

## **AFCEA International Meeting and Event Well-being Code of Conduct**

AFCEA International is committed to providing a safe and inclusive environment for all event participants, including attendees, exhibitors, sponsors, speakers, press, volunteers, staff, and representatives of the venue, hotels, service providers, and other contractors. By attending or supporting an AFCEA meeting or event, participants agree to abide by this Well-being Code of Conduct.

Responsibility for well-being is shared among the organizers, venues, and the event participants – all have a role to play. As stakeholders, we all have a responsibility to help mitigate risk. The code of conduct below, based on guidelines published by the Events Industry Council, outlines expected behaviors and steps that may be implemented to provide as safe an environment as possible when meeting in-person.

Failure to follow these guidelines or refusal to adhere to the event organizers' requests relative to this Code of Conduct will lead to removal from the event site. No refunds will be provided under these circumstances.

### **Code of Conduct Before Leaving Home**

- Follow relevant guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), or your local health authority.
- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you feel sick.

### **On-site During the Event**

- Follow guidance from your local health authority for everyday preventive actions to help prevent the spread of respiratory viruses including:
  - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer with at least 60% alcohol.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
  - Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Agree to wear a mask or facial covering, if required by the event organizers.
- Only attend if vaccinated, and show proof of vaccination, if required by the event organizers.
- Adhere to social distance protocols put in place by the event organizers and respect others' personal space.
- Agree to have your temperature taken before entering the meeting/event venue, if required by the event organizers.
- Go to the event First Aid office at any time if you feel unwell or are experiencing flu-like symptoms.
- Adhere to any additional health and safety protocols put in place by the event organizer, the event venue, or the city/state government of the region in which the event is held that are not specifically specified above.

*Event organizers will adhere to applicable HIPAA regulations and any other applicable state or federal laws, as well as adopt industry best practices, to protect event participant health data.*