

## MGPHO Event Code of Conduct

To help provide a safe and productive environment for Participants, this Event Code of Conduct (“Code”) establishes minimum expectations of conduct for all individuals (including attendees, speakers, exhibitors, sponsors, staff, contractors, volunteers, award recipients, and other guests, collectively referred to as “Participants”) who participate in any manner in MGPHO events, including conferences, meetings, webinars, social gatherings, and other activities held, sponsored, or affiliated with MGPHO, whether in person or virtual (each, an “Event”).

By attending a MGPHO Event, you agree to abide by this Code. This Code is intended to supplement any other applicable MGPHO policies and may be revised at any time without further notice. We intend for the policies and provisions to be compliant and construed in accordance with applicable law.

### Expected Conduct

It is the goal of our organization to make each Event an experience that is welcoming and respectful to all participants. Participants are expected to conduct themselves in a professional manner, to communicate with respect and consideration for others, to encourage collaboration and participation, to embrace diversity and inclusivity, and to refrain from conduct that is (or may be perceived to be) harmful to themselves, other participants, or MGPHO as an organization.

The following behaviors are expected and requested of all Event Participants:

- Behaving in a courteous and professional manner.
- Treating all participants with respect, dignity, and consideration, in the spirit of valuing a diversity of views and opinions.
- Welcoming all voices, whether participating in-person or remotely.
- Being considerate, respectful, and collaborative in your communication and actions.
- Discussing differences and critiquing ideas, not people, in a non-confrontational manner with due regard for the viewpoints of others.
- Refraining from demeaning, discriminatory, or harassing behavior and speech.
- If using a webcam, maintaining a professional presence.

- Reporting suspected inappropriate behavior directed at yourself or others.
- Respecting the rules, policies, and property of the venue and its contracted Event facilities and vendors.
- Complying with the directions of meeting leaders/organizers, and all applicable laws and regulations.

### **Prohibited Conduct**

Violations of this Code include, but are not limited to, the following:

- Discriminatory conduct based on race, gender, gender identity or expression, age, sex, sexual orientation, disability, national origin, ethnicity, political affiliation, religion, marital status, veteran status, or any other characteristic protected by applicable law.
- Harassment, meaning unwelcome or offensive verbal comments, visual displays, or physical contact directed at any Participant, including conduct, comments or images that a person would reasonably find offensive.
- Sexual harassment, meaning unwelcome, unsolicited, and unreciprocated sexual advances, requests for sexual favors, and other physical conduct, comments, or gestures of a sexual nature that has or that might reasonably be expected to be perceived to offend, humiliate, or intimidate another person.
- Deliberate intimidation, threatening, stalking, or following.
- Conducting oneself in a manner that is unruly, disruptive, or unprofessional, or that endangers the health or safety of yourself or others, including alcohol over-intoxication or overindulgence.
- Actual or threatened pushing, shoving, or use of any physical force or weapon of any kind against any person.
- Possession of prohibited items, including, but not limited to, illegal drugs, or alcohol not served by venue personnel, staff, or officially designated suppliers.
- When prohibited by the venue, local or federal laws; possession of weapons of any kind (including knives, firearms, or other items that may cause harm to others)
- Destruction, theft, dismantlement, defacement, abuse or intentional misuse of contracted venues, property, equipment, signage or supplies.

- Failure to comply with directions of event leaders, event venue personnel, or venue staff regarding event operations;
- Retaliation or threat of retaliation against Participants for reporting activity that they reasonably believed to be in violation of this Code; and
- Knowingly and falsely reporting violations of this Code in bad faith.
- Failure to comply with directions, statements or other policies established by the MGPHO BOD, MGPHO Staff or other MGPHO authorized personnel.

This Code is not intended to be all inclusive, and it is likely there will be issues that it does not specifically address. In that event, as in all others, Participants are expected to follow the direction of Event staff who will take appropriate action to ensure the safety, security and well-being of Participants.

