



## Big Ten Academic Alliance Responsible Conduct of Research (BTAA-RCR) Collaborative

### BTAA-RCR Conference Guidance for Conference Behavior and Creating Inclusive Spaces

We offer the following guidelines to bolster the success of a conference that highlights inclusion and honors diverse perspectives. Our conference strives to create an environment in which everyone can feel secure in their active participation. During our discussions, it is important to fully engage and allow for disagreements while maintaining a respectful atmosphere. It is the hope of the organizing committee that all attendees share in a robust dialogue and emerge with best practices that can be applied to RCR work on their home campuses.

All meeting participants agree to promote an inclusive discussion by observing the following:

1. **Treat everyone respectfully.** Be willing to listen and ask questions. Seek to understand all opinions.
2. **Be accountable.** Offering a constructive intervention or opinion might help during a tense discussion; offer your gracious input when needed. Attendees are encouraged to be active supporters of inclusion.
3. **It's okay to challenge the idea or practice being voiced--**but not the *person* voicing them.
4. **If you want to ask sensitive questions confidentially,** you may:
  - a. Submit the question directly to a session co-host through Zoom chat
  - b. Use the [form posted online here](#) or send email to [btaa-rcr@illinois.edu](mailto:btaa-rcr@illinois.edu)

At our meeting, it is unacceptable to:

1. **Record sessions without authorization**
2. **Engage in verbal, written, or other forms of abuse** of any attendee or speaker, including via social media. Examples include, but are not limited to:
  - a. Verbal comments related to title, gender, sexual orientation, disability, physical appearance, race, religion, national origin, and language proficiency
  - b. Targeting individuals in a way that could harm their privacy or professional status or open them to slander or libel
  - c. Disruption or disallowing participation by others
3. **Violate copyright or re-post meeting materials and conversations** (including Zoom chat) without permission of the presenter and conference planning committee.

**Report unacceptable behavior to the conference committee** by one of the following means:

1. Submit the concerning behavior directly to a session co-host through Zoom chat
2. Use the [form posted online here](#) or send email to [btaa-rcr@illinois.edu](mailto:btaa-rcr@illinois.edu)
3. Call 217-300-5805

Guidelines adapted from these sources:

- American Geophysical Union (AGU), "Meetings Code of Conduct," <https://www.agu.org/Plan-for-a-Meeting/AGUMeetings/Meetings-Resources/Meetings-code-of-conduct>.
- Postdoc Academy, "Virtual Facilitator Guide," <https://www.postdocacademy.org/>.