

# MSPR Event Code of Conduct, Academic Ethics Policy, and Terms of Use

## MSPR Event Code of Conduct

The purpose of this policy is to address the conduct expected of Midwest Society for Pediatric Research (MSPR) participants and to outline steps that may be taken when conduct does not align with expectations. For purposes of this policy, "participant" is defined as any individual registered attendee, speaker, organizer, staff, sponsor, guest, or exhibitor associated with any official MSPR events. The MSPR Code of Conduct applies to all MSPR activities. An MSPR activity includes but is not limited to activities throughout the year preparing for the MSPR events or activities published in the MSPR Meeting Program guide or similar materials, including social events, or activities taking place in or on an MSPR event platform, MSPR-contracted venues, or taking place online or via social media (i.e., postings to MSPR twitter and similar pages, including meeting hashtags).

### Expected Conduct

MSPR is committed to fostering a welcoming environment that is safe, collaborative, and productive for dialogue and discovery for all participants. All who register to participate, attend, speak, sponsor or exhibit at a MSPR event agree to comply with this policy.

**MSPR expects all participants associated with any official MSPR events will adhere to the following principles:**

- Respect common sense rules for public behavior, personal interaction, courtesy, and respect for private property.
- Be considerate and respectful of differing perspectives during the meeting.
- Respect the rules and policies of participating societies, the meeting venues, and hotels.
- Comply with all local, state and federal laws.

**MSPR prohibits any form of harassment, sexual or otherwise.** Accordingly, some behaviors, including but not limited to the following, are specifically prohibited:

- Intimidation, stalking, harassment, inappropriate physical or digital contact, unwelcome sexual attention, or discrimination in any form
- Abusive, harassing, or threatening behavior
- Verbal/written threats or personal insults

**At any MSPR events, MSPR prohibits the following:**

- Disruption, including but not limited to solicitation or promotional items, of any presentation, video/text chat, exhibit hall activity, or any other events throughout the meeting is prohibited. All participants must comply with instructions given by the moderator and/or any MSPR event staff.
- Participants in MSPR events are strictly prohibited from screen capturing, recording, photographing, broadcast, distribution or unauthorized publication of any sessions, presentations, or materials presented at MSPR events. This includes, but is not limited to, slides, video or text chat, audio recordings, live digital feeds, or other forms of digital information sharing.
- Participants in MSPR events are strictly prohibited from transferring, sharing, publishing, or copying login or access credentials, passwords, hyperlinks, or other materials intended for the use of individual access to MSPR content.

**Participants asked by anyone to stop engaging in hostile or harassing behaviors are expected to comply immediately. This behavior will not be tolerated and may result in immediate expulsion from a session, event, or the MSPR Meeting, including future MSPR Meetings or other MSPR events, no matter either virtual or held in-person, and/or deactivation of login credentials or other access mechanisms.**

### Reporting A Violation

**Violations of this Code of Conduct Policy should be reported immediately.**

All participants are expected to alert venue security, platform, or MSPR personnel of any dangerous situations, violations of this Conduct Policy, or if anyone is in distress as detailed below.

**Participants who feel physically unsafe or believe a crime has been committed should contact local police immediately.**

**To report a Code of Conduct violation, participants may:**

- Contact [MSPR Staff](#) who will collect and promptly relay information confidentially and sensitively.

Complaints may be raised during or after any MSPR event. Allegations regarding misconduct by participants are taken very seriously. MSPR encourages prompt reporting of violations so immediate action