



## Workshop Policies

### 2024 Community Transformation Workshop

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#### CODE OF CONDUCT

Main Street America (MSA) is committed to providing a safe, welcoming, and accepting environment for all Community Transformation Workshop participants, volunteers, and staff. All participants, including attendees, MSA staff, speakers, volunteers, and all others are expected to abide by this Code of Conduct.

To support an environment that builds community and positive connections, the following behaviors are expected of all participants at the Community Transformation Workshop:

- **Treat everyone you encounter with respect.** All participants should strive to treat each other, event and venue staff, and all others with dignity and respect, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, race, age, religion, and any other status protected by laws in which the event is being held.
- **Be mindful of your surroundings and your fellow participants.** One of the benefits of in-person gatherings is the opportunity to connect with people who have different backgrounds and experiences than you. Cross-cultural communication can often be complicated, and everyone is encouraged to consider the impact of their words and actions on those with different backgrounds and experiences.
- **Be present and participate actively.** The ways that people show up and participate vary. Be present and participate in ways that are authentic to you, while respecting that others may do so in different ways.
- **Share the mic.** To support a participatory learning environment for everyone, be mindful of how much time you use in discussions and Q&A sessions.
- **HAVE FUN!**

In order to maintain a supportive and welcoming environment, workshop participants are expected to refrain from engaging in any of the following:

- Filming of workshop events or activities unless expressly consented to in writing by Main Street America. *Note: Use of personal, handheld devices for recording or transmitting workshop content including, but not limited to, sessions, workshops, demos, format meetings, award ceremonies, or any other content, is permitted for documentation and educational purposes.*
- Disruption of presentations during sessions, including arriving late or departing early. Speakers and presenters have worked hard to provide quality content at this year's workshop. Please respect their time and efforts.
- Harassment of participants in person or online. Examples include:
  - Verbal comments or imagery that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, and any other status protected by laws in which the event is being held.
  - Unwelcome comments regarding a person's lifestyle choices and practices.
  - Abusive, offensive, or degrading language or imagery.
  - Intimidation, stalking, or following.
  - Unwelcome sexual attention or advances or physical contact.



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Unacceptable behavior from any participant will not be tolerated. If a participant engages in unacceptable behavior, MSA staff and/or its designated representatives may take any of the following actions they deem appropriate, including:

- A warning to cease unacceptable behavior and that additional reports will result in further action.
- Removal from the 2024 Community Transformation Workshop, with no refund.
- Not being allowed to attend future Workshops.
- Not being allowed to attend future Main Street America events, whether virtual or in person.
- Reporting behavior to the applicable authorities.

Participants who feel threatened or violated because of intimidating, harassing, abusive, discriminatory, derogatory, or demeaning conduct—or have witnessed other participants being subjected to such behavior— are encouraged to immediately notify MSA staff and/or its designated representatives.

### **Notice of Photography & Video Recording/Crowd Release**

By attending the 2024 Community Transformation Workshop, participants are entering an area where photography, audio, and video recording may occur.

Participants entry and presence on workshop premises constitutes their consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of any and all recorded media of their appearance, voice, and name for any purpose whatsoever in perpetuity in connection with Main Street America and its initiatives, including, by way of example only, use on websites, in social media, news, and advertising.

By entering the workshop premises, participants waive and release any claims they may have related to the use of recorded media of them at the event, including, without limitation, any right to inspect or approve the photo, video or audio recording of them, any claims for invasion of privacy, violation of the right of publicity, defamation, and copyright infringement or for any fees for use of such record media.

Participants understand that all photography, filming, and/or recording will be done in reliance on this consent.

### **Health and Safety Guidelines**

To protect the health and safety of everyone who plans to attend and participate in the 2024 Community Transformation Workshop, we have the following guidelines in place:

- We ask that you respect the personal space of others while attending our workshop and avoid close contact with others if you begin to feel sick or experience symptoms of any kind while in attendance.



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- Main Street America strongly recommends that you are fully vaccinated against COVID-19, including the latest boosters. Available vaccines have been shown to dramatically reduce the occurrence and severity of COVID-19. Vaccination is not required; however, it is strongly encouraged.
- Main Street America’s workshop team will monitor the local public health and safety guidelines and will reserve the right to make determinations about our own protocols based on local information. We will update these guidelines should it become necessary.
- We strongly encourage all workshop goers to take whatever precautions they feel are prudent to protect themselves from any public health threat. Masking is encouraged for anyone who wants to ensure they are protected. MSA will have a limited supply of masks available onsite, but recommend you bring your own if you plan on masking.

#### **Notice to Attendees**

Anyone planning on attending the workshop needs to make their own individualized risk assessment and use judgment about their comfort level attending a large gathering.

Attendees should consult CDC, state, and local health authorities, as well as health care provider(s), for additional guidance applicable to their personal circumstances, including any order recommending or requiring them to quarantine after travel or after a possible or confirmed exposure to COVID-19. To the extent any federal, state, or local law requires safeguards in addition to those required in this policy, attendees should follow them. Attendees should also review policies and procedures from transportation and hotel providers prior to their attendance at the workshop.

#### **Notice of Potential Event Changes**

These health and safety guidelines are subject to change at any time, including but not limited to, recommendations in accordance with the CDC, state, and local health guidance.

Main Street America is not responsible for any additional costs you may incur due to a workshop cancellation, including but not limited to: cancellation fees, airfare, accommodations, transportation costs, etc.

Attendance at the workshop is subject to Main Street America’s policies and procedures, which will be based on current government orders, policies and procedures of the venues, and other policies and procedures as may be determined necessary by Main Street America. Because public health conditions can change at any time, we reserve the right to change our policies and procedures at any time. By registering for the workshop, you agree to comply with government orders, Main Street America’s, and the venue’s policies and procedures, including, but not limited to: face coverings, physical distancing, quarantine, or health screenings and/or questionnaires.

Main Street America and/or any workshop venue reserve the right to ask an attendee to leave the workshop or to refuse admission to an attendee who violates the policies and procedures of the workshop, and/or the venue. If you are asked to leave or refused admission to the workshop, you will not be readmitted into the workshop and no refund will be provided.

**Questions?** Email [msai@mainstreet.org](mailto:msai@mainstreet.org)