



Meeting Code of Conduct

(Revised September 2017)

In order to provide all participants with the opportunity to benefit from FPCA events and activities, FPCA is committed to providing a friendly, safe, supportive and harassment-free environment for all meeting attendees and participants, regardless of gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity.

This code of conduct outlines FPCA's expectations for all meeting attendees and participants, including all members, guests of member, speakers, vendors, media representatives, commentators, exhibitors, sponsors and volunteers. Cooperation is expected from everyone and organizers will actively enforce this code throughout this event. Violations will be taken seriously.

Expected Behavior

FPCA expects meeting participants to communicate professionally and constructively, whether in person or virtually, handling dissent or disagreement with courtesy, dignity and an open mind, being respectful when providing feedback, and being open to alternate points of view. Likewise, when sharing information about the organization or any attendees or participants via public communication channels, FPCA expects participants to share responsibly and clearly distinguish individual opinion from fact.

Alcohol is available at evening social networking events during the meeting and may be consumed only by those of legal age. Alcohol at FPCA events will only be distributed by commercial hosts following local and state statutes, which may include limiting consumption.

Unacceptable Behavior

FPCA does not tolerate harassment of meeting attendees or participants in any form. Harassment includes offensive verbal or written comments, and negative behavior, either in real or virtual space, including those which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity. Harassment also includes deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, and unwelcome physical contact or sexual attention.

Alcohol may not be brought into FPCA-sponsored events nor may alcohol be consumed by those not of legal age. Because excessive alcohol leads to impaired decision-making, FPCA strongly discourages excessive drinking at any point during the meeting.

Consequences of Unacceptable Behavior

If an attendee or participant, in either real or virtual space, engages in inappropriate, harassing, abusive or destructive behavior or language, the meeting organizers and FPCA Leadership will determine and carry out the appropriate course of action, including warning the offender, expulsion from the meeting with no refund and/or banning the offender from future FPCA events and activities.

All participants are expected to observe these rules and behaviors in all meeting venues, including online venues and meeting social events. Meeting participants seek to learn, network and enjoy themselves in the process, free from any type of harassment. Please participate responsibly and with respect for the rights of others.

What to do

If you are being harassed, notice that someone else is being harassed, or have any other concerns about an individual's conduct, please contact Diep Tu, Diep@myFPCA.org or (407) 758-9966. Your concerns will be held as confidential as you would like them to be and you may remain anonymous. A Code of Conduct Report Form is available via our website (www.myFPCA.org) or contact Diep for a copy. Report must be filed within 24-hr of the incident. If you would like to discuss your concerns during the meeting, ask for Diep at the meeting registration desk.