

Conference Code of Conduct

12th SBAC reminds participants that our Series of conferences are held for the purposes of sharing research, developing knowledge, and promoting career development for all. The harassment of humans, specifically those with an asymmetry of academic position and power (i.e. junior colleagues, conference staff, disabled persons, etc.), undermines the principles of centennial academic traditions and is inconsistent with our goals. Consequently, harassment is considered by 12th SBAC to be a serious form of professional misconduct.

The following Professional Code and Chair, Presenter and Attendees Guidelines outline expectations for all attendees at 12th SBAC, based on existing norms and standards of EU astronomical conferences.

All attendees of 12th SBAC are expected to follow Professional Code:

1. Behave professionally. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to individual characteristics, for example: age, gender, sexual orientation, disability, physical appearance, race, nationality or religion.
2. All communication should be appropriate for a professional audience including people of many different backgrounds. Non-academic, profane and corrupted language and imagery is not appropriate.
3. Be respectful and do not insult or put down other attendees or facilitators of the event. Critique ideas not people.
4. Should a participant witness events of bullying, harassment or aggression, we recommend that they approach the affected person to show support and check how they are. The witness may also wish to suggest that he person report the inappropriate behaviour. However, it is up to the affected person alone whether or not they wish to report it.
5. All sessions will be recorded as it is tradition of the Series of Conferences and published as a DVD which will be available online. If you do not wish that your presentation will be recorded please inform Organizers via emails mlakicevic@aob.rs and andjelka@matf.bg.ac.rs
6. Participants can report any violation of these guidelines to the chairs of SOC. If asked to stop inappropriate behaviour participants are expected to comply immediately and, in serious cases, may be asked to leave the event without a refund. 12th SBAC will not tolerate retaliation against anyone reporting violations of this code of conduct.

Thank you for helping to make 12th SBAC welcoming for all.

Acknowledgments: This code of conduct is in line with “The ESO Way” and the “EAS Ethics Statement and Guidelines for Good Practice” (January 2018). It was adapted from the London Code of Conduct (by A. Pontzen and H. Peiris), which was derived from original Creative Commons documents by PyCon and Geek Feminism. It is released under a CC-Zero licence for reuse. To help track people's improvements and best practice, please retain this acknowledgement, and log your re-use or modification of this policy at https://github.com/apontzen/london_cc.

Chair, Presenter and Attendees Guidelines

In addition to the above code of conduct the following Chair, Presenter and Attendees Guidelines were used during this meeting.

The Chairs can have a significant impact in making the workshop an enjoyable experience for all participants.

Chairs are broadly responsible for ensuring a professional atmosphere and for speakers keeping to time so that the question and answer sessions are as effective as possible. Therefore, Chairs should follow code of conduct and the duration of the talks.

The two LOC members will also be at hand to help with technical issues and ensure the presentations run smoothly. Please also note these recommendations:

- 1) Chairs and presenters should login 15 min before the start of the session, and check all presentations.
- 2) Chairs should introduce themselves to the speakers during 15min session preparation (where possible), and Chairs ensure know how to pronounce presenter names so that can introduce them appropriately
- 3) Chairs should introduce themselves at the start of the session.
- 4) All talks and sessions must be finished within time slot according to the program.
- 5) All questions should be asked either by rising hand in Webex or using Chat.
- 6) If a question is inappropriate or unprofessional, it is expected that Chairs intervene or take another question.
- 7) Chairs are encouraged to be conscious of their biases and avoid preferentially selecting some people.