

Codes of Conduct Workshop Community Agreements *

Be an active listener

- Show empathy. Avoid judgment. Use positive body language

Be open and self-reflective

- Turn reaction and judgment to “why do they feel / think that way” and “what does my reaction teach me about myself”
- Assume good intentions and speak directly when harm occurs
- Allow people to make mistakes. Create conditions to make this a learning space.

Engage in affirming behavior

- Use affirming pronouns
- Check pronunciation of names
- Don't interrupt. Leave space for others to speak
- Affirm the person, critique the idea
- Speak from your own experience. Use “I” statements
- Do not share other's experiences without their permission

Meeting protocol

- This is a hybrid meeting
- Please raise hands on zoom.
 - For direct responses to the current speaker, put “DR” in the zoom chat
- Speakers, please the pointer on your computer
- Wait for a microphone / step up to a microphone to speak.
- If you are remote and cannot hear a comment, please say something
- Respect the schedule

* Adapted from Inclusion Summit Community Agreements, Crystal Bedley, Tyler Clementi Center for Diversity Education and Bias Prevention

Session notes

We ask for one or two volunteers per session to take notes in the following shared documents:

- [Plenary session notes](#)
- [Parallel session 1 notes \(Black Hole, WH2NW\)](#)
- [Parallel session 2 notes \(West Wing, WH10NW\)](#)

Please capture the discussion, and when appropriate, candidates for best practices, challenges or unresolved questions, and gaps or missing elements.

We ask speakers to share their slides (redacted if necessary) with the organizers in order to assist with preparation of the workshop report.

Zoom links

- Thursday

- Plenary:

<https://fnal.zoom.us/j/92021003081?pwd=eDhhTFdJVFZhd1NBTVpvdzBDNFhUQT09>

- Parallel session 1 (WH2NW):

<https://iu.zoom.us/j/87171282412?pwd=WndmTUwyYlpVMzFuQmhiQSsxZyttZz09>

- Parallel session 2 (WH10NW):

<https://fnal.zoom.us/j/92021003081?pwd=eDhhTFdJVFZhd1NBTVpvdzBDNFhUQT09>

- Friday

- All sessions:

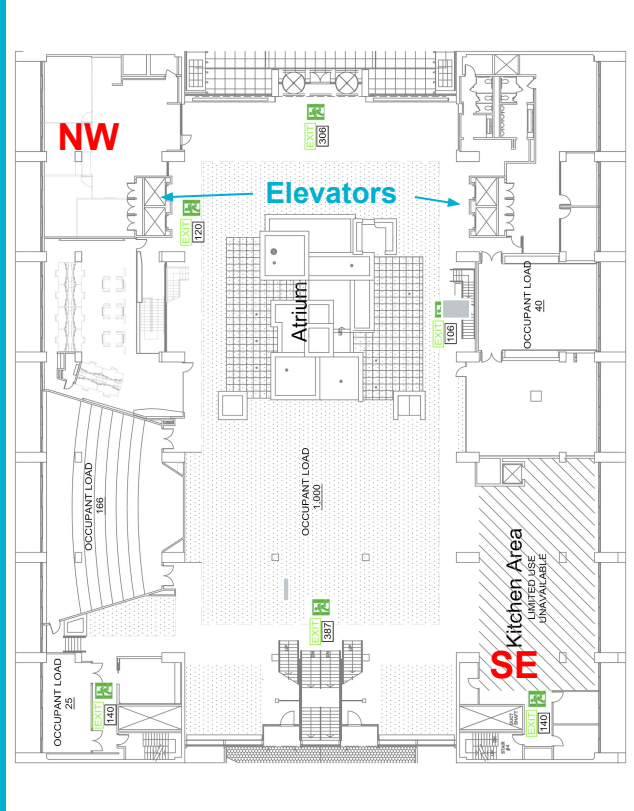
<https://fnal.zoom.us/j/92021003081?pwd=eDhhTFdJVFZhd1NBTVpvdzBDNFhUQT09>

Orienting




You entered
via NW door

WH plan view




"Site North"

Facilities

- Thursday
 - WH10NW (West Wing).
 - Parallel session 1: WH2NW (Black Hole)
 - Parallel session 2: WH10NW (West Wing)
 - Coffee breaks outside WH10NW
- Room on Friday
 - WH2SE (Comitium)
 - Coffee breaks outside WH2SE
- All gender restrooms available on WH13N, WH15NW, WH2S

