



## **Code of Conduct & Participant Advisory for the 2024 Lavender Law® Conference & Career Fair Safer Space Policy**

We are excited to welcome you to the upcoming 2024 Lavender Law® Conference & Career Fair. This Code of Conduct and Participant Advisory aids in your preparation to attend the world's largest professional event for the legal LGBTQ+ community.

### **Open and Constructive Dialogue:**

The Lavender Law® Conference & Career Fair encourages open and constructive dialogue. Engage in discussions with respect, humility, and an open mind. Be willing to share your knowledge, experiences, and opinions while being open to learning from others. Differences of opinion are natural; when expressing differences, those participants are asked to maintain a respectful tone. Please avoid ad hominem attacks and inflammatory language.

### **Respect and Inclusivity:**

We value and respect the diverse backgrounds, experiences, and perspectives of all attendees at Lavender Law®. We are committed to creating a safe, inclusive, and welcoming environment for everyone, regardless of race, ethnicity, gender/gender identity, sexual orientation, disability, age, religion, or any other characteristic. Negative behaviors such as unwanted advances, harassment, discrimination, or any form of disrespectful or harmful conduct is unwelcome and may result in loss of participation privileges. We remind everyone that Lavender Law® includes a career-building and job-seeking component, and that interactions, particularly between law students and potential employers, must always be professional in nature. Participants are encouraged to treat others with respect, kindness, dignity, and empathy, and actively listen to and engage with different viewpoints and experiences.

### **Personal Responsibility and Safety:**

The Lavender Law® Conference & Career Fair prioritizes personal safety and well-being, including that of the local community. The Westin Hotel is a public facility, and its management requires that while on premises all participants comply with all laws, ordinances, orders, rules, regulations, and requirements of all federal, state, municipal and local governments, departments, commissions, boards, officers, and

related entities, including building management. Building regulations further require that no material, substance, equipment, or object in violation of those laws — or is likely to endanger the health, safety, life of, or to cause injury to, any person — is to be brought onto the premises.

As with any large gathering it is important to respect the boundaries and consent of others and not to engage in any activities that may have the effect of compromising participant's personal safety or the safety and well-being of others or the community at-large.

By attending the Lavender Law® Conference & Career Fair, all participants agree to adhere to this Code of Conduct. Together, let's create an informative, fun, educational, safe, inclusive, and engaging environment for all participants to meet with one another, share and gain knowledge of LGBTQ+ law and the best practices being developed to help all members of society.

1. **Mobile App:** To receive important updates and notifications from the organizers during the event and navigate the agenda and facility, please download the Official Lavender Law® Conference mobile app to your smartphone or tablet device, available from the App Store and Google Play. All event information including agenda, sessions meeting room locations, exhibit hall and other special events information is provided via the app.
  - a. **Privacy:** As a privacy measure, on download the default setting for your profile is set to private, meaning others will -not- be able to see your name or communicate with you via the app. To change that setting and enable your name as it appears on your registration, and organizational affiliation to be visible, please click on the Networking button on the app's home screen, then click on your initials at top right and in the My Profile section you can enable networking and make any necessary changes to your profile.
  - b. **Communications:** Profile sharing will allow participants to message you in-app and for you to message -other- participants and event managers. The app will also be the primary communications channel for important or urgent notifications during the event. These will include any schedule updates and changes; important announcements; and any general safety or other similar urgent communications. All participants are strongly encouraged to download and use the app's calendaring, search and on-board navigation features as a helpful planning and communications aid.
2. **Registration and Admission:** The Lavender Law® Conference & Career Fair works to provide participants a space that is safe and conducive to the overall learning and networking objectives of our gathering. We have coordinated closely with the venue to establish comprehensive admission procedures and

safety protocols. Clear signage will indicate designated access points to the event's main registration area. Admission into the conference meeting rooms, career fair and other feature areas will only be provided to participants that have completed the registration process and obtained their badge authorizing access to the event. During the process, please note the following procedure:

- a. **Have a copy of the email confirmation with bar code sent to you via email.**
- b. **Once inside the registration area proceed to one of the many self-scanning stations and scan the barcode. This will generate your badge automatically.**
- c. **Proceed to the registration service counter where service staff will provide you with the badge.**

With over 2,000 participants pre-registered to attend, wait times to complete the registration process may extend to 30 minutes during highly congested morning hours: in particular during morning hours on Wednesday, August 7. Participants are advised to plan accordingly.

**Please take advantage of the  
pre-registration hours of  
2:30-7:00pm on Tuesday, August 6th.**

**Registration will also be open  
Wednesday, August 7 & Thursday, August 8: 7:30am-5:30pm  
Friday, August 9: 7:30am-1:30pm**

### **Event Security & Safety**

3. **Venue & Event Security:** The Hotel maintains an on-site Security Command staffed 24/7. Security officers routinely patrol the facility and surrounding area to ensure public safety and the building is equipped with a state-of-the-art CCTV monitoring system with cameras as well as a sophisticated communications network. Event Security is provided by a private security firm that services large scale public events, and trade shows nationwide. All Event Security officers will be operating on a secure communications channel and will be networked with the building Command Event and with the event director.

Should participants have a need for assistance from Security or to report an incident to Security, please communicate directly to hotel and security officers on-site. In cases of sexual harassment, physical confrontation, bullying, bigotry, and other forms of violence that make you feel threatened, please ask to speak with the LGBTQ+ Bar's Co-Interim Executive Directors, Paul Thaler and Judi O'Kelley, who can also be reached via email at [paul@lgbtqbar.org](mailto:paul@lgbtqbar.org) and [judi@lgbtqbar.org](mailto:judi@lgbtqbar.org).

4. **Personal Belongings & Company Property:** While there are security measures and personnel in place in the Event, participants are advised to take reasonable, normal precautions to keep their personal belongings, bags, backpacks, electronics or other personal property or company property secure and always attended to. Neither the organizers nor facility management are responsible for securing those items. Any packages, backpacks, purses, or other bulky items left standing unattended may be subject to inspection or removal as a safety precaution. It is also important to be vigilant and report any suspicious activities, packages or unattended bags to Event Staff or Event Security personnel.

**Thank you – have a wonderful Lavender Law®!**