

EVENT ETIQUETTE AND STANDARDS OF BEHAVIOR POLICY

PAHMA continually seeks to provide a conference environment of mutual respect in which participants may learn, network, and enjoy the company of their peers. We recognize a shared responsibility to create that environment for the benefit of all. Participants are expected to observe the following policies and behaviors in all conference venues, including online venues and conference social events. Participants are defined as: PAHMA Board members, conference attendees, attendee guests, speakers, vendors, and exhibitors. Some behaviors are specifically prohibited.

1. During events, be respectful of speakers and fellow attendees attempting to learn:

- a. Be on time for the event and when returning from breaks.
- b. Silence cell phones.
- c. Side conversations should not occur during presentations.
- d. If you must take a phone call or discuss something with another attendee, please leave the room so as not to disturb others.
- e. Rude or obnoxious comments or behavior will not be tolerated.
- f. Please raise your hand and, if available, use a microphone when asking questions so that everyone in the room may hear.

2. Conduct yourself in a professional manner during non-event hours, as your behavior reflects upon the entire PAHMA organization.

Following are examples of personal misconduct:

- a. Harassment, physical or verbal abuse, use of profanity, threatening physical harm.
- b. Conduct that endangers the health or safety of others.
- c. Discrimination based on a person's race, color, gender, religion, age, material status, disability, or sexual orientation.

3. Weapons, Alcohol, and Drugs

- a. Under no circumstances should PAHMA participants be found in possession of or under the influence of illegal drugs.
- b. Participants should not be under the influence of alcohol nor consume alcoholic beverages during presentations or seminars.
- c. Conference attendees should remain professional and drink responsibly during after-hour events.
- d. The PAHMA Board of Directors respectfully requests that attendees refrain from possessing handguns or other weapons at functions sponsored by PAHMA.

4. Participants asked to stop unacceptable behavior are expected to comply immediately.

At the sole discretion of the Board of Directors, failure to abide by the above policies may be considered grounds for removal from an event and/or venue. Refunds or credits will not be provided for anyone asked to leave, and the Member-designated contact for your organization will be notified as to any actions taken.