Guide for Safety Moderators of Chirp & Chirp! Breakout Rooms

The role of moderators for the pre-designated networking breakout rooms is to ensure that participants in the rooms follow the Code of Conduct and that the room remains a safe place for those who have entered it.

Be ready to enter the Zoom session **3 minutes** before the scheduled start time of **13:30 EDT.**

1. Find your assigned session on the Volunteer & Moderator Schedule in the "Chirp & Chirp!" Tab.
2. Find the "Chirp & Chirp!" session associated with your assigned day in EventPilot. Click on the Zoom link associated with your session.
3. Introduce yourself to the tech support leader who is hosting the main room and then select the assigned breakout room that you will be moderating.
4. Once in your breakout room, change your name to "**Safety Moderator/[your name]**". You can do this by clicking on the "Participants'' menu located at the bottom of the Zoom screen. The participants window will appear on the right of the screen. Hover your mouse over your name and select the "More" button.
5. We ask that you read the following statement before your begins: <mark>*As a reminder, the AOS & SCO-SOC are dedicated to providing an inclusive environment that is collaborative, supportive, and engaging for everyone involved, and that is free of discrimination, harassment, and retaliation. Thus, we expect all meeting participants to adhere to the Code of Conduct throughout the conference, including this session. In the hopefully unlikely event that the code is breached, we ask that individuals report incidents immediately to the Safe Conduct at AOS & SCO-SOC Committee as described on the conference website.*</mark>
6. You are welcome to participate in the conversation, but you do not need to. Your primary role in the room is to enact the Code of Conduct. Read below for more information.

Conference Code of Conduct:

As a Safety Moderator of a Chirp & Chirp! breakout room your role is to ensure that participants are following the Code of Conduct so that our networking events are safe and collegial. To achieve this goal, we have compiled our recent policies and information on reporting any incidents – please familiarize yourself with the information and procedure below before our virtual conference.

- If needed, the Virtual Meeting/Event Code of Conduct can be accessed here: https://americanornithology.org/about/governance/meeting-code-of-conduct/
- If any participant has a concern within the reach of the Virtual Meeting/Event Code of Conduct Policy, or has any other concerns about an individual who has registered, or an individual's behavior at the Event that interferes with the intent of the virtual event, should report their concern immediately to the Safe Meeting Committee at this email address:

aos-sco-2021-safe-conduct@americanornithology.org. The Safe Meeting Committee intends to regularly monitor reports made on-line before, during, and after the conference; however, it is important to email the Meeting Organizers at meeting@americanornithology.org if you do not receive a prompt reply to an on-line report to ensure a timely response. The Safe Meeting Committee is dedicated to treating every incident with the utmost respect, sensitivity, and dignity.

- If an incident arises in your session, please do the following:
  - Tell the individual(s) involved in the incident that they may be in violation of the Code of Conduct and to please stop.
  - Keep notes on the details, including the name of the individual(s) involved in the incident, the nature of the incident (harassment, bullying, etc.), and the date of the incident.
  - As soon as possible, inform the Safe Meeting Committee of the incident (as outlined above).
  - If, for whatever reason, you would like more assistance assessing the situation, please contact the main moderator of the Chirp & Chirp! Networking session.