

# AAE Code of Conduct for Virtual Events

## AAE Code of Conduct for Virtual Events

The American Association of Endodontists is committed to providing a professional, safe, productive and welcoming environment for all meeting participants and AAE staff. All such participants including, but not limited to, attendees, speakers, volunteers, exhibitors, AAE staff, service providers and others are expected to abide by this Code of Conduct. The Code applies to all AAE meeting-related events, including those sponsored by other organizations that are held in conjunction with AAE events, in an online format.

## **EXPECTED BEHAVIOR**

- All meeting participants should be treated with respect and consideration.
- Do not attack others or challenge them in a disparaging manner. The discussions and comments are meant to stimulate conversation, not to create undue contention.
- Do not post commercial messages for any product or service that you, a family member, or a friend are trying to promote.
- Use caution when discussing specific products. Disparaging comments about a product may expose you, and the AAE, to charges of defamation and trade libel.
- Do not suggest any boycott, or other form of collective conduct, including but not limited to suggesting fees to be charged by endodontists. Indeed, do not mention fees of endodontists in any way. Any such suggestions or discussions may raise serious antitrust issues.
- Meeting participants should avoid personal attacks directed toward other attendees, participants, AAE staff, exhibitors, and suppliers/vendors. They should not engage in verbal abuse of any attendees, speaker, volunteer, exhibitor, or AAE staff member.
- Meeting participants should be tolerant of a diversity of views and opinions and should avoid racial, religious, ethnic, and gender or sexual-preferencebased slurs —or any other derogatory language involving a protected class. They should not engage in harassment, intimidation, or discrimination of any kind.
- Do not reveal any protected health information (PHI) of any identifiable patient without written authorization from that patient.
- Do not post any defamatory, abusive, profane, threatening, discriminatory, or illegal materials or comments.
- Do not post any material that is protected by copyright without written permission of the copyright owner.

#### aae.org

180 N. Stetson Ave. Suite 1500 Chicago, IL 60601 Phone: 800-872-3636 Fax: 866-451-9020



## REPORTING UNACCEPTABLE BEHAVIOR

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify an AAE staff member.
- Notification should be done by contacting an AAE staff person via e-mail at meetings@aae.org.

# **CONSEQUENCES**

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- AAE reserves the right to prohibit or limit attendance of an offending individual at any future meeting.
- AAE reserves the right to deactivate a virtual attendee account at any time, at its sole discretion, if it concludes that any of the rules have been violated by that attendee.

#### AAE RESPONSIBILITIES

AAE will investigate every allegation of violation of this Code of Conduct and will respond appropriately. While we take all concerns raised seriously, we will use our discretion to determine when and how to follow up on reported incidents, and we may decline to take any further action and/or may direct the participant to other resources for resolution.

#### FINAL POINTS

This virtual event is provided as a service for the members of American Association of Endodontists. However, the AAE is not responsible for the opinions and information posted on this site by others. In no event shall the AAE be liable for any damages resulting from any post.

# **Privacy Policy**

We respect your privacy and recognize the importance of securing and protecting all data and the privacy of certain basic personally identifiable data, such as contact information, demographic information and payment processing information. Any personal information you provide to us, including and similar to your name, address, telephone number and e-mail address, will not be released, sold, or rented to any entities or individuals outside of AAE except as noted below. We do not collect data from individuals unless provided to us voluntarily and knowingly and with access to update and change the data at will.

# Whom Do We Share The Personal Information We Collect Through This Site:

#### AAE Partners

AAE collects personal information such as profile data and contact information (name, title, company, mailing address) through event registration. In some cases, we share this information with event Exhibitors and Sponsors in order to contact you directly. You have choices about the data we collect and share. When you are asked to provide personal data, you may opt out of sharing it with AAE Partners during the event registration process. However, please note certain contact information is required to complete registration. You may withdraw your consent at any time by contacting us at meetings@aae.org.

## Our Service Providers

We may share your personal information with companies that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information that we share with them and to use it only to provide specific services on our behalf.



# Business Transfers

Your personal information may be transferred to another entity in connection with a merger, reorganization, dissolution or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this Privacy Policy.

We may disclose the personal information we collect through this Site when we, in good faith, believe that disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime, such as fraud or identity theft; to enforce our Terms and Conditions or other agreements that govern your use of this Site; or to protect the rights, property, or safety of AAE, our members, or others.

#### Data Use

We may use your information to offer goods and services we believe will be of value to members on behalf of AAE, our affiliates and our partners. We may use contact data to inquire or survey about conference experiences, membership engagement, education opportunities or general membership satisfaction. We may also create and use aggregate information that is not personally identifiable to understand more about the common profiles and interests of our members and website visitors.

#### External Sites

We are not responsible for the content of external internet sites. You are advised to read the privacy policy of external sites before disclosing any personal information.

#### Cookies

A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalization, etc.). Cookies themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be used by 3rd party content providers such as newsfeeds.

# Data Privacy Policy Changes

In the future, we may need to change this Policy. AAE reserves the right to modify this Data Privacy Policy at any time without prior notice. All changes will be updated on the AAE Website so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. This Policy was last updated on May 18, 2020.