

## **ASAP Virtual Meeting Conduct Guidelines**

ASAP is committed to providing a welcoming and respectful environment for all attendees and presenters at our training programs. We trust you also will commit to respecting and maintaining appropriate boundaries within our virtual training conference space. As with any professional space or workplace, we expect that our training will be a safe environment for learning and networking.

Presenting at virtual training events requires different skills from those that are necessary for in-person training. Our presenters have worked hard to adapt their material for the online platform. Comments made in the chat or Q&A functions should always be respectful. You may offer compliments, comments, and constructive criticism in your training evaluations. Attendees should always engage with each other, presenters, and staff in collegial, respectful ways.

Disruption of presentations during sessions will not be tolerated. All participants must comply with the instructions of the moderator and any ASAP virtual event staff.

Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. ASAP reserves the right to remove such messages and potentially ban sources of those solicitations.

Participants may NOT copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.

ASAP 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 ASAP reserves the right to prohibit attendance at any future meeting, virtually or in person.

We appreciate your support and are excited about providing this new learning environment.