Meeting Attendee Ethics, Collegiality, and Safety

The SfAA is committed to providing a safe, inclusive and equitable environment during our annual meeting. In advance, we ask meeting participants to review two brief documents:
https://www.appliedanthro.org/annual-meeting/meeting-information/statement-ethics
https://www.appliedanthro.org/annual-meeting/meeting-information/safe-and-equitable

We request that your participation throughout the meeting be consistent with the ethical policies and practices in the above two documents. The SfAA reserves the right to remove individuals from the meeting for violations of the policies and practices. Please contact us with any questions or to report possible violations of these policies and practices at info@appliedanthro.org or (405) 843-5113.

Whova Etiquette

In an effort to make the SfAA's 2022 hybrid meeting an accessible and welcoming space for everyone, we ask all attendees and presenters to observe the following attendee guidelines. Failure to adhere to this etiquette may result in exclusion from the annual meeting's event platform, Whova.

Accessibility

Accessibility is vital for having an inclusive Annual Meeting. We want to provide the ability for all who participate to access and use all meeting content and features.

Please make sure to **review and follow the accessibility guidelines** at:
https://www.appliedanthro.org/annual-meeting/meeting-information.

If you have **questions or need assistance**, please contact us at:
techcoordinator@appliedanthro.org.

Thank you for doing your part to ensure that our Annual Meeting provides fair and equal access by following these key steps. All together we will advance SfAA's commitment to making a more just and inclusive world.

Community Discussion

While engaging in any of the community discussion and networking opportunities within Whova, please refrain from using inappropriate language of any kind. This can include language that in any way looks like, sounds like, or abbreviates any of the following: profanity, sexual content, explicit language, inappropriate references to sexual preferences, or offensive racial, ethnic, religious, or sexual remarks.

We will remove anyone who advocates or encourages expressions of violence, bigotry, racism, or hatred. Actions that either incite or encourage others to violate these and other policies will not be tolerated.

We encourage our attendees to treat each other with respect. Do not threaten, harass, stalk, or abuse others.

Chat/Q&A Behavior

Each session within the Whova agenda (both pre-recorded and live) will have associated Chat and Q&A areas. Please be mindful that your comments and questions in these areas are visible for all other attendees and presenters to see. Content should be relevant to the material presented in the session and/or the presenters themselves.

Community Area

Community Chats

Attendees have the ability to create their own asynchronous chats within Whova's Community area. Please remember that any event attendees will be able to view and join in these chats. If you create these chats, please do your best to monitor the content for inappropriate discussion and report to appropriate contact below if anyone violates the guidelines. Our team will delete inappropriate content from the Whova admin panel.

If you engage in community chats created by others, your comments in these chats are visible for all other attendees to see. Content should be relevant to the topical discussion you are contributing to. As a contributor, if you see any inappropriate discussion or content, please report it to the appropriate contact below.

Community Meet-ups

Attendees have the ability to create their own virtual Meet-ups within Whova's Community area using their personal Zoom or online conferencing software accounts. While this is a useful feature, SfAA is unable to provide moderators for these community Meet-ups. Please refer to this quick reference guide for moderation tools within Zoom meetings and find tips for moderating here. Please be mindful that any event attendees will be able to view and join these Meet-ups. As moderator, you will have full control over the meet-up and removing disruptive individuals will fall to your discretion. We recommend following the guidelines provided above.

If you create a Meet-up and wish to delete it, please contact the appropriate contact below, as these virtual sessions can only be deleted from the admin panel. If inappropriate comments are made in the chats associated with Meet-ups, please contact the appropriate contact below to get them removed.

Personal Messages

Attendees will only be able to send you personal chat messages if you approve/allow their initial message request. After you approve this request, you can block other attendees from video chatting with you within personal messages but you cannot block them from sending you

personal chats. You can delete any private chat message you receive, but once you send messages they cannot be deleted from the receiver's inbox. If someone is making inappropriate or disruptive comments in your personal messages, please alert the appropriate contact below.

Downloadable Content

Within Whova sessions, attendees can download transcripts and supplementary materials provided by presenters. While some of these may have watermark or copyright notices on them, the following policy applies to all downloadable content. Intellectual property and copyright within presentations and any presentation-related documents remain with the author. The SfAA is licensed to use this content within Whova during the event and 90 days thereafter. Distribution of downloadable content by anyone other than the presenters themselves is strictly prohibited, and we ask attendees to respect the intellectual property shared by presenters at the annual meeting.

Meeting Links

To keep the meeting secure, attendees and presenters are prohibited from sharing meeting links with anyone (including persons both inside and outside of the Whova event) without express permission from the SfAA Office. Sharing links increases the risk of zoom bombing and other outside disruptions. Failure to respect this guideline may result in removal from the event.

Zoom and Meet-up Behavior

Please refer to the best practices below when attending Zoom webinars and meetings, as well as Whova and personal Meet-up rooms.

Dress Appropriately

Though working from home has become the new norm and it is tempting to stay comfortable, please take a few moments to dress appropriately when attending virtual calls. Putting a little effort into how you present yourself portrays a positive image to your colleagues.

Be Aware of Your Surroundings

Adjust your work setup so you face a window or are exposed to plenty of light. And make sure your background is professional and work appropriate. This means:
- No beds (unmade or made) in the background
- No messy rooms or open closets where everyone can see your clutter
- No NSFW (not safe for work) artwork

While kids and pets are adorable (and a much needed distraction for all of us), your colleagues won't love having to talk over a screaming child or barking dog. Please be mindful of noise.

Hands off the Keyboard

Please refrain from typing or engaging in other activities while attending virtual meeting spaces. The sound of your typing can be distracting to others, so if you need to do something please mute your microphone.

Mute Your Microphone When Not Talking

There's nothing more frustrating than hearing an echo noise from conflicting microphones. Muting your microphone when you're not speaking gives other participants the ability to chime in and share their thoughts without distraction or frustration.

Speak Up

Don't be afraid to project your voice. Your colleagues will appreciate being able to hear you without having to strain their ears or turn their volume all the way up.

Avoid Distracting Other Participants

If you turn on your video, please be considerate of the presenters and avoid actions that might be distracting to them and others.

Points of Contact

Please use the listed points of contact below to escalate and receive assistance on any issues you're having during the meeting.

- Whova, General Questions, Admin & Security - techcoordinator@appliedanthro.org
- Reporting Ethical Violations - SfAA Office, info@appliedanthro.org