that recognizes the inherent worth of every participant. We invite all those who participate in the SPE Thermoforming Conference to help us create a safe and positive experiences for everyone.

We are dedicated to providing a harassment-free environment for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion (or lack thereof). We do not tolerate harassment of participants in any form. Sexual language and imagery is not appropriate during any aspect of the event/conference, including talks, workshops, parties, social media such as Twitter, or other online media.

Following a Code of Conduct allows the SPE Thermoforming Division to create the best experience possible for all attendees.

Expected behavior:

- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert the SPE Thermoforming Division Administrator if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

While at the SPE Thermoforming Conference, no participant should engage in harassment in any form. Conference participants violating these rules may be sanctioned or expelled from the Conference and its events without a refund at the discretion of SPE. Participants asked to stop any harassing behavior are expected to comply immediately.

Reporting an incident:

If you see, overhear or experience a violation of the Code of Conduct during an event, please seek out the SPE Thermoforming Division Administrator to escalate your complaint. If you cannot find the Division Administrator or would like to report a violation after an event, you may email [thermoformingdivision@gmail.com](mailto:thermoformingdivision@gmail.com).

Recording and photography:

By registering, attending and/or participating in the SPE Thermoforming Conference, Participants consent to and grant to SPE, the unrestricted, perpetual, worldwide, royalty-free and transferable right and license to use and to distribute (both now and in the future) Participants' image and/or

voice in photographs, videotapes, electronic reproductions, and audiotapes (both live and on demand) of SPE.

Do not take or distribute pictures of or copy research posters/presentation materials unless explicit permission is granted.

Participants violating these rules may be expelled from the SPE Thermoforming Conference without a refund at the discretion of SPE. Participants asked to stop any harassing behavior are expected to comply immediately.

#### Technology Use:

Participants acknowledge that their use of technology during the Conference is not guaranteed. SPE and its vendors will use their best efforts to communicate with Participants regarding camera use in devices and computers, mobile app capabilities in iOS and Android, audio settings and headset use, and stylus use in the virtual event platform.

In no event shall SPE be held liable for interruptions to Internet access, power access, video camera access, or audio capabilities, nor of any similar interruptions to the virtual event platform for the duration of the posted Conference website.

Participants may not upload or otherwise provide infringing, defamatory, obscene, pornographic, threatening, abusive, illegal or otherwise improper content.

Participants may not upload viruses or harmful components to the virtual event platform or Conference website.

Participants may not use the Conference website or Conference virtual event platform to further any unlawful purpose or to violate the rights of any party.

Participants may not upload or otherwise provide content with a commercial purpose or attempt to solicit funds or advertise goods and services.

Participants may not utilize the Conference website or Conference virtual event platform to engage in communications leading or related to an agreement in restraint of trade, to exchange specific information relating to your prices, profits, or costs, or in any other manner to limit competition or restrain trade in violation of state and federal antitrust laws.

#### Virtual Conference Participants:

Participants must register for a Virtual Meeting and provide an email, text, phone or (for special needs) other contact where they can be reached during the Virtual Meeting. Registration constitutes consent to audio and visual recording (and use and alteration of the recording) by the SPE at the Meeting for non-commercial purposes aligned with the Society's mission. Failure to register, provide such contact, or be available via the contact provided is grounds for being disconnected from the Virtual Meeting at the participant's cost, without further notice or process.

During this virtual event or any of its related events no participant should engage in harassment in any form.

Do not disrupt the virtual meeting (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do not create/contribute to a safety threat or unsafe or exclusionary situation.

Do not 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 SPE or its representatives may do so, after warning participants to give them an opportunity to opt out.

#### Note About Differences of Opinion and Offense

To achieve the purposes of a virtual event 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. All participants must be able and welcome to equitably and effectively participate. It is not a violation of the 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 moderator’s assistance if needed.