



Code of conduct

Virtual Seminar series on PHHQP

This is a novel conference format, in which you interact with people in different ways, possibly with disagreeing views. In order to ensure there is a respectful exchange, we have put together a code of conduct adapted from what is common standard also in other virtual scientific conferences¹. This may seem like stating the obvious to most, but we have decided to bring this up in order to guarantee a common ethical ground as clearly as possible that allows for a smooth and fair process.

Rules for all participants

Please note: The code of conduct below does not only apply to the scientific part, i.e. the actual talk of the speaker, but especially for the follow up discussion, the written comments in the chat and also the social part that is before the actual start of talks.

- Please keep yourself on “mute” at all times, especially during the talk, to reduce background noise.
- To indicate that you wish to ask a question or make a comment please use the “raise hand” button or type the question into the chat box. Wait for the chairs to invite you to speak.
- When speaking:
 - No personal attacks (ad hominem) will be allowed. If you disagree, attack the argument, not the person!
 - In a debate, avoid using fallacies. For common examples see for instance [here](#).
 - No offensive or derogatory language, or shouting, will be tolerated.
 - If you disagree with someone’s viewpoint, please state the reasons as clearly as possible.
 - Do not take up all the talking time and allow other participants to speak. Keep your comments and questions concise.
 - When asking a question to the speaker or other participants give them ample time to respond.
 - Stick to the subject of the talk and avoid unnecessary digressions.
 - Respect the speaker and do not use up his/her and the time of others imply advertise your own work.
 - Do not interrupt or talk over someone else, or use body language to distract or disrupt each other.
- The speaker and all participants should feel safe to bring up contentious issues. They should not be made uncomfortable by the remaining participants.
- No demeaning, discriminatory, or harassing behaviour and speech focused on protected characteristics (culture, age, ethnicity, gender, sexuality, disability, religion, marriage or civil partnership status, gender reassignment), or on hierarchy status, will be tolerated.

1 Many thanks to our colleagues from [Quantum Battles in Attoscience](#).

- Harassment includes: offensive verbal comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; and unwelcome sexual attention.
- Be considerate, courteous and respectful at all times.
- Be mindful of cultural differences. What may be acceptable in one culture may be offensive in another. This is important as we have participants from across the globe.
- Be mindful of your surroundings and of your fellow attendees. Alert conference organisers if you notice a dangerous situation or someone in distress.
- If you are subjected to unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns during the event, please notify a member of the organising committee as soon as possible. All reports will remain completely confidential.
- If evidence is provided that a participant has engaged in unacceptable behaviour, the conference organisers may take any action they deem appropriate, up to and including expulsion from the conference series.
- Should you feel like discussing any issues outside the actual online meeting, please contact the organisers by e-mail or other means. All reports will remain completely confidential.

Rules for chairs and mediators

- Chairs and mediators will not allow personal bias or knowledge to influence their decisions. Please be mindful about possible unconscious biases as well. Details on unconscious bias can be found for instance [here](#) or [here](#) and the 12 most common types and how to avoid them [here](#).
- Keep your interventions short and precise. Please ensure that the discussion is moving and all participants have equal chances to express their views.
- Be firm and decisive if it needs be, but please be respectful to all.
- If necessary, be flexible enough to maximise the quality of the debate. Depending on the context, it is OK to bring a personal question, include the audience or the speaker less or more.