



## **Code of Conduct at EFIC Congress**

The EFIC Congress is a professional scientific meeting that provides a respectful, harassment-free and inclusive environment for all participants.

All delegates, including speakers, exhibitors, media, staff, and other participants are expected to behave with integrity and respect towards other delegates attending or involved with the EFIC Congress and/or any related event or activity.

EFIC is committed to informing the Congress delegates about the code of conduct for meeting attendees. Likewise, EFIC is committed to installing procedures and guidance for appropriate reporting of unacceptable behaviour of any kind.

The present Code of Conduct is not a legal document or prescriptive in nature. It supplements but does not affect, the application of other relevant policies, regulations, rules, and laws, including laws regulating the premises in which the EFIC Congress takes place and any applicable host country rules and regulations. EFIC complies with such policies and will report all inappropriate conduct accordingly.

### **Required behaviour inside and around the Congress venue**

- **Venue regulation:** You are expected to follow the internal regulation of the Venue hosting the Congress: smoking regulation, forbidden access, masks, etc.
  - Smoking is prohibited inside the entire congress center, except in designated smoking areas where applicable. Smoking outside is permitted according to the specific guidelines of the venue.
- **Country laws:** You are expected to follow the general laws of the host country.
- **Badges:** Unless otherwise specified, Congress badges indicating the name of the person in possession of the delegate or exhibitor's badge should always be visibly worn inside the restricted areas of the Congress venue.
- **Noise:** Mobile phones, tablets, computers, and other electronic devices must be set to silent mode throughout all scientific sessions of the Congress.
- **Alcohol:** Where alcoholic beverages are available in the context of the Congress, participants are expected to drink responsibly. Individuals that are visibly under the influence of alcohol or other legal or illegal substances will be escorted from the Congress venue and will not be allowed re-entry.



- **Recording:** Any recording, filming, or other capturing of presentations at the Congress, including of scientific posters, is not acceptable without the expressed consent of the presenter.
- **Access:** All events (including educational sessions and exhibit hall activities) are exclusively reserved for registered participants. Non-registered individuals will not be permitted in any of the event areas. This rule excludes infants and small children of registered delegates (or similar) who may access the Congress premises under the sole responsibility and constant supervision of a registered parent and/or designated caretaker.

### **Harassment & Discrimination**

For the purpose of these guidelines, harassment consists of improper or unwelcome conduct that might reasonably be perceived as causing offense or humiliation to another person. Harassment may involve any conduct of a verbal, non-verbal, or physical nature, including written and electronic communication, online and in person, and may occur between persons of the same or different genders. Harassment in any form is not tolerated at the Congress.

#### **Examples of harassment include, but are not limited to:**

- Verbal comments that reinforce social structures of domination related to gender, gender identity, sexual orientation, disability, physical appearance, body size, ethnicity, race, age, religion, political affiliation, etc.
- The production or non-consensual sharing of harassing/non-consensual photography or unwanted recording, including sexual images in public spaces (in any format, electronic or otherwise)
- Deliberate intimidation, stalking or following
- Sustained disruption of talks, sessions or other events
- Inappropriate physical contact
- Unwelcomed sexual attention
- Advocating for, or encouraging, any of the above behaviours

Participants are encouraged to report any observed or experienced harassment to the designated EFIC staff. The Congress organisers reserve the right to take any action deemed appropriate in case of harassment. Host institutions of reported individuals will be notified about filed harassment reports. This policy applies equally to EFIC staff, service provider and volunteers, who are subject to the same protections.



### **Special admittance and admittance for persons aged under 18**

- In accordance with national and European law, including national health and safety rules, registration and/or admittance to the EFIC Congress is exclusively reserved for participants who are 18 years of age or older. Registration of a person under 18 is unauthorised and in violation of the Congress terms and conditions for delegates, and will automatically result in the forfeit of the registration. Personal ID should be carried at all times and provided to Congress staff upon request.
- Unregistered individuals may only be granted access to the venue by prior arrangement with the organisers. Anyone requiring special access to the Congress for any reason is advised to contact the organisers at least one week in advance to request and confirm such access. If the organizer's confirmation or pre-registration is unavailable, individuals should seek assistance at the on-site registration desk.
- As mentioned above under "Required behaviour inside and around the Congress venue," infants and small children of registered delegates (or similar) may access the Congress premises under the sole responsibility and constant supervision of a registered parent and/or designated caretaker.

