



## American Crystallographic Association Annual Meeting Code of Conduct

The ACA Meeting is an annual event providing scientists from a wide variety of backgrounds the opportunity to exchange cutting edge ideas and techniques in multiple areas of research. Each meeting highlights various aspects of crystallography and demonstrates their significance to the greater scientific community. ACA is committed to providing a safe, productive, and welcoming environment for all meeting participants and ACA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, ACA staff, service providers and others are expected to abide by this ACA Meetings Code of Conduct. This Code of Conduct applies to all ACA meetings and meeting related events, including those sponsored by organizations other than ACA but held in conjunction with ACA events, in public or private facilities.

This code of conduct will be in force after ratification by the Council of the ACA on the 24<sup>th</sup> day of March 2016.

### Expected Behavior

- All participants, attendees, ACA staff, and vendors should treat each other with respect and consideration, valuing a diversity of views and opinions.
- They should be considerate, respectful, and collaborative with others.
- They should communicate openly with respect for others, critiquing ideas rather than individuals.
- They should avoid personal attacks directed toward other attendees, participants, ACA staff, and suppliers/vendors.
- They should be mindful of their surroundings and their fellow participants. ACA staff should be alerted if you notice a dangerous situation or someone in distress.
- They should respect the rules and policies of the meeting venue, hotels, ACA contracted facility, or any other venue.

### Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, ACA staff member, service provider, or other meeting guest will not be tolerated.

- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, ACA staff member, service provider, or other meeting guest.
- Recording or taking photography of another individual's presentation without the explicit permission of ACA is not allowed.
- Disruption of talks at oral or poster sessions, in the exhibit hall, or at other events organized by ACA at the meeting venue, hotels, or other ACA contracted facilities.

### Consequences

- Anyone requested to cease unacceptable behavior will be expected to comply immediately.
- ACA staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting or the conference without warning or refund.
- ACA reserves the right to prohibit attendance by anyone violating this code of conduct at any future meeting.
- For repeated or flagrant violations membership in ACA may be cancelled or suspended by action of a majority of the executive board.

### Reporting Unacceptable Behavior

If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify an ACA staff member or ACA volunteer in a leadership position.

Notification should be done by contacting an ACA staff person on site or by emailing your concern to [aca@hwi.buffalo.edu](mailto:aca@hwi.buffalo.edu).

Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact 911 and locate a hotel house phone and ask for security.