



The National Neurotrauma Society Symposium Safety Plan

Overview

The National Neurotrauma Society Annual Symposium is an international conference dedicated to the study of neurotrauma and to translating knowledge generated by research into improved patient care. The annual Symposium is co-hosted by the National Neurotrauma Society and the American Association Neurological Surgeons and Joint Section on Neurotrauma and Critical Care (AANS/CNS). This combination of expertise allows for presentations that integrate state-of-the-art clinical, translational, and basic science data.

The organizers of the National Neurotrauma Society Symposium are dedicated to providing a harassment-free conference experience for everyone, regardless of actual or perceived gender identity and expression, sexual orientation, academic standing, educational rank, disability, national origin, race, religion, age, or physical appearance. Harassment in any form is not tolerated. We are dedicated to providing a secure and inclusive environment that promotes mutual respect, diversity and the free exchanges of ideas. We aim to foster a respectful and inclusive environment for all participants. We expect every attendee, staff, volunteer, and speaker to adhere to the highest standards of behavior and treat others with dignity and respect.

This document details NNS 2023's policy and procedures regarding our Symposium Safety Plan, as well as important resources available to attendees, including how to report incidents of harassment. If you experience or witness any form of harassment or inappropriate behavior during the symposium, we strongly encourage you to report it immediately to a member of our staff or through the designated reporting channels. All reports will be treated confidentially, and appropriate actions will be taken to address the situation.

In accordance with NIH policy, all NIH sponsored conferences are required to provide plans to promote safe environments at conferences. A description of this requirement can be found here: [NOT-OD-22-074: Plans to Promote Safe Environments at Conferences Supported by NIH Grants and Cooperative Agreements](#)

Expectations of Behaviors

The National Neurotrauma Society aims to provide a safe and respectful environment for all Symposium attendees and participants. Discrimination and harassment in any form will not be tolerated at any Symposium events. Behavior that makes anyone feel unwelcome or unsafe is counter to the mission of the Society and goals of the Symposium. Any violations in behavior could lead to the expulsion from Symposium events and potentially exclusion from participation in future events.

Harassment includes, but is not limited to:

1. Sexual Harassment. Unwanted sexual advances, requests for sexual favors, inappropriate comments, gestures, or physical contact of a sexual nature.
2. Racial or Ethnic Harassment. Offensive or derogatory comments, slurs, jokes, or actions targeting an individual's race, ethnicity, or cultural background.
3. Discrimination. Treating someone unfavorably or differently based on their gender, sexual orientation, disability, age, religion, or any other protected characteristic.
4. Bullying. Intimidation, coercion, or aggressive behavior intended to create a hostile or uncomfortable environment for another person.
5. Verbal Abuse. Using offensive language, insults, or derogatory remarks towards others.
6. Stalking. Persistent and unwanted attention or following someone closely without their consent.
7. Invasion of Privacy. Intruding on someone's personal space, taking photos without permission, or sharing personal information without consent.
8. Displaying Offensive Materials. Exhibiting or distributing materials that are offensive, discriminatory, or sexually explicit

Organizers of the Symposium retain the right to take any actions needed to keep the event a welcoming environment for all participants. The policy applies to meeting attendees, event organizers, volunteer workers and all sponsors and exhibitors. The policies apply to all Symposium-related scientific sessions and event-related social activities.

Confidential Reporting of Violations of Behavior Expectations

We take all reports of alleged violations of our behavior expectations seriously. We strive to provide a safe and supportive environment for all participants, and we encourage individuals to come forward if they have experienced or witnessed any form of harassment or misconduct. If you need to report an incident or make a complaint, we offer the following confidential reporting options:

- Dedicated Reporting Email: you can report any alleged violations by sending an email to nns-safety@iscevents.com. This email will be monitored by designated conference organizers who will handle the matter promptly and discreetly.
- Contact the conference organizer in one of the following manners
 - Mail: NNS 2023 Conference Secretariat
International Conference Services (ICS)

710 – 1201 West Pender Street
Vancouver, BC, Canada V6E 2V2

- Phone: [+1] 604 681 2153
- Email: nns-conference@icsevents.com
- In-person during NNS Symposium – ask to speak with the conference organizer
 - The NNS Conference Organizer will take you to a private room for discussion
 - The NNS Conference Organizer may involve members of NNS leadership to ensure your report is managed properly
 - We will handle reports respectfully and you can bring someone with you for support if needed.
 - All reporting will be handled anonymously.
 - If needed, our team can help you contact local law enforcement, local support services, hotel security and any other support services needed.
- Notify the National Neurotrauma Society in one of the following manners:
 - Mail: 10685-B Hazelhurst Drive, #26427, Houston, TX 77043
 - Phone: [+1] 604 639 3920
 - Email: office@neurotrauma.org
- File a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at the address below:
 - U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
 - Or via phone call: 1-800-368-1019, 800-537-7697 (TDD)
 - Website: <http://www.hhs.gov/ocr/office/file/index.html>
- Notify the NIH
 - Website: <https://public.era.nih.gov/shape/public/notificationForm.era>
 - Phone: (301) 480-6701
 - NIH Find Help webpage: <https://grants.nih.gov/grants/policy/harassment/find-help.htm>

Please note: Filing a complaint with the conference organizer is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR.