### **Consequences of Participant Engagement in Prohibited Conduct**

MGPHO has a zero-tolerance policy regarding prohibited conduct. Participants asked to stop any inappropriate conduct are expected to comply immediately. The MGPHO BOD will determine the nature of the participant’s conduct that warrants corrective action as well as the corrective action to be taken. Corrective action may take any of the following forms: verbal warning; expulsion from the Event without a refund or credit; bar from future MGPHO Events; an individual’s suspension or expulsion from MGPHO membership (subject to established MGPHO procedures); and/or notifying appropriate authorities, including participant’s employer. The decision(s) of The MGPHO BOD are final.

### **Reporting Unacceptable Behavior**

Violations of this Code are taken seriously. Please promptly report any concerns about inappropriate conduct utilizing the formal complaint process, which can be found in the MGPHO Policy & Operations [Manual](#).

If you or someone else is in immediate danger, or if you see something suspicious or would like to report a security issue or emergency, please contact Event venue security or local law enforcement.

The MGPHO BOD will take immediate action to address real time issues and impose consequences at the discretion of the BOD.

Thank you for helping keep MGPHO Events professional, welcoming, and respectful to all.

Commented [1]: We need to add something in here for issues happening real time at an event

Commented [2]: Added paragraph to address real time issues

\*Code of conduct endorsed by MGPHO Board of Directors on **March 20, 2026**

### **Guidelines for Company Engagement at Conferences**

MGPHO welcomes the engagement and involvement of companies and firms that seek to do business with MGPHO, or organization members at MGPHO events. Many of these companies become valuable partners, paying an annual dues rate to the organization for additional visibility, resources, and connection with MGPHO and its members.

Companies and Corporate Partners provide significant value as leaders and key supporters of the organization, enriching Event content, so that professionals are exposed to varying perspectives and expertise. Additionally, many staff working at and/or leading Partners are long standing members of the organization.

The guidelines below are designed to ensure consistency, transparency and fairness for companies interested in participating at MGPHO events.

If you have questions about these guidelines, please reach out to the MGPHO BOD.

### **Key Definitions**

**Sponsor** – a company that pays a fee for high visibility at a MGPHO conference. Various levels of sponsorship and rates are outlined in sponsor agreements.

**Exhibitor** – a company that pays a fee for an exhibit booth or table at a MGPHO conference. Exhibitor rates are outlined in conference exhibitor agreements.

**Exhibitor Agreement**– outlines the benefits and rates of sponsorship and exhibiting opportunities at a MGPHO conference.

**Educational Sessions** – Educational sessions are the core of MGPHO Event content, focused on professional development, thought leadership, and/or best practices. Program sessions are typically chosen by the Education committee or BOD in alignment with

industry changes and relevant code updates. Companies are invited to submit educational session proposals for consideration to the Education Committee.

**Sponsored Sessions/Track** – MGPHO conferences may include opportunities for companies to sponsor program sessions or tracks. Sponsored sessions/tracks are more traditional visibility opportunities as sponsors do not play a role in developing the content of these sessions or tracks. Sponsored sessions/tracks may include exclusive rights for the sponsor to make brief welcome remarks before a session (these should not be used as a sales pitch). Note that a sponsored track may include sessions involving representatives from other companies.

**Event Staff** – Venue staff, who provide facilitative services to the organization throughout the Event.

**MGPHO Staff** - MGPHO board of directors, administrative staff, and members volunteering to facilitate event operations.

### **Code of Conduct**

All companies interested in engaging with MGPHO members and conferences are required to follow the MGPHO Code of Conduct:

- They will promote the merits of their companies, without disparaging other companies or institutions.
- All their words and actions will embody respect for truth, honesty, fairness, free inquiry, and the opinions of others, treating all with equality and dignity.
- They will respect all individuals without regard to race, gender, religion, nationality, disability, or age.
- They will avoid any type of activities that might damage the reputation of MGPHO (by association).
- They will respect the rights of privacy of others and the confidentiality of information collected in the pursuit of their professional duties.
- They will avoid actual or apparent conflicts of interest with MGPHO.

