



ETC Code of Conduct for Events

Approved July 24, 2025

Purpose

The Educational Technology Collaborative (ETC) is committed to ensuring a safe and welcoming environment for all participants at all ETC events.

In addition to this Code of Conduct for Events, we also expect all attendees to adhere to ETC's [Professional Code of Conduct](#) that is reviewed and agreed to by all attendees at the time of their registration for this and every event held by ETC.

We expect all participants at ETC conferences and events to abide by this Code of Conduct in all venues throughout ETC meetings, including ancillary events and social gatherings, whether they are official or unofficial. Participants must treat others with respect, maintain professional decorum.

Attendee Reminders:

- All attendees must be properly registered and wear a conference badge.
- Attendees must exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, harassing behavior, and speech.
- We strictly prohibit intentionally polarizing, violent, or combative language.
- Be mindful of your surroundings and of your fellow participants.
- Alert ETC staff or Board members if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- All alcohol present at an ETC event must be pre-approved by the Executive Office and comply with venue regulations and local ordinances.

If you feel you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct for Events, report the incident as soon as possible to eo@etccollaborative.org or a member of the [ETC Board of Directors](#).

All reports will be kept confidential.

Unacceptable Behaviors

- Public intoxication in meeting spaces or at social gatherings held as part of the event.
- Disruption of sessions or events.
- Intimidating, harassing, abusive, discriminatory, derogatory, demeaning speech or threatening language and/or actions by any participant at all ETC related events.
- Harmful or prejudicial verbal or written comments or visual images related to age, gender, sexual orientation, race, religion, disability, or other personal characteristics.
- Inappropriate use of nudity and/or sexual images in public spaces, communication with another attendee, email, text, or social media.
- Deliberate intimidation, stalking, or following.
- Harassing photography.
- Violating the rules and regulations of the event venue.
- Unwelcome and uninvited attention or contact.
- Physical assault (including unwelcome touch).
- Real or implied threat of physical harm.
- Real or implied threat of professional or financial damage or harm.

Ancillary Events at Annual Conference

Corporate Partners are not permitted to host private events that conflict with scheduled activities during the ETC Annual Conference. This includes conference-sanctioned events such as the Welcome Reception, Dinner with Friends, Recognition Dinner, and off-site evening events the day the Sponsor Showcase concludes. ETC will permit conflicting private events over scheduled evening events that are strictly social in nature, such as the IDEA social, game night, etc.

Corporate Partners may not promote ancillary events as ETC-endorsed or part of the ETC Annual Conference schedule and may not include ETC branding without written permission from the ETC Executive Director.

Sponsor Showcase Reminders

Sponsor Showcase participants are encouraged not to leave valuables at tables or in conference spaces unattended. Members of the Sponsor Showcase are solely responsible for the loss or damage of goods, materials, displays and/or equipment. Participants in the Sponsor Showcase are also responsible for providing adequate insurance coverage to include damage of property, damage to venue, injury of persons, public liability, etc.

All alcohol present at an ETC event must be pre-approved by the Executive Office and comply with venue regulations and local ordinances.

Possible Outcomes of Complaints

- **Private reprimand or warning** – A reprimand or warning may be provided by the Executive Director or a member of the Board of Directors.
- **Immediate removal from the event** – In the event of public drunkenness or serious event that jeopardizes the safety of attendees, the Executive Director or designee may provide immediate expulsion from the event. Refunds will not be granted in such instances.
- **Involvement of necessary authorities** – Complaints made of attendee behavior that are illegal in nature will be addressed by appropriate local authorities.
- **Banning from future events** – By recommendation of the Ethics Committee, and approval of the Board of Directors, attendees for in violation of the Code of Conduct of Events may be removed from participation at future events or participation may be restricted under certain parameters.
- **Removal of membership** - By recommendation of the Ethics Committee, and approval of the Board of Directors, attendees for violation of the Code of Conduct of Events may be removed from membership conditionally or permanently.
- **Notification to home institution or organization** – ETC reserves the right to notify a home institution or employer of a finding of misconduct in violation of this Events Code of Conduct.