Assessment of allegations and consequences for those violating expectations

The National Neurotrauma Society and the NNS Symposium leadership will take seriously, investigate and take appropriate action on any report of behavior violations.

Upon receiving a report, our designated team will conduct a prompt and thorough investigation. This may involve gathering statements, collecting evidence, and interviewing relevant individuals who are involved or witnessed the incident. We will treat all parties involved with sensitivity, fairness, and respect.

Based on the findings of the investigation, we will determine if a violation of our behavior expectations has occurred. This determination will be made objectively, considering all available evidence and testimonies. We will make every effort to ensure a fair assessment.

If a violation is confirmed, appropriate disciplinary actions will be taken. The consequences for those found to have violated our behavior expectations may include, but are not limited to, the following:

- a. Verbal or written warning: In less severe cases, individuals may receive a formal warning that outlines the nature of the violation and emphasizes the importance of adhering to our behavior expectations.
- b. Removal from the conference: For more serious violations, individuals may be asked to leave the conference immediately. This decision will be made with the safety and well-being of all participants in mind.
- c. Future restrictions: Individuals who have engaged in repeated or severe violations may be prohibited from attending future conferences organized by the National Neurotrauma Society. This decision will be made on a case-by-case basis, considering the impact of their actions and the safety of our community.

Please be assured that we are committed to a transparent and equitable process when addressing alleged behavior violations. We will communicate the outcome of the investigation, where appropriate, to the individuals directly involved. However, we will also respect the privacy of all parties involved and will not disclose confidential information without their consent or as required by law.

Strategy for communication of safety plan

All NNS Symposium attendees will be notified of the Safety Plan prior to the start of the Symposium through our mobile app, including a statement of commitment, expectations of behavior, reporting mechanisms and consequences for violation.. The safety plan will also be made available at the Registration desk and will be communicated in opening slides at the start of the Symposium. A dedicated section in our mobile app will provide a summary of the Safety Plan. This will include key contact information, reporting mechanisms and a brief overview of the expected behavior.

Any allegations that occur during the Symposium and the resulting actions will be documented by the NNS Conference Organizer and NNS Program Chair, and will be communicated to the NNS President. All resultant actions in response to allegations will also be documented accordingly.

Steps for ensuring a safe and respectful environment

To ensure proper handling and documentation of allegations and resulting actions, NNS 2023 adheres to the following strategies:

1. Incident Reporting Form. A standardized incident reporting form that captures essential details of each reported incident which include information such as the date, time, location, description of the incident, individuals involved, witnesses, and any supporting evidence. These forms are available to attendees by email request at nns-safety@icsevents.com, or through pick up of physical copies available at the registration desk.
2. Confidentiality Measures. We emphasize the importance of confidentiality in the reporting and documentation process. Personal information and the sensitive details of reported incidents

will be treated confidentially and shared only with individuals directly involved in investigating and resolving the reported incidents.

3. **Regular Reporting and Review.** NNS 2023 conducts regular reviews of reported incidents and actions taken to address them. We will prepare reports that summarize the nature of reported incidents, investigation outcomes, and any disciplinary actions or interventions. We can use these reports to identify patterns or areas that may require further attention or preventive measures.

The National Neurotrauma Society and the NNS Symposium Organizers are dedicated to providing a safe and respectful environment for all attendees, without any discrimination or harassment. If a participant engages in harassing behavior, the Symposium Organizers and NNS leadership may take any action deemed appropriate, including warning the offender or expulsion from Symposium activities and events.

By adhering to these commitments, NNS 2023 aims to create an environment where all participants can engage in the conference experience with peace of mind. We value the trust and confidence placed in us by our attendees and remain steadfast in our dedication to their safety and well-being.

Neurotrauma2023
AUSTIN • June 25-28

CELEBRATING LANDMARKS
OF NEUROTRAUMA

40th Annual Symposium of the National Neurotrauma Society, including the AANS/CNS Joint Section on Neurotrauma and Critical Care

35th Anniversary of the National Neurotrauma Society