### **Conference Session Proposals**

Commented [3]: May be better suited as two definitions

Commented [4R3]: added definition of MGPHO Staff

MGPHO invites companies to submit program session proposals for MGPHO conferences.

MGPHO will seek to widely promote and distribute all calls for conference session proposals.

Companies submitting program session proposals or presenting/speaking during a MGPHO conference are not required to be sponsors or exhibitors of the conference. However, all companies, whether sponsoring, exhibiting, or just speaking or attending a conference, are required to follow these guidelines and the MGPHO Event Code of Conduct listed above.

Session proposals submitted by companies will be given equal consideration to session proposals submitted by individuals.

### **Presenting at Conferences**

MGPHO conferences are enriched by the perspectives of leaders and staff working at companies and firms serving educational advancement. When presenting or speaking at conferences, company representatives should:

- Focus on session content versus service or product endorsement during program sessions. Speakers should avoid sales pitches and advertising during these sessions.
- Refrain from negative or disparaging comments about other companies, MGPHO members or affiliate organizations when participating in any conference sessions.
- If applicable, distribute relevant session handouts and/or business cards during program sessions in which they are presenting or speaking. Note that distribution of marketing collateral, giveaways, etc. in program session rooms or conference common areas is strictly prohibited. These items may only be shared by sponsors and exhibitors at exhibit booths/tables. Additionally, the placement of any banners or signage in conference rooms or common areas must be approved by MGPHO staff.

### **Exhibit Hall Guidelines**

Exhibit halls are meant to foster connections between sponsors and exhibitors and conference attendees. MGPHO follows exhibiting guidelines developed by the

International Association of Exhibition and Events (IAEE). The IAEE guidelines apply to all MGPHO conferences with sponsors/exhibitors.

Key aspects of the IAEE guidelines include:

- Booth sharing is not allowed. Only one sponsor or exhibitor per booth space.
- If a sponsor/exhibitor has a sister company or division to share a single booth space, only one company name will be listed as the exhibitor.
- Double booths will be allowed and encouraged if exhibit space is available to accommodate double booths and the sponsor or exhibitor pays for each booth. When more than one booth is purchased, the sponsor or exhibitor will receive benefits per booth. If a double booth is purchased, two sponsoring or exhibiting company names may be listed on the exhibitor listing.
- All exhibiting materials such as pop-ups, back-drops, etc. must remain in the exhibit space. No materials should expand into aisle space, nor should it interfere with another exhibitor's space.
- Exhibitors should refrain from loud music, loud monitor streaming, etc., so as not to interfere with conversations with exhibiting neighbors.
- For security and liability purposes, all exhibitors, sponsors, and their participating staff need to be registered. All participants must wear and display their conference badge while in the exhibit hall, sessions, and all conference related programs.
- Badge sharing is not allowed. All attendees, sponsors or exhibitors must be registered in their own names. Sponsor/exhibitor staff who are full registrants are welcome to attend sessions and all functions in and out of the exhibit hall/space.

### Use of Conference Registration List

A major benefit of sponsoring or exhibiting at a MGPHO conference is access to the conference registration list. The list is intended to be a tool for networking and to allow sponsors and exhibitors to reach out to attendees via **one-on-one personal communication**. The list and its contents are the sole property of MGPHO.

Commented [5]: List avail only to sponsors, or all attendees?

Commented [6R5]: added "attending"

### Sponsor Events at Conferences

Many sponsors and exhibitors hold outside events (meetings, receptions, dinners, etc.) around MGPHO conferences. When scheduling these events, MGPHO encourages sponsors and exhibitors to confer with staff to avoid programming conflicts with MGPHO conference sessions, events, and receptions. Requests to host sponsor/exhibitor events at the conference hotel or venue should be sent to MGPHO VP Education.

