



## CAPS Virtual Meeting Participant Expectations

CAPS is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants and attendees are expected to abide by these Virtual Meeting Participant Expectations.

**CAPS does not condone unacceptable behavior during virtual or in-person meetings.**

**Unacceptable behavior is defined as, but not limited to:**

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest.
  - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest.
- Disruption of presentations. All participants must comply with the instructions of the host, Board Members and any CAPS Virtual meeting staff.
- Unauthorized recording or copying. Participants and attendees are prohibited from recording presentations and/or Q&As. Some items discussed may be confidential in nature, and the unauthorized distribution of such items could have adverse affects on CAPS' bargaining strategy, among other items, and could impact CAPS' ability to hold virtual meetings in the future. As such, participants and attendees are prohibited from copying, taking screen shots, and taking photos of confidential items that will not be posted on the CAPS website.

CAPS reserves the right to take action deemed necessary and appropriate, including immediate removal from the meeting without warning, for members engaging in unacceptable behavior.

Expectations for Attendees:

- Use the Zoom "Raise your Hand" feature and wait to be called upon.
- All attendees will be muted at the start of the meeting. The host will unmute participants as they're called upon.
- Do not use the chat feature for anything other than additional or clarifying questions. All chats will only be broadcast to the host.
- Know that, due to time constraints, you may not be called upon, and your question may need to be answered offline.
- CAPS is always available: [caps@capsscientists.org](mailto:caps@capsscientists.org)

Helpful Reminders for Attendees:

- Turn cameras/microphones off when entering to avoid potential privacy concerns and disruptions to meetings.

### **HEADQUARTERS**

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