



Event Code of Conduct

The American Institute of Architects, Iowa Chapter (AIA Iowa) seeks to hold a space where everyone feels welcome and safe. This code of conduct is to establish and protect an atmosphere of inclusivity. It helps us all to understand our shared values and provides clear guidelines on how we should behave.

This conference should be a harassment-free experience for everyone, regardless of gender, age, sexual orientation, disability, physical appearance, body size, race, or religion (or lack thereof).

All attendees, speakers and volunteers must agree with this code of conduct. We must all cooperate to ensure a safe environment for everybody.

As organizers, we will enforce this code of conduct throughout all AIA Iowa meetings. Organizers can be found at the Registration/Information Desk throughout the meeting. Anyone who breaks this code of conduct may be sanctioned or expelled from the AIA Iowa event without a refund, at the discretion of the organizers.

Expected Behavior

The following behaviors are expected and requested of all community members:

- Participate in an authentic and active way.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- We should all listen and communicate respectfully, regardless of appearance or background.
- Be mindful of your surroundings and of your fellow participants. AIA Iowa event organizers if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

Unacceptable Behavior

The following behaviors are considered harassment and are unacceptable within our community:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.

- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone's consent before touching them.
- Unwelcome sexual attention. This includes, sexualized comments or jokes; inappropriate touching, groping, and unwelcomed sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Yelling at or threatening speakers or other attendees (verbally or physically).
- Sustained disruption of community events, including talks and presentations.
- No weapons will be allowed at AIA Iowa events. Weapons include but are not limited to guns, explosives (including fireworks), and large knives such as those used for hunting or display, as well as any other item used for the purpose of causing injury or harm to others. Anyone seen in possession of one of these items will be asked to leave immediately, and will only be allowed to return without the weapon. Attendees are further expected to comply with all state and local laws on this matter.
- Advocating for, or encouraging, any of the above behavior.
- Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.
- Participants may exercise their option to leave a session or a conversation.

Consequences of Unacceptable Behavior

Unacceptable behavior from any event attendee, including sponsors and those with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a conference attendee or presenter engages in unacceptable behavior, we may take any action deemed appropriate, up to and including an expulsion from the event without warning or refund.

Where and when this code of conduct applies

We expect participants to follow this code of conduct at our event space, any external venue and related social events, such as post-event drinks, networking discussions, meetups and workshops.

What to do if you have a concern

If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, please speak to the event organizer immediately. The event organizers will have this designation on their name tags and be available at the Registration/Information Desk at all times. If you are not able to do this then please use our contact form at www.aiaiowa.org.

Our team is here to listen to your concerns or questions and you don't have to make a formal report unless you want to. You do not have to give us details of the harassment.

If you wish to report it, we will take details of the harassment and work with you to respond to the issue in a way that helps you feel safe.

If necessary, organizers will help participants contact police or venue security (if the event is at an external venue), provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

Thank you

This document was based on the work of [Sheffield Tech for Good](#), [JSConf](#), [Geek Feminism.confcodeofconduct.com](#), and inspired by resources provided by [Ashe Dryden](#).

Communicable Disease Liability Release Waiver

Considering the World Health Organization declaration of the novel Coronavirus (COVID-19) a worldwide pandemic, AIA Iowa has established the following waiver. Due to COVID-19 and other communicable disease's ability to transmit from person-to-person, the United States Center for Disease Control and the State of Iowa have set recommendations, guidelines, and some prohibitions to stop the spread of disease across the United States.

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or showing any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
- I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 14 days.
- I did not, nor any member of my household, visit any area within the United States that was reported to be highly affected by COVID-19, in the last 14 days.
- I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 14 days.
- I am aware of the existence of risk when physically taking part of in-person activities of the American Institute of Architects, Iowa Chapter. This participation may cause injury or illness such as, but not limited to Influenza, MRSA, COVID-19, or other communicable diseases that may lead to paralysis or death.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during my participation at the American Institute of Architects, Iowa Chapter events and I recognize that I may be at risk of contracting COVID-19 or other communicable diseases.
- With full knowledge of the risks involved, I hereby release, waive, discharge the event venue and American Institute of Architects, Iowa Chapter's board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 or other communicable diseases while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19 or other communicable diseases.
- I agree to indemnify, defend, and hold harmless the American Institute of Architects, Iowa Chapter from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19 or other communicable diseases.

By checking the box within this registration form I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation. This waiver will remain effective indefinitely.