



2024 NACFC Conduct Guidelines

Guidance for In-Person and Virtual Events

The Cystic Fibrosis Foundation (“CF Foundation”) is committed to providing a safe and inclusive environment at its conferences, meetings (including committee and work group meetings) and events, whether held in-person, virtual or hybrid format. This guidance is designed to apply to participants at NACFC, as well as any other CF Foundation-sponsored events, including CF Foundation employees, volunteers, exhibitors, sponsors, vendors, service providers, media, presenters and attendees.¹ By registering for or attending any CF Foundation event, you agree to follow this guidance. Specific events may have additional requirements.

Expected Conduct

Participants at CF Foundation events are expected to:

- **Be considerate, open-minded, and respectful.**
 - Help to create a productive and positive environment to create a meaningful experience for all. Be considerate of others’ opinions and life experiences.
- **Keep presentation content, discussions and questions focused on relevant topics.**
 - Staying on relevant topics enables participants to learn from each other and benefit from a productive exchange of ideas. Raise matters that are within the scope of the event or intended discussion topics.
 - Be responsive to moderator guidance on whether a topic is appropriately in scope. For example, a respectful debate about a CF-related topic may offer valuable feedback, but arguing individual political views, promoting specific brands or business ventures, debating matters of personal taste, or critiquing participant or community member personal qualities or interactions will generally not foster a productive dialogue.
- **Participate using your genuine identity and content you are permitted to share.**
 - To create an open and honest space, use your real name, identity, and experiences. When participating in virtual events, use your real name or initials, and use accurate photographs of yourself if uploading images to a profile.
 - For events requiring registration or other attendance restrictions, attend only the events for which you are registered or the intended audience.
 - Give appropriate credit to ideas or works created by others.

¹ For events where children may be present, their conduct and safety is the responsibility of the supervising adult.

- **Seek permission before sharing non-public information and honor confidential discussions.**
 - As an organization dedicated to curing an illness, discussions at the Foundation regularly involve sensitive or confidential information, such as an individual’s medical diagnoses or experiences. You should get their permission, before sharing another’s non-public information, even as an example in a discussion.
 - While we encourage you to share your experience at CF Foundation events, including on social media, please respect the privacy of others, including the content of one-on-one conversations or chats, as well as small-group breakouts (video or in-person).
- **Respect the rules, policies and practices of the specific event.**
 - To ensure the safety, security and logistics of an event, please follow any additional specific policies or guidance as instructed.

Unacceptable Conduct

Participants at CF Foundation events are expected to refrain from unacceptable conduct. The CF Foundation reserves the right to determine, in its sole discretion, whether behavior constitutes unacceptable conduct. Behaviors to avoid include, but are not limited to, those noted below.

- **Do not discriminate against or harass any participants.**
 - The CF Foundation prohibits discrimination or harassment of other event participants.
 - Avoid personal attacks, or any speech or action that is intimidating, harassing, discriminatory, abusive, derogatory, or demeaning.
 - For additional information, please see the CF Foundation’s Anti-Harassment policy.
- **Do not use malicious or offensive speech.**
 - Do not use vulgar speech or other offensive language that may make other participants feel uncomfortable. Event participants have different experiences, personalities, and backgrounds. Please be sensitive to others’ perspectives and do not make assumptions about them or their experiences.
- **Do not engage in unsafe behavior or interrupt the event.**
 - Do not act in a way that could endanger the safety of yourself or others, cause damage to people or property, or interfere with the proper functioning of virtual event platforms or other event technology.
 - Do not interfere with the logistics of an event or the proper functioning of event software, platforms, or other event technology.

- To help protect the health and well-being of participants, including people with cystic fibrosis, follow the CF Foundation’s health policies or as well as any safety specific policies or current advisories.
- **Do not ask for or give individual medical advice.**
 - Everyone’s medical experiences are unique to them, including their journey with cystic fibrosis. You may learn about how others manage cystic fibrosis or additional diseases as they share their stories, or hear from medical professionals providing general factual information, but you should consult your care team before making any changes to a treatment plan for yourself or your loved ones.
 - If you require medical attention, please consult a qualified medical professional, either at your care center or at another treatment institution.
- **Do not share others content or information without permission.**
 - Do not share images, written materials or other third-party resources without obtaining written permissions, including on trademarks and copyrights.
 - Please do not share pictures, screenshots, or information from private sessions unless given explicit authorization to do so by all involved.

Reporting Unacceptable Conduct

If you witness or experience behavior that you believe to be a violation of this guidance, please report the issue during the event. Specific events may designate an event lead or primary contact, or you may ask CF Foundation staff for assistance. For issues during a virtual meeting, you may also be able to report an issue by visiting the IT Help Desk.

If you are a CF Foundation employee, the [Reporting, Investigations and Whistleblower policy](#) may also apply, and may offer additional methods for reporting concerns.

Consequences

Anyone asked to stop unacceptable behavior is expected to cooperate immediately. Event participants are also expected to cooperate in any CF Foundation efforts to look into reports of failures to follow this guidance.

The CF Foundation, in its sole discretion, may remove those who fail to follow this guidance from continued participation in or attendance at the CF Foundation event (in-person or virtual), without refund. The CF Foundation may also, in appropriate circumstances, restrict violators of this guidance from participation or attendance at future CF Foundation-sponsored events. The CF Foundation reserves the right to determine if alternative and/or additional consequences may be appropriate.

In addition, the CF Foundation reserves the right to report violations to outside individuals or organizations, including law-enforcement agencies, as appropriate.

Additional Information

If you have questions about this guidance, please contact Kirsten Olean, Senior Director, Meeting Planning & Design (kolean@cff.org).