



IEEE Electrical Safety, Technical, Maintenance & Projects Workshop

Policy on Business Ethics, Commercialism, and Vendor Entertainment Etiquette
April 28, 2017

Policy Statement

This IEEE Electrical Workshop is designed to bring people together from various perspectives, groups, enterprises, agencies, communities, societies and affiliations to address the purpose of becoming more engaged with electrical technology and mega-projects. In recognition of the diverse presentations and audiences that are joined together by this effort, this IEEE Workshop must establish an open, respectful, and professional forum. This forum includes both the exchange of technical information independent of commercial issues, and the display of products and services that are commercial in nature.

Participation in the Workshop from all interested parties is essential. To this end, the participation of all interested parties, as long as it is appropriate, is not only welcome but is encouraged. This policy has been developed to protect the integrity of the Workshop, and to preventing any potential conflicts or compromises relating to Business Ethics, Commercialism, and/or Vendor Entertainment Etiquette.

All associated with the Workshop are expected to conduct themselves in accordance with this policy.

Any non-compliance shall be subject to the provisions of Section 8.0 "Non-Compliance" below.

1.0 Technical Presentations

Technical presentations should be generic and educational in nature. Materials with commercial or business promotion content are to be reserved for the Workshop's Equipment and Services Exhibition Event. For participants uncertain of the detailed implementation of this policy, examples of items permitted and prohibited from the Workshop Technical Sessions are identified below.

1.1 Items Acceptable

The following are examples of items that are considered acceptable at the Workshop technical session:

- Author's complete name, business affiliation, professional affiliation(s), business logo and/or mailing address on a title or introductory slide.
- Use of valid technical data to support a product without reference to a company's trade name, specific name, location of facilities, etc.
- Photos or slides of in-service products or equipment related to the understanding of the presentation not identifying a specific product or company.

- Refusal to respond to a question or comment that is commercial in nature and that should be discussed outside the Workshop technical session. The presenter should also explain that it couldn't be responded to because of its commercial nature.
- References to products and organizations that have no commercial significance to the presentation, offered for a more complete understanding of the subject (e.g., IBM compatible, Internet, OSHA, etc.)
- Non-technical trademark names that have become common over time and are often used as generic names (e.g. vice-grips, scotch tape, etc.)
- References to nationally or internationally recognized consensus standards organizations, government departments and regulations. (e.g., IEEE, NFPA, NEC, NEMA, UL, CSA, IEC, OSHA, etc.)

1.2 Items Prohibited

The following are examples of items that are prohibited from the Workshop Technical Session:

- Company or organization logos (except on title slide).
- Text or statements that include specific products or company references.
- Photos or slides that identify specific products or company references.
- Text or statements for the purpose of commercial gain or improved business position.
- Direct quotes from references that make commercial statements.
- Reference to or information on a company's internet address or website.
- A response to a question or comment that is commercial in nature, and that should be discussed outside of the technical session. The presenter should also explain that it couldn't be responded to because of its commercial nature.
- Display or distribution of commercial materials or literature at Workshop Technical Sessions, meals, or breaks (except as permitted under 2.0," Commercial Displays" below)
- The use of profanity.
- References or comments that could be considered disrespectful, inappropriate, off-color, or otherwise offensive and unprofessional.

2.0 Commercial Displays

Commercial displays such as signs, posters, banners, products, etc. shall be limited to the Workshop Exhibition and hospitality rooms except for corporate or organization sponsored breaks, meals, socials, etc. In order to recognize corporate or organization sponsorship of refreshment breaks, meals, socials, etc., the sponsor will be permitted a display of advertisement literature or materials at the location of the sponsored event during the time frame of the sponsored event.

Large group oriented displays of commercial equipment or group oriented product presentations shall be permitted with the approval of the Workshop Chair and may be open when no other

official activities are scheduled. These displays are allowed in the Workshop Exhibition Room only. Commercial literature shall be distributed only in Workshop Exhibition and hospitality rooms or on a personal basis at times outside of scheduled Technical Sessions.

At least one member of the company or organization having a Vendor Exhibit space(s) shall have a full Workshop registration.

3.0 Recognizing and Reporting Potential Conflicts

With regard to the potential for conflict of interest issues, the Workshop Committee urges participants to carefully scrutinize their technical and exhibition materials to eliminate the potential for perceived or actual conflicts between preferred technical information and commercial business interests. Because of the evolving nature of the industry, this aspect of the policy relies to a significant degree on the voluntary good will of all attendees to communicate with the Workshop Committee to affirm avoidance of Conflict of Interest should doubt arise about the specifics of compliance. It is the responsibility of the members of the Workshop leadership to examine such actions to determine if a conflict of interest may exist. Any such recognized potential conflict shall be made known immediately to the Workshop Chair who, after consultation with other Workshop Committee members, will advise the individual of the proper course of action to be taken to avoid such conflict. This shall apply to all participants of the Workshop regardless of their capacity.

