



Meetings and Events Artificial Intelligence Policy

Purpose:

This Artificial Intelligence (“AI”) tool usage policy (“Policy”) provides guidelines and best practices for the use of AI tools during LeadingAge Virginia activities, including meetings and events (“Events”). This Policy discusses the use of AI meeting assistants that record audio, transcribe notes, automatically capture slides/screenshots, and generate summaries. It aims to support the responsible and ethical use of such tools whilst minimizing the risk of misuse that may harm individuals or LeadingAge Virginia or violate LeadingAge Virginia’s mission, vision, policies, or guiding principles.

Scope:

This Policy applies to:

- A. All LeadingAge Virginia members and any attendees participating in Events developed and produced by LeadingAge Virginia, irrespective of membership, without exceptions.
- B. AI tools that can record virtual Events through the LeadingAge Virginia-approved web conferencing platform (Zoom) and disseminate transcripts.
- C. AI tools that can be used to record in-person Events and disseminate transcripts.
- D. All presentations, in-person or virtual.

Context:

Text rendering of spoken discussions and presentations provided by AI meeting assistants may help to promote inclusion, accessibility, and participation during Events by assisting those with disabilities, not fluent in the language used, and/or unable to fully engage for the entire Event duration. However, there are privacy implications since AI meeting assistants typically use the data collected to improve their transcription services and other services offered by the AI meeting assistant provider. As such, while AI tools can assist participants, LeadingAge Virginia recognizes it may also cause the participants to feel unsafe and limit their willingness and ability to speak freely.

Speakers giving a presentation who rely on AI to develop their presentation or to make the presentation need to be aware of the limitations of AI and the possibility that AI can produce material that is inaccurate or include material that is copyrighted.

Definitions:

Effective date: May 1, 2025

“AI” means artificial intelligence that is capable of generating new content in response to prompts or inquiries by learning from a large reference database of examples. This is often referred to as generative AI.

"AI bot" means any software or web interface that is designed to mimic human interaction through use of voice or text.

“AI tools” or “AI meeting assistants” both refer to any AI system that enters user input into a database or otherwise uses user input to generate content for any third-party who is not authorized to access such information. For example, this includes most generative AI systems such as ChatGPT, GTP-4 (and its successors), Bard, and Duet AI.

Policy:

Due Diligence

Only AI tools with open and transparent methodologies and documentation should be used, helping to ensure the users understand the tool’s operational processes and the risks involved in using the tools. Where available, users should familiarize themselves with their AI tool’s privacy policy. Further, they should be aware that AI tools may generate biased, inaccurate and/or inappropriate results and understand why this might occur.

Presenters who use AI to develop content for a LeadingAge Virginia presentation must review the content to verify it is accurate and to determine whether the content is subject to a copyright held by another party. Presenters shall not use material developed by AI for presentations if the material is inaccurate or owned under copyright by another party.

Prohibited Use

Attendees may not use AI tools to record any Event where LeadingAge Virginia has provided notice that recording is prohibited or where confidential, proprietary, or sensitive information may reasonably be expected to be shared.

Notification and Consent

Event attendees should have no expectation of privacy when Events are recorded. Users of an AI meeting assistant must explicitly inform participants about their use and should also declare the use of the AI tool at the beginning of the Event verbally or by messaging all attendees.

AI Bots:

AI bots may not attend Events on behalf of or instead of a person. If a LeadingAge Virginia Event facilitator identifies or learns of the potential presence of an AI bot, the facilitator may note the presence of the AI bot to other participants and remove the AI bot from the Event.

Privacy:

LeadingAge Virginia takes the collection of personal information very seriously. Attendees at Events are prohibited from using AI tools to collect, store, or disseminate confidential, proprietary, or sensitive information during such Events. Attendees are prohibited from using AI tools to collect, store, or disseminate personal information during Events without consent from the other Event attendees. AI tools should have a clear data privacy and usage statement and/or policy. Ideally, the

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AI tool provider should have a privacy policy that lists how data is collected and what type of data is collected (e.g., audio, personal information, and intellectual property information). Before using any AI tool, the applicable attendee must consider where their AI provider stores data and how it shares data to ensure such attendee's use of such AI tool is in compliance with this Policy and applicable law.

Compliance:

Each attendee must consider the information that may be shared at each Event before using an AI tool. All attendees must ensure they use AI tools in compliance with all applicable laws, including, but not limited to data protection laws, privacy laws, and intellectual property laws.

Responsibility:

Although LeadingAge Virginia cannot monitor every Event attendee's use of AI tools, LeadingAge Virginia trusts and requires all attendees will follow this Policy. LeadingAge Virginia retains the right to take action against attendees who violate this Policy, including, but not limited to, banning violators from attending future Events.

Review:

This Policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness in the ever-evolving landscape of AI technologies. Updates and revisions will be made as needed to reflect changes in regulations, technology, and ethical standards. Updates and revisions will be shared with all LeadingAge Virginia members.

Questions:

Questions about this policy may be addressed to the President & CEO by email to melissa@leadingagevirginia.org.