

## TRMA Spring 2022 Conference 2021 In-Person Experience Code of Conduct

TRMA is committed to providing a safe, productive, and welcoming environment for all meeting participants and TRMA staff. All participants, including, but not limited to, attendees, speakers, volunteers, TRMA staff members, service providers, and all others are expected to abide by the following Code of Conduct.

TRMA has zero-tolerance for any form of discrimination, intimidation or harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, TRMA asks that you inform Jose Segarra, Executive Director at [jsegarra@trmanet.org](mailto:jsegarra@trmanet.org) or 312-596-5260 so that we can take the appropriate action.

### Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, TRMA staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions or at other events organized by TRMA throughout the meeting. All participants must comply with the instructions of the moderator and any TRMA event staff.

**In-person Expectations & Precautions** - TRMA is pleased to be offering a live, in-person conference. We are committed to providing a collaborative environment for all attendees while also keeping your health and safety top of mind. TRMA will practice all necessary precautions and follow CDC guidelines, Local and State Authority Orders regarding the COVID-19 Global Pandemic, and the Westin Gaslamp San Diego protocols. We respectfully request that you join with us in taking personal actions supporting our collective wellbeing by following the established Code of Conduct.

### Before Leaving Home

- Follow relevant guidance provided by the World Health Organization (WHO), Centers for Disease Control (CDC) and/or your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from.
- Evaluate your own health and that of people you are in close contact with. Contact the meeting/event organizers at [info@trmanet.org](mailto:info@trmanet.org) if you have concerns.
- **If you feel sick, or any of the [symptoms related to COVID-19](#), please stay home.**

### On-site During the Event

Adhere to all health and safety protocols put in place by the event organizers and hotel, which will be announced prior to the start of the event and will be clearly displayed onsite at the event.

In addition, follow guidance from the 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 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.
- **Monitor your health throughout the conference. If you feel sick or begin to have flu-like symptoms, remove yourself from the event and public space. If you need medical help, please call the hotel at (619) 239-2200 or call 911 if your symptoms are severe.**
- If you are test positive for COVID-19 during the event, please notify Jose Segarra at [jsegarra@trmanet.org](mailto:jsegarra@trmanet.org) or 312-596-5260 immediately.

### Post-event

Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 10 days after returning home, please contact the meeting/event organizers at [info@trmanet.org](mailto:info@trmanet.org) to advise them.