

The National Association of Biology Teachers is committed to providing a safe, productive, and welcoming environment for all conference participants and NABT staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, NABT staff, service providers, and others are expected to abide by this *Meeting Safety & Responsibility Policy*.

This Policy applies to all NABT meeting-related events, including those sponsored by organizations other than NABT but held in conjunction with NABT events, in public or private facilities.

### **Personal Safety and Security**

NABT works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure participants are safe. We ask that all attendees report any questionable or concerning activity to NABT staff so that they can take immediate action. No concern is too small, so if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, and offsite events, during early or late hours.
- Don't wear your meeting badge on the street. Remove it as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

If it is an emergency or if you need immediate assistance, do not delay in asking any NABT staff member or the on-site security personnel to help you.

### **Responsible Drinking**

At NABT receptions, both alcoholic and non-alcoholic beverages are served. NABT expects participants at our events to drink responsibly. NABT and hotel staff have the right to deny service to participants for any reason and may require a participant to leave the event.

### **Unacceptable Behavior**

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, NABT staff member, service provider, or other meeting guest.
- 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, NABT staff member, service provider, or other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by NABT at the meeting venue, hotels, or other NABT-contracted facilities.

NABT has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, NABT asks that you inform Jaclyn Reeves-Pepin, NABT Executive Director at [jreevespepin@nabt.org](mailto:jreevespepin@nabt.org) or (719) 596-9782 so that appropriate action can be taken.

NABT reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NABT reserves the right to prohibit attendance at any future meeting.

### **Adopted by the NABT Board of Directors, 2019**

*Adapted from the ASAE Meeting Safety and Responsibility Policy. All rights reserved.*