4.0 Hospitality Rooms

- Vendor hospitality rooms used as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual oriented basis shall be allowed.
- The principal member responsible for the vendor's hospitality room shall have a full registration for the workshop.
- Vendor hospitality rooms shall be closed during official Workshop program hours, including the time set aside for technical meetings, official banquets, official luncheons, official cocktail parties, or like affairs.
- At least one-half hour before official Workshop affairs, vendors shall close their hospitality rooms to guests, including those already present. The rooms shall not reopen until such Workshop affairs are officially closed.
- An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
- A listing of all hospitality room sponsors and locations is allowed to be displayed in the Workshop Registration area.
- Literature and products for display on a personal and individual basis in hospitality rooms shall be permitted as long as it is consistent with the technical communication objectives of the Workshop.
- All vendors intending to have hospitality rooms shall give notification to the Workshop Committee prior to the beginning of registration.

5.0 Vendor Entertainment (*see Vendor Etiquette Rules at bottom of this document*)

Vendor luncheons, cocktail parties, or other group events shall be scheduled and controlled so as not to conflict with the times allotted to the official conference program, or other official Workshop events such as luncheons, banquets, cocktail parties, etc.

At no time during the scheduled Workshop program and activities shall anyone take registrants (not including guests) away from the Workshop facilities for any purpose.

Inviting customers to dinner on nights when there are no scheduled Workshop Events is acceptable. Such dinners should be planned and executed such that guests can be at the Workshop facilities after dinner in time to participate in other informal activities such as hospitality rooms or other vendor sponsored social functions.

6.0 Use of Workshop Logo

This IEEE Workshop Logo is intended for use on materials, literature, or products for the purpose of promoting the Workshop. The logo shall be used in connection with official business of the Workshop. The logo shall not be duplicated, reproduced, or otherwise used for any other purpose without the prior written approval of the Workshop Committee Chair, or the Workshop Committee Chair.

7.0 Use of Attendee Contact Data

Contact data provided with the Workshop Registration List such as phone numbers, postal and e-mail addresses, etc. is provided to Workshop attendees for the purpose of providing networking opportunities and for legitimate business activity. Use of such lists shall be such that correspondence is among individuals. No representation will be made that such correspondence is associated with the Workshop or any of its committee(s) members except as made by those members, or that it is associated with anyone other than the sender. Any bulk distribution shall be made using a "BCC" or similar feature so that contact information is not available for improper use on the Internet. Any participant not wishing to make their contact data public can notify the Workshop Chair to have that information kept confidential.

8.0 Non-Compliance

This policy is written to ensure that all Workshop participants, including attendees, guests, exhibitors, and staff, may understand the high value placed on professional conduct at the Workshop. The Workshop Committee has the obligation to ensure that all participants adhere to the policy. Should non-compliance concerns arise, the Workshop Committee will exercise their judgment on a case-by-case basis. Failure to comply with the requirements of this policy can result in disciplinary action being taken against those individuals or companies responsible. Flagrant and/or repeated violations could result in the individuals or companies being prohibited from participating in future Workshops. Any appeal of an incident should be submitted in writing to the Workshop Committee Chair.

ESTMP Condensed Etiquette Rules for Vendor Entertainment

Vendor participation is very welcomed at the IEEE-ESTMP. Etiquette Rules are designed to prevent conflicts of vendor activities with the technical programs. Conduct at the conference must be in accordance with the complete IEEE Rules of Etiquette, which are available at the registration desk or at www.ieee.org. The following information is a summary of those rules.

Hospitality Rooms must be closed during all official conference functions such as technical papers, official luncheons, Night Conference Social, and Subcommittee meetings.

- Commercial demonstrations and commercial literature distribution must be confined to the vendor hospitality suite.
- Hospitality Suites shall be open to all conference attendees (including competitor attendees).
- Hospitality Suites are open to registered conference attendees (and their registered guests) only, i.e. can not invite non-registered persons.
- Exhibition helpers are not permitted to attend Technical Sessions or Conference Meals, but they are allowed to help in the Hospitality Suites (and Exhibition) only.

To reserve an hospitality suite contact Steve Glass at sgglass@mindspring.com