



## General Conference Policy | Virtual Conference

KAAN's mission is to improve the lives of Korean-born and other members of the adoption community by connecting the community and providing opportunities for dialogue, education, and support. We welcome all members of the adoption community, including other international/transracial and domestic adoptees and adoptive parents.

### Code of Conduct

KAAN conferences are unique spaces with the adoptee at their center where members of the adoption community come together to listen and learn from one another. Attendees include Korean-born adoptees of all ages; adoptees from other backgrounds; family through birth, adoption, or marriage; members of the Korean and Korean-American communities; social workers; and more. Through gathering together, we find what we have in common and where we can help one another.

The trust between KAAN speakers and attendees is reflected in the open conversations that occur during breakout sessions and general sessions where both speakers and attendees allow themselves to be vulnerable. KAAN is committed to maintaining this intimate environment that benefits both the presenters and the attendees.

Each and every participant, including attendees, speakers, volunteers, and exhibitors, is expected to understand and follow attendance policies. These expectations apply to all KAAN conference-related events.

#### *Attendees should:*

- Respect the experiences of others;
- Listen with the intent of learning;
- Know that issues discussed may be triggering; and
- Practice self-care when needed.

#### *Unacceptable Conduct*

- Harassment, intimidation, or discrimination in any form;
- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, speaker, volunteer, exhibitor, KAAN staff member, service provider, or any other guest;
- Disruption of presentations at sessions or at any events organized by KAAN; and
- Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, KAAN staff member, service provider, or other meeting guest.

#### *Names and Camera*

When participating in live sessions via Zoom, turning the camera on is highly encouraged in order to promote engagement and interaction. To the fullest extent possible, names and preferred pronouns should be used when participating.

### *Media and Recording Policy*

KAAN prohibits taking photos and/or recording at the conference by attendees, speakers, volunteers, and exhibitors. This includes taking screenshots or photos of any virtual sessions. Exceptions apply only if the individual has obtained prior approval from KAAN and the individual provides upfront and full disclosure to all attendees impacted.

KAAN staff reserve the right to take photos or screenshots of the virtual conference, which may be used for promotional and educational purposes. In these instances, KAAN will provide upfront and full disclosure to all attendees impacted and attendees may choose to “turn off” their camera, etc. Registration and attendance at or participation in KAAN conferences constitutes agreement by the registrant to KAAN’s use and distribution of the registrant’s image or voice in photographs, videotapes, websites, and electronic reproductions of such events and activities. If you have questions about our policy, please send an email to: [katie@wearekaan.org](mailto:katie@wearekaan.org).

Unless otherwise noted, all recorded videos available as part of the conference are property of KAAN. Recording, downloading, or saving and sharing of conference session videos is unauthorized.

### *Social Media Policy*

#### **Please Read Before You Post (Facebook, blog, Instagram, podcast, Twitter, Pinterest, Google+, LinkedIn, etc.)**

To balance the needs and expectations of conference presenters with the benefits of open sharing and discussion, we prepared a best practice guideline for using social media during the conference.

- To enhance the exchange of ideas and facilitate virtual attendance, we encourage attendees to use social media to discuss the conference. You can post to Facebook, Instagram, Tweet or even blog about the presentations. Please use the meeting hashtag #KAAN[year] (e.g. #KAAN2019) to increase engagement. We also encourage our attendees to follow and tag us @WeAreKAAN on Facebook, Instagram, and Twitter, and to use these outlets to send us questions, ideas, or general thoughts - we’ll follow you back!
- However, we ask that you:
  - Think before you post. Use common sense and courtesy.
  - Are clear about whose work you are presenting. Is the information something for which the presenter is the source? Or did the presenter source it from elsewhere?
  - Include the session name and presenters name.
  - Make sure that the presenter is OK with their material being shared on social media.
- Please follow our overall meeting code of conduct and be considerate and respectful of all meeting attendees. *Online harassment, intimidation, or discrimination in any form will not be tolerated.*

### *Sexual Harassment*

Sexual harassment is unacceptable conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated, and/or intimidated. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to: physical conduct; physical violence, including sexual assault; unwelcome physical contact or inappropriate touching; the use of threats or rewards to solicit sexual favors; comments or insults based on appearance, age, private life, etc.; sexual comments, stories or jokes; sexual advances; repeated and unwanted social invitations for dates or physical intimacy; condescending or sexist remarks; sending sexually explicit messages (by phone or email); display of sexually explicit or suggestive material or images; sexually-suggestive gestures; whistling or “cat calling.”

### *Reporting Unacceptable Conduct*

KAAN has zero-tolerance for any form of discrimination or harassment, including sexual harassment. If you experience or observe harassment or hear of any incidents of unacceptable behavior, KAAN asks that you please inform any of the following so that KAAN can take action:

Katie Bozek, Executive Director: (616) 890-0879 | [katie@wearekaan.org](mailto:katie@wearekaan.org)

Rachel Hye Youn Rupright, Assistant Director: (607) 743-9188 | [rachel@wearekaan.org](mailto:rachel@wearekaan.org)

All reports will be treated seriously and promptly. Incidents will be handled with respect for the privacy of the victim, and will be confidential to the extent practical, given the circumstances. Reports may also be made anonymously.

Upon receiving a complaint, the matter may be further investigated by additional KAAN staff. If a person has been found to have harassed another person, any of the following may take place:

- Verbal or written warning;
- Suspension of attendance at KAAN events;
- Prohibit attendance at any future meeting

The KAAN staff receiving the report will respect any and all requests of the victim to remain anonymous. Unacceptable conduct may be part of a larger pattern of repeated harassment. Please alert KAAN to all such conduct regardless of the offender’s identity or job title, even if you prefer your report to remain anonymous.

### *Personal Safety and COVID-19*

While the 2021 KAAN Conference is virtual, our program encourages an in-person social connection as part of the program. While KAAN is not responsible for in-person activities related to the conference, we ask that all attendees keep the following in mind:

- Be aware of your surroundings at all times.
- Use the buddy system, especially during early or late hours.
- Don’t wear your meeting badge on the street. Take it off as soon as you leave the venue.
- Don’t carry a lot of cash or credit cards.
- Don’t leave personal property unattended anywhere, anytime.
- Follow the CDC’s recommended social distancing and COVID-19 health and safety recommendations.

### *Responsible Drinking*

While the 2021 KAAN Conference is virtual, our program includes a cocktail demonstration and virtual “happy hour”. KAAN expects conference attendees to consume alcohol, and any other legalized substance responsibly. KAAN and conference event staff have the right to require attendees to leave the event based upon inappropriate consumption and subsequent behavior.

### **ASL Interpreters**

KAAN has a commitment to providing equal access for all conference attendees. ASL interpreters who work for KAAN are nationally certified and follow a Code of Professional Conduct set forth by the Registry of Interpreters for the Deaf (RID). Further, any interpreters working in “Adoptee Only” sessions will be adoptees.

### **Vendor Solicitations**

Solicitation of attendees and exhibitors by non-exhibitors is prohibited and individuals will be subject to expulsion.

### **Scholarly Research**

Researchers should review KAAN's **Policies and Guidelines for Conducting Scholarly Research**. Those interested in utilizing content or videos at the conference must obtain the approval from the KAAN leadership team with inquiries directly sent to [rachel@wearekaan.org](mailto:rachel@wearekaan.org).

*last updated May 2021*