



Dear Participants,

Greetings from BIRS!

Thank you for confirming your attendance in the upcoming online BIRS workshop, which is going to be held over the Zoom platform.

BIRS will be hosting the Zoom meetings for the workshop, making recordings of the talks, and providing support. The workshop organizers will send out the Zoom meeting links. Feel free to contact us by e-mail if you have any questions or concerns at help@birs.ca

BIRS staff are here to facilitate your online workshop with meeting moderators, A/V set up, and administrative support. One of us from BIRS, will be available throughout the day during your workshops.

On the following pages you will find some information which we hope will help you to prepare for the upcoming event.

BIRS will continue to experiment with online and hybrid online/offline formats to respond to events like COVID-19 and to ensure BIRS workshops continue to provide valuable research.

Thank you for your understanding and support during this time.

**Sincerely,
BIRS Team**



For participants:

- Please use your professional name in the Zoom meeting, so that other meeting participants know who you are. It is the online version of a conference name tag.
- BIRS Staff will be available during the Zoom meetings to support you during office hours (MST). BIRS Staff can be reached by e-mail at: <help@birs.ca>. We will respond and help you with any questions or issues you have.
- Please familiarize yourself with the zoom online conference set up in advance and download Zoom software. You will receive an email from the organizers with the conference meeting link and password before the meeting begins.
- If you are presenting your work please schedule time in advance to practice with Zoom screen sharing, and other tools available on zoom. zoom.us/test.
- Prepare your material in advance. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.
- If you are giving a talk and wish to share your slides, please email them to help@birs.ca and we will post them on the workshop's webpage. This allows participants to follow along if the connection quality is poor or if they miss the meeting completely.
- BIRS will be recording and live streaming the talks at www.birs.ca/live , just like we do for physical meetings. If you are going to be giving a talk, and do not wish it to be recorded, please let the organizers know in advance. If you do not want to appear in the recordings, turn off your camera.
- Please ensure you are present for the group photo (check the schedule for time and date) . It's a tradition at BIRS to take a group photo of our meeting participants. We will ask you to turn your camera on during this time (if otherwise it was turned off). The group photo will be posted on the workshops webpage.



Best Practices:

- You will require a computer with a web-camera and internet.
- Set up your equipment so the computer's camera is at an eye level. Doing so helps create a more direct sense of engagement with other participants.
- Please mute your audio when not actively participating in the discussion and be mindful of any background noise at your location.
- Dress in neutral colours (avoid patterns) that contrast well with your chosen background.
- Video quality is dramatically improved with sufficient lighting. Light should come from in front of you or slightly from the side in order for it to best light your face and avoid unappealing shadows.
- Keep your background clear of distractions. (You may use virtual backgrounds. BIRS will provide some complimentary options for you to use).



BIRS Code of Conduct for Events

BIRS is committed to fostering a welcoming environment, where all participants are valued and treated with respect.

As our participants represent many different cultures, nationalities, and values, this code of conduct should act as a clear point of reference for all participants with regards to the behaviours expected of them, and the support available to them throughout their interactions with BIRS. **Participation in any capacity is dependent on the agreement to abide by this code of conduct.**

1. All persons are to be treated with respect and dignity.

BIRS is committed to fostering an environment in which all individuals are treated with respect and dignity. All persons have the right to participate without fear of harassment, discrimination, or condescension. BIRS does not condone behaviour that undermines the dignity, self-esteem, or productivity of any guest, participant, or staff member.

BIRS's mandate is to ensure equal opportunity and treatment for all participants, regardless of gender, gender identity or expression, race, colour, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, neurodiversity, physical appearance, veteran status, or immigration status.

2. Harassment is a form of misconduct that undermines the integrity of BIRS's activities and mission.

Harassment and violence of any kind will not be tolerated, whether blatant or via microaggressions. Harassment may include but is not limited to: offensive comments or content related to gender, sexual orientation, disability, physical appearance, neurodiversity, body size, ethnicity, nationality, age, race, religion, or other protected categories. Deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; offensive verbal language; inappropriate physical contact; unwelcome sexual attention; sexualized language and imagery are not appropriate for any BIRS event, including talks, workshops, social activities or online media.



3. All persons are responsible for their part in creating a welcoming environment.

In our mission to establish and maintain a safe environment that welcomes all perspectives, we expect cooperation from all participants. This includes attendees, organizers and speakers, students, guests, staff, contractors and exhibitors, and all other participants in both the scientific sessions and social events, whether participating in person or virtually. We ask everyone to do their part to ensure that all voices are heard.

4. All persons are empowered to speak out.

BIRS will make every effort to maintain an environment that is free of harassment, even though it does not control the behaviour of third parties. An on-site BIRS representative, such as the Event Station Manager or Program Facilitator, will welcome you on the first day and remain your primary point of contact with BIRS for the duration of your program. You can also reach out to BIRS off-site representative, Program Coordinator with any concerns.

If you are being harassed or made to feel uncomfortable, have witnessed someone else being harassed, or have any other concerns please contact either the workshop organizers or the on-site BIRS representative as soon as you feel safe to do so. BIRS staff can facilitate communications between participants and organizers for informal complaint resolutions, help contact hotel/venue security or local law enforcement, or otherwise assist those experiencing harassment to feel safe for the duration of the conference.

Formal complaints of violations and/or harassment are typically handled by the BIRS institute where the incident takes place. Such concerns may be reported confidentially by:

- submitting a report via our web form, anonymously if desired, at <https://www.birs.ca/incident-report/>
- contacting the BIRS Director (birs-director@birs.ca)
- contacting the Site Director of the site where the violation took place via email:

- o Banff, Canada: Dr. Malabika Pramanik birs-director@birs.ca
- o UBC-Okanagan, Canada: Dr. John Braun john.braun@ubc.ca
- o Oaxaca, Mexico: Dr. José Antonio Seade Kuri jseade@im.unam.mx
- o Hangzhou, China: Dr. Jianshu Li matom@ust.hk



The incident report can also be used to specify who the information can be shared with and any personal or professional concerns related to disclosure. BIRS takes such concerns very seriously and will make every effort to comply with the submitter's stated requests for confidentiality. Questions about the BIRS code of conduct should be directed to birs-administrator@birs.ca.

5. Behaviour that does not meet up to the standards outlined in the code of conduct will not be tolerated and may result in further action.

Participants, when asked to stop behaviour that contravenes this code of conduct, are expected to comply immediately.

BIRS commits to investigate and review every allegation of violation of our code of conduct. BIRS may take any action they deem appropriate, including warning the offender, issuing sanctions, expulsion without compensation, or a permanent prohibition from future events.

Please note, while we take seriously all concerns raised, we will use our discretion to determine how to follow up on reported incidents. We will make every effort to treat and communicate the information received in ways that best fit the discloser's wishes. If we are unable to take further action, we may direct the participant to other resources for resolution.