



**Association of Managers in Canadian College,
University and Student Centres AMICCUS-C
Conference Policy – Applicable to AMICCUS-C Endorsed Events**

Purpose

The purpose of this Conference Policy statement for AMICCUS-C is to outline a standard of code of conduct for in-person conferences, online forums and any related interactions. This Conference Policy is to be considered in alignment with the Membership approved Code of Conduct for AMICCUS-C. This Policy establishes the roles and responsibilities of the various stakeholders with an interest in AMICCUS-C-endorsed meetings and events. It is the responsibility of all members, staff, contractors, sponsors and third-party suppliers to read, understand, and comply with this Policy. This Policy may be provided as part of the conference registration process, emailed to delegates registered for the conference, included in sponsorship and marketing packages and/or included on various platforms as may be applicable such as the website or conference management apps.

Code of Conduct:

AMICCUS-C is committed to providing a harassment- and discrimination-free experience for everyone at our events, an experience that embraces the richness of diversity where participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual respect.

Laws and Regulations:

All members are expected to comply with the laws and regulations of all jurisdictions where business or work-related activities are conducted. AMICCUS-C is required to comply with laws in all applicable jurisdictions and these standards support and reflect the organization's statutory compliance with such laws.

Attendee Registration and Admission:

AMICCUS-C or their official designate, reserves the right to prohibit entry of or to remove any individual whether registered or not, be they attendees, members, exhibitors, delegates, representatives, sponsors or vendors, whose conduct is not in keeping with the character and purpose of the event. Without limiting the foregoing, AMICCUS-C reserves the right to remove or refuse entry to anyone who has registered or gained access under false pretenses, provided false information, or for any other reason whatsoever that they deem is cause under the circumstances.

**Event Cancellation:**

If for some unforeseen reason AMICCUS-C should have to cancel an event, processed registration fees will be refunded to delegates. Delegates will be responsible for cancellation of travel arrangements or reservations and the applicable fees.

Identification Requirement:

To verify registered participants and provide a measure of security, AMICCUS-C may ask attendees to present a government-issued photo identification at registration to collect registration materials. Individuals are not allowed to pick up badges for other attendees. Further, attendees may not have some other person participate in their place at any conference-related activity. Such other individuals will be required to register on their own behalf to participate.

Acceptance and Registration Conditions:

The following apply to all AMICCUS-C events, both online and in person. As a condition of registration, you will be required to acknowledge and accept the AMICCUS-C conditions contained herein.

Agreement to Hold Harmless:

Attendee agrees to release and hold harmless AMICCUS-C from any and all claims, demands, and causes of action arising out of or relating to your participation in the event you are registering to participate in and use of any associated facilities or hotels.

Unsecured items:

Personal belongings should not be left unattended in meeting rooms or public areas. Unattended items are subject to removal by security. AMICCUS-C is not responsible for items left unattended.

Unauthorized Solicitation:

Unauthorized solicitation in the exhibition hall is prohibited. Any non-exhibiting organization observed to be distributing information or soliciting business in the aisles, or in another company's booth, will be asked to leave immediately.



Be Well Agreement:

Any public space where other people are present holds an inherent risk of exposure to COVID-19 and other communicable diseases. By attending this event, I agree to voluntarily assume all risk related to exposure and agree to not hold AMICCUS-C or any of their affiliates including partners and sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues liable for illness. I agree to not attend any AMICCUS-C event if I feel ill or had or knowingly had recent exposure to a COVID-19 case or any communicable disease.

Anti-Harassment:

All employees, contractors, members, volunteers, and participants are entitled to respectful treatment. Any form of bullying, discrimination, harassment, sexual or otherwise, is unacceptable and will not be tolerated. This applies to all locations and situations where AMICCUS-C business is conducted and to all AMICCUS-C-endorsed activities and events.

App Messaging/General Communications:

The AMICCUS-C conference app (examples would be Whova, What's App, *Social*) supports attendee-to-attendee messaging to facilitate professional networking among meeting participants. This feature should not be used to push high-volume solicitations, and messaging will be disabled for attendees who exceed reasonable use or are in violation.

