

EARLI Safe Conference Policy

Adopted in August 2023

Amended in September 2023

Approved by EARLI Board of Directors in October 2023

The EARLI Board of Directors wishes to ensure that our conferences provide ample opportunities to meet and share knowledge without having to worry about any threats to one's personal safety. EARLI conference participants should know whom to contact in case of an emergency, physical or psychological. Therefore, in addition to the local measures that are already in place (such as, ensuring that health and safety protocols are adhered to during the conference) the EARLI Board of Directors discussed a new policy (Safe Conference Policy) and the actions that stem from the adoption of such a policy.

A. Establishing an EARLI Safe Conference Policy

A proposal for this policy is as follows:

Each EARLI conference organizing committee must take all appropriate measures to protect the conference participants' health and safety, and to create an environment where participants feel safe (physically, socially, and psychologically) and free to express themselves within the bounds of proper academic behavior, with full respect to human rights, and according to the EARLI Code of Professional Ethics and Conduct (CoPEC). As a result, the conference organizing committee may decide on a number of actions to ensure that the above is achieved. These actions should be clearly communicated to the conference participants before and during the conference.

The EARLI association expects that, at a minimum:

- a) The conference organizers must specify a "***Safe Conference Care Team***" (EARLI SCCT) before a conference is held;
- b) This committee should include several members, of different genders and various seniority levels, who should be attending the conference and should be reachable during the conference;
- c) Upon registering for an EARLI conference, each participant should accept and adopt the EARLI Code of Professional Ethics and Conduct (CoPEC).

It is important to create a diverse and reachable ***Safe Conference Care Team***. The composition of the Committee should be, at a minimum, as follows:

EARLI Biennial conference SCCT:

- A representative from the local organizing university who is knowledgeable about health and safety issues;
- One member of the Board of Directors;
- One member of the EARLI office as contact person;

- One JURE member;
- One member from the broader EARLI community.

The committee will be led by one of the members of the local organizing committee.

SIG conferences SCCT:

There should be at least 2 members:

- A member from the local organizing committee;
- One of the SIG coordinators organizing the conference.

Each team should convene at least one meeting to discuss the safety principles of the conference and the safety policy of the local university. All committee members should watch the short EARLI training material. The names of the members of this team should be known to the conference participants, who can get in touch with these members for emergencies or any other issues that may arise in relation to health and safety during the conference.

The specific details of the actions that this **Safe Conference Care Team** establishes can be determined on a case by case.

The above applies to the EARLI biennial, JURE, and SIG conferences. The policy can be adopted for other EARLI sponsored events, and adapted as necessary.

B. An example of operationalizing this Safe Conference policy for EARLI conferences

You can find the details of how the above policy has been specified for the EARLI 2023 conference [here](#).

C. Actions to be taken during each conference

1. Adapt the available template describing the conference Code of Conduct;
2. This document can be included in the conference bag as a handout;
3. The Policy for Safe Conferences and the Code of Conduct should be visible on the conference website;
4. Participants should agree with the Code of Conduct and with the EARLI Code of Professional Ethics and Conduct (CoPEC) when submitting a proposal to the conference;
5. If there is an app that will be used during the conference, it should include information that allows each participant to get in touch with the Safe Conference Care Team;
6. People can get in touch with the conference care committee via in-app messaging or at the following address: careteam@earli.org. This email address is permanently working;
7. The Safety and emergency information section in the app will be adjusted to include contact information about the Safe Conference Care Team;
8. Any other actions considered important by the local conference organizers.