

IRIS Meeting: Conference Ethics Policy

The IRIS F2F Organising Committee has adopted the [European Astronomical Society Ethics Statement and Guidelines for Good Practice](#).

Organization of and professional conduct at IRIS F2F meeting

Conferences, workshops and meetings have a fundamental role in the dissemination of scientific and technical knowledge, in establishing and strengthening collaborations, and in offering networking opportunities. It is therefore paramount to implement policies that showcase the best science while minimizing the effect of biases of any sorts. Organizers and participants should strive to promote a climate of inclusiveness and respect.

A. Organization of meetings, choice of programme and venue

The meeting organizers (SOC), have followed the European Astronomical Society (EAS) recommendations, recognising that this is a working IRIS collaboration meeting, and not an open science conference. The recommendations are listed below:

1. Social media platforms with a dedicated hashtag help people outside the main conference hall to follow the essential parts of the discussions. The meeting hashtag is #irisf2cam
2. The venue selection has taken into account accessibility and the existence of appropriate infrastructure to address the needs of potential disabled participants.
3. Clear guidelines for presenters have been provided, including the time available for talks and questions, poster sizes appropriate for the venue, as well as information on projected image size to allow speakers to prepare optimal slides. Presenters are encouraged to use colour palettes and fonts that are suitable for colour blind and dyslexic participants.
4. Speakers have been clearly informed beforehand if organizers intend to take pictures or record the presentations for publicizing or public posting.
5. Meetings organizers have adopted a code of conduct for the meeting and have widely advertise it before the meeting.

B. Conduct of chairs

The following practices for chairing are recommended to improve the climate and the participation of minorities and young scientists in the discussions throughout the conference.

1. Chairs should ask speakers in advance whether they agree on pictures or recordings of their presentations being taken and provide this information at the beginning of the session. Attendees should also be reminded that, while it is reasonable to assume that speakers consent to be photographed during their talk and that all participants consent to appear in the background of photos where

they are not the focus of the image, that does not apply to the presentation itself. Taking pictures of the slides or recording the presentations for posting/publicizing purposes should not be done without explicit consent from the speaker.

2. Chairs are encouraged to be conscious of their biases and avoid preferentially selecting some people and/or paying attention to only some parts of the room.
3. Questioners should be reminded to identify themselves by name.
4. If the questions are posed in an aggressive manner and/or the questioner and/or speaker gets aggressive, the chair should be prepared to interrupt.
5. All speakers should use a microphone: non-native English speakers tend to struggle more if a microphone is not used.
6. If possible, Q&A sessions should not be interrupted before at least four questions have been asked, as to minimize the effect of bias in selecting questions. To this end, sessions organizers should schedule enough time for questions and speakers should not be allowed to run over time.

C. Conduct of participants

The IRIS collaboration meeting is a place in which collaboration members are encouraged to have a free discussion, and a free exchange of ideas and scientific and technical results. All attendees are expected to behave professionally and treat each other with respect for the duration of the meeting and in all activities related to it. Ideas and results must be respectfully discussed based solely on their scientific or technical merits. Participants are advised to be mindful and respectful of cultural differences between the participants. Many countries with very different cultural backgrounds are represented at the meeting, and it is every participant's duty to make sure everybody feels welcome in our society.

Attendees' right to privacy should be respected. Consent should be sought before publishing photographs where colleagues are the main subject in scientific or technical publications, on social media, or on conference websites, except where it can be assumed that people are portrayed in a public and professional environment, and behaving in a professional fashion.

The meeting organisers firmly reject all kind of abusive behaviour. The organisers have worked towards providing a welcoming, safe environment that encourages the free expression and exchange of scientific ideas of all the participants. Every attendee is expected to make their individual contribution towards a respectful and inclusive meeting climate. Any discriminatory behaviour against colleagues on any basis, such as gender, gender identity, race, ethnic background, national origin, religion, political affiliation, age, marital status, sexual orientation, disabilities or any other reason will not be tolerated during the conference and in any event related to it.

D. Dealing with bullying, harassment or aggression at the IRIS meeting

The meeting organisers have appointed Mrs Angela Macharia <instsec@ast.cam.ac.uk> to act as the designated contact person for reporting instances of bullying, harassment or aggression.

The designated contact person is able to advise attendees on how to deal with hostile situations and incidents. In case that an event is reported, and with the approval of the reporting person, the designated contact person will approach the offending person(s) to discuss how their behaviour is causing distress to other participants and remind them of the code of conduct applicable to all participants. If more serious measures are needed, the designated contact person should inform the reporting person(s) of the procedure to follow in these cases, pursuant to the rules and regulations of the meeting.

Should a participant witness events of bullying, harassment or aggression, the recommendation is to approach the victim to show support, ask how they are doing, and possibly suggest them to talk to the designated contact person. The decision to approach the contact person should, however, ultimately be left to the victim.