Online Commenting:

AMICCUS-C moderates all comments posted in an online event. We encourage robust discussion, the exchange of ideas, and the sharing of multiple, diverse perspectives. We expect the discussion to be consistent with the norms of post-secondary community interactions at events. Online event participants should report any comments or content that falls short of those community norms. Attendees should report inappropriate use. We will remove comments, content, or people that are considered inappropriate by AMICCUS-C standards or that:

- are defamatory, libelous, obscene, indecent, abusive, or threatening to others
- infringe the copyright, trademark, or other rights of a third party
- upload viruses or are a cybersecurity hazard
- are off topic or inappropriately commercial in nature
- are in violation of any applicable laws or regulations

Capture and Use of Person's Image:

By registering for an AMICCUS-C event, you grant full permission to AMICCUS-C to capture, store, use, and/or reproduce your image or likeness, including incidental capture of any audio and/or visual recordings technique and create derivative works of these images and recordings



in any AMICCUS-C media now known or later developed, for any legitimate AMICCUS-C purpose. By registering for an AMICCUS-C event, you waive any right to inspect or approve the use of the images or recordings or of any written copy. You also waive any right to royalties or other compensation arising from or related to the use of the images, recordings, or materials. By registering, you release, defend, indemnify, and hold harmless AMICCUS-C from and against any claims, damages, or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion, or use in composite form that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication or distribution.

Recording:

Conferences, courses, and sessions: For copyright reasons, recordings of any kind are prohibited without prior written consent of the presenter. Attendees may not capture or use materials presented in any meeting, keynote presentation, breakout room, etc. without written permission. Individuals not complying will be asked to leave a given session and/or asked to surrender their recording media. Refusal to comply with such requests is grounds for expulsion from the event.

Exhibition hall: Recordings of any kind are prohibited without explicit permission. Individuals not complying will be asked to surrender their recording media and to leave the exhibition hall. Refusal to comply with such requests is grounds for expulsion from the event.

Wireless Internet Service:

At most events, AMICCUS-C provides wireless access for attendees. Properly secure your computer before accessing the public wireless network. AMICCUS-C is not responsible for computer viruses or other kinds of computer damage.

Our Commitment – Reporting

AMICCUS-C has established a confidential reporting system for all AMICCUS-C event participants to raise concerns about possible unethical or inappropriate behavior within our community. When at an AMICCUS-C event, you may contact the AMICCUS-C Executive Director or any AMICCUS-C Board member with concerns. You may also contact the AMICCUS-C conference host i.e. NPC or RPC host as applicable, however it is not an expectation of the host to manage the situation but rather to refer to the complaint handling as outlined below. In all instances, if you feel that you are in immediate danger, please dial the local emergency number for police intervention.

AMICCUS-C is dedicated to providing a harassment-free experience for everyone at our events; an experience that embraces the richness of diversity where participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual human



respect. AMICCUS-C does not tolerate harassment, in any form, of event participants, attendees, exhibitors, contractors, facility/hotel personnel, or staff.

Complaint procedures outline:

Step 1

An individual reports an incident or concern to the AMICCUS-C Executive Director, any Board member or Conference host. In all instances the Executive Director is to be informed.

Step 2

The Executive Director and/or Board member receiving the complaint reviews the complaint procedures with the complainant.

Step 3

The Executive Director and/or Board member takes action appropriate as necessary to address the complaint i.e. meet with complainant and respondent or alleged harasser to discuss and review the Policy; advise the GM of the member school if it involves a member delegate. If it involves the GM themselves or a Sponsor, the Executive Director will work with the Board Chair to address the situation. If it involves the Executive Director, the Board Chair will address the situation.

Confidentiality:

With this procedure, AMICCUS-C or anyone acting on behalf of AMICCUS-C, should not disclose the complainant's name or other identifying information to any person. However, in certain circumstances the complainant may agree to release identifying information in order to implement the resolution process or the final resolution itself.

Individual Awareness and AMICCUS-C's role

Individuals may not be aware of the effects of their behaviour. In many cases, speaking to the person in private about the inappropriate behaviour will be enough to resolve a situation. Complainants should not be encouraged to confront the alleged harasser if they are reluctant to do so, if the alleged harassment is of a very serious nature or if the alleged harasser denies engaging in the alleged conduct.

This covers harassment connected to any matter or circumstance arising, noting that AMICCUS-C may have limited ability to investigate or control conduct. However, AMICCUS-C shall take reasonably practicable action to stop or reduce the risk to its members, delegates, volunteers, staff, contractors, sponsors or other stakeholders.



A complainant also retains the right to exercise any other legal avenues available.

Approved by the Board of Directors April 6, 2023