### **Safety**

Bags or suitcases may not be left unattended at any time in or around the venue. The Congress offers designated cloak rooms for such effects. EFIC furthermore advises delegates to use hotel safety deposit boxes for all valuables. EFIC takes no responsibility for lost and stolen items in or around the Congress venue.

The organisers do not accept liability for any health condition, injury, personal accidents, loss, or damage to private property, which may be incurred as a result of the participation in the EFIC Congress or being in and around the Congress venue or the Congress affiliated events. Participants are advised to secure appropriate self-insurance for their stay and travel to and from the EFIC Congress.

### **Use of camera and video**

As mentioned above under "Required behaviour inside and around the Congress venue", attendees of the Congress are required to respect the privacy of other participants and refrain from any unauthorised or unwelcomed recording or photography.

Participants are not allowed to take photos or videos of scientific material shown, unless express prior consent by the presenter has been ascertained in writing. Moreover, integral



recording of complete oral presentations is not allowed at the Congress, unless these are done by a professional entity that has been hired for this purpose by or on behalf of the organiser. The use of flash is not allowed in any session hall or in the exhibition areas unless performed by an authorised professional photographer.

Taking photos and recordings within the Congress environment for professional or personal use is not allowed without obtaining prior permission from the organiser and the person/subject of the photography.

This policy does not affect the right of the organizer to take photos and recordings for the purpose of promoting the Congress in future.

### **Protection of personal data (GDPR)**

EFIC follows the guideline for consent related to the use of pictures with identifiable persons in a public space under the EU General Data Protection Regulation. Recording via video, photography or other means of the EFIC Congress participants is, in general, allowed for personal use. Capturing identifiable images of Congress delegates without their consent is, in general, not permitted. Any publication of such photos or videos on social media requires the clear consent of all participants. It is requested for anyone to obtain written permission before the sharing of such content, including on social media.

### **Social media guidelines**

EFIC encourages open and respectful discussions on social media and blogging platforms. Nonetheless, participants are requested to not post images or videos online without obtaining appropriate and clear permission. Participants are requested to respect any request from an author not to disseminate the contents of their presentation/poster. EFIC highlights the importance for delegates to express cultural sensitivity and respect with regard to clothing and appearance.

### **Enforcement & reporting**

The Congress organisers reserve the right to take any action as deemed necessary as a consequence of any breach of the present Code of Conduct. This includes reporting to host institutions and permanent removal of Congress credentials.

Participants who experience difficulties, have concerns, or witness inappropriate behaviour during the congress, including any breach of the Code of Conduct, are encouraged to contact a member of the EFIC staff. EFIC staff can easily be found at the following positions:



- The EFIC booth at the exhibition and request to speak with Christel Geevels - Executive Secretary
- Ask any staff member at the registration desk to call Inbar Caspi, EFIC Congress Manager or Christina Papendick, Congress Manager at K.I.T. Group

EFIC reserves all rights to take any action to prevent and report violations of the Code of Conduct. Such actions can include involving the onsite security team and filing a police report when appropriate, reporting to host institutions and permanent removal of in-person or online Congress credentials. EFIC cannot investigate reports of harassment or other misconduct onsite but will inform the appropriate departments of the accused person's host institution about any such filed report.

### **Secure behaviour**

While the EFIC Congress is organised in objectively safe cities/areas, Congress delegates are encouraged to observe safe practices while traveling and attending the EFIC Congress.

### **Code of Conduct for speakers and poster presenters**

All data and scientific research that is presented or shared at the EFIC Congress, whether within sessions, posters or in other formal or informal engagements, on site and on line, shall be based on original research findings that have been derived from procedures and experiments that adhere to the accepted guidelines for good ethical and experimental research conduct. Presenters are responsible for the content of their presentations, whether oral or written, and shall secure appropriate consent from collaborators and funders, as relevant, prior to any presentation at the EFIC Congress.

The presentation of research or data within sessions, posters or in other formal or informal engagements is the sole responsibility of the presenter. EFIC is not responsible for the data, its accuracy or the way it was obtained, unless explicitly declared.