Emergency procedures

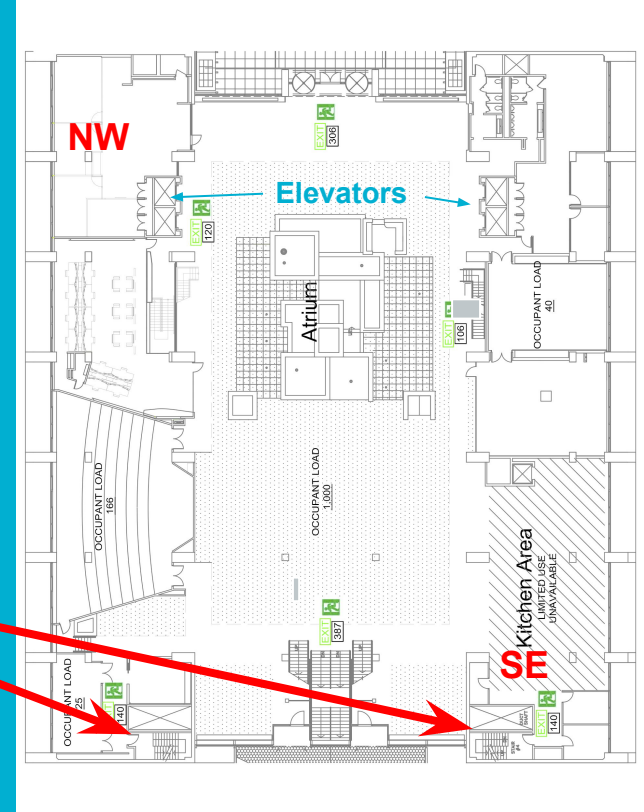
Fire alarm:

Flashing strobes on alarms

Fire evacuation plan:

Proceed to south stairwells,
then down to exits on ground floor

WH plan view



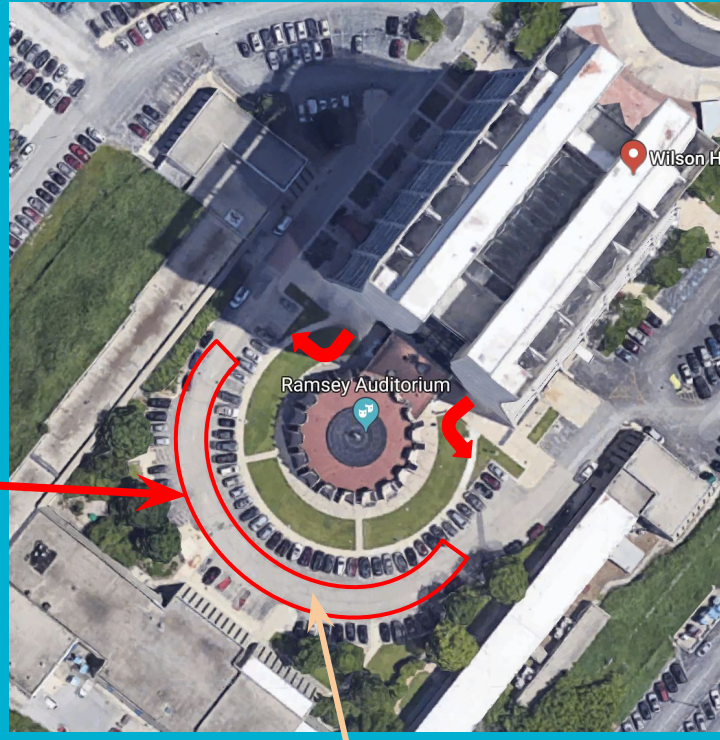
Emergency procedures

Fire alarm:

Flashing strobes on alarms

Fire evacuation plan:

Once outside, gather in this area



Once outside, gather in this area

Acknowledgements

Thank you to:

- Spring Barrett, Neutrino Division Administrative Support for handling all administrative details for this workshop
- CoC Workshop Organizing Committee
 - Elizabeth Worcester, Erica Snider, Hugh Lippincott, Jose Crespo, Joel Sander, Morgan Wascko, Kendall Mahn, Paul Martini, **Mark Messier**, Mandeep Gill, Nicola McConkey, Steve Brice, Vincent Basque