

Hello Hosts & Chairs,

The following (and attached!) are some final items and reminders:

**Housekeeping notes:**

1. Attached are our standard housekeeping notes for chairs to relay at the beginning of a session.
2. We've included a virtual land acknowledgment. You are also welcome to utilize your preferred land acknowledgement.
3. There is a recognition statement in here for funded open events and there is general statement recognizing the Federation where the funded statement is not applicable. We would very much appreciate if these could be included in your housekeeping notes.
4. Page 2 has a sample grid included that hosts may wish to utilize for easy collection/amalgamation of presenter contact information.

**Contingencies:**

1. In the event that a presenter does not show up and the host has made a consistent effort to get in touch with them we will simply continue onto the next presenter. As all presenters should be online 15 minutes prior, if a presenter has not arrived in time for their actual presentation start time, we will not be able to wait for them...the show must go on!
2. Should folks be having serious internet issues we will recommend they either give their talk without a PPT or stay off video or a combination of these things. If the chair is having connectivity issues, we will ask them to remain off video as well.

3. Should we need to exit a session and re-open a new one we will adjust the link in the virtual platform as quickly as possible.

4. In line with the Federation's commitment to respectful, inclusive and collegial discourse and engagement, the Congress Ombuds is available as an independent, neutral, and confidential resource for all Congress attendees to share their concerns and receive support in finding appropriate resolutions. The Congress Ombuds team can be reached at [congressh.ombuds@gmail.com](mailto:congressh.ombuds@gmail.com).

5. Regarding any possible concerns that would hypothetically happen in a session, the Event Technicians and/or Room Monitors will reach out to the host/chair of the session to receive instructions. In the event the host/chair is not able to respond within a reasonable period of time, the Federation's Duty Manager will be asked to engage to support. The host/chair can also reach out to the Event Technician privately via chat about anything that they feel uncomfortable about or wish to take action on within the session. Congress Ombuds can be reached directly at [congressh.ombuds@gmail.com](mailto:congressh.ombuds@gmail.com).

- In the immediate moment, the Event Technician can take steps to: mute the attendee, which does not allow the attendee to unmute themselves; temporarily disable the chat; and/or remove the individual from the session (after receiving direction from the chair/host of the session). Our teams will be guided by the principles established in the Code of Conduct.

We do understand that these are your associations events, and as such, we are looking to your team to provide us with context should anything be misunderstood. FORJ and Event Technicians will be responsible for technically removing an attendee from a session and altering the meeting i.e., disabling the chat, but as a host or chair, you are welcome to mute or stop anything that you yourself feel is harmful. We'll all need to work together should these situations arise but please don't hesitate to reach out if you notice something or to act if there's a problem.