

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, online and in person, 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 centre, except in designated smoking areas where applicable. Smoking outside is permitted according to the specific guidelines of the venue.
 - Find the detailed venue regulation here: <https://www.theccd.ie/news?i=6732>
 - Find the detailed Failte Ireland Guidelines for re-opening business conference and event venues here: <https://covid19.failteireland.ie/operational-guidelines/business-conference-events/>
- **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.
- **Health regulations (COVID-19):** You are expected to follow the local health regulation concerning the current pandemic. Find the current regulation here: https://www.citizensinformation.ie/en/covid19/living_with_covid19_plan.html

Harassment & Discrimination

For the purpose of these guidelines, harassment consists of improper or unwelcome conduct that might reasonably be perceived as causing offence 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.

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 will only be granted access to the venue following special agreement with the organisers. If special access to the Congress is needed for any reason, and no registration is available, the person should contact the registration desk for support. Supervised minors and invited adults may, in special circumstances, have access to the Congress. Such access will be granted case by case by the organisers. These individuals are obliged to follow the present Code of Conduct.
- 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.

Online behaviour during the EFIC Virtual Congress

Delegates attending the Congress online will be provided with personalised credentials allowing them access to the Virtual Congress. These credentials are personal and non-transferable. Non-registered individuals and minors will not be able to access the Virtual Congress, unless upon prior agreement with the Virtual Congress organisers.

Throughout the participation in the Congress online, whether live or afterwards, all meeting delegates are expected to interact with fellow attendees in the same way as at a physical EFIC Congress. As such:

All communication, be it verbal or electronic, must be carried out in a respectful and polite manner. Inappropriate messaging or contact will not be tolerated.

Live sessions during the Congress will be moderated. Delegates are expected to respect the choices of the moderator in selecting questions or comments, managing session times, etc.

Any recording, filming, photography, screenshots or other capturing of presentations, live sessions or other events, including scientific posters, taking place during, or associated with, the EFIC Congress 2022, is prohibited without the expressed written consent of the presenter. Expressed consent is a written confirmation by the author in a live chat or email correspondence

Participants are encouraged to report any experienced harassment to the designated EFIC staff at inbar.caspi@efic.org. 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.

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 as long as people are not shown in incriminatory or private situations and images are not used in a misleading or derogatory way. Any publication of 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.

EFIC adheres to the copyright laws guiding the appropriate sharing of scientific research material, including data. Authors' consent is requested by EFIC for sharing of scientific material from abstracts/posters/presentations to be shared on the Congress Virtual Platform and additionally as part of EFIC educational activities and EFIC Academy.

Presenters and exhibitors are strongly encouraged to clearly indicate whether or not photography/recording of the poster, presentation, or exhibit booth and sharing/remixing of the material is permitted. To aid in this process, EFIC will provide presenters with a digital graphic image to incorporate into their slides/poster or to print and display. The images are available on the EFIC Congress website: <https://efic-congress.org/promotional-toolkit/>

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.

In case of a breach of the Code of Conduct, the concerned individuals are requested 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 or with a Walkie Talkie to call Inbar Caspi, EFIC Congress manager or Christina Papendick, congress manager at KIT group
- Online – please click the ‘help desk’ button on the homepage, ask to report a violation of the Code of Conduct and the help desk will register your claim which will immediately be transferred to Inbar Caspi, EFIC Congress manager or alternatively write to inbar.caspi@efic.org

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.