

NICU Parent Network (NPN) Virtual Meeting Code of Conduct

NPN is committed to providing an inclusive, safe, professional, and welcoming environment for participants, including, but not limited to, speakers, attendees, members, exhibitors, and sponsors.

NPN has a zero-tolerance for any form of discrimination or harassment, and unacceptable behavior will not be tolerated during any portion of NPN's virtual event including the following:

Unacceptable behavior includes, but is not limited to:

- Harassment, intimidation, or discrimination in any form.
- Harmful or prejudicial verbal or written comments, or images, related to gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other class protected by law.
- Disruption of presentations during sessions or throughout the virtual environment. This extends to public and one-to-one chats, Q&A modules, and other areas where interaction is encouraged in the virtual event platform.
- Solicitation of any kind. NPN asks that all participants refrain from using attendee lists, private chats, and online contacts for the purpose of any kind of solicitation. This includes any unauthorized promotion of non-NPN sanctioned events, products, or services.
- Capturing video, audio, or photography of slides, exhibitor/sponsor interactions, or presentations without the presenter/author's permission. That is why we offer all our attendees a digital swag bag filled with handouts.
- Consequences of any such behaviors include expulsion from the event and revocation of NPN membership. If you witness any of the above behaviors, please notify the Live Help Desk immediately.

Gentle reminders for all participants:

- By participating in this event, you are also agreeing to have your likeness screenshotted and posted on the NPN social media channels. *If you do not want to be screenshotted, do not turn your camera on in the areas of the event that this is an option.*
- When your camera and/or audio is on PLEASE remember you are in a virtual fishbowl, and everyone can see what you're doing. We ask that you avoid eating, working on other things, or taking phone calls, all of which are very distracting. *Please be respectful of your fellow attendees and the shared virtual space we are inhabiting.*

Simple Do's & Don'ts to ensure a comfortable meeting space for all:

DOs

- Do introduce yourself and your organization to people you meet
- Do tell attendees, sponsors & speakers about your organization's work
- Do follow up on leads after, as appropriate
- Do understand that if someone does not accept a connection request in the platform or on other platforms that it may not be the right time
- Do invite others to follow up with you, if appropriate
- Do say, "Sorry, this isn't the place/time," if you're faced with a request that isn't a right fit
- Do respect the spirit of the No Solicitation rule beyond the obvious DOs & DON'Ts

DON'Ts

- Don't ask on the spot if a sponsor wants to fund your organization
- Don't send every sponsor you meet a request for funding without being invited to submit a proposal
- Don't mistake enthusiasm from organization leaders about their programs for a request for funding or as one-upmanship
- Don't share and link to marketing materials unless the opportunity is explicitly presented by the NPN conference team, or an individual specifically asks for it
- Don't ask for business or a job interview unless you are invited to do so

The point of this conference is to learn from one another, grow as leaders and connect with one another. We want to share ideas, explore new ways of thinking, and share best practices so we can all work towards a world together where every NICU family is an integral and essential member of their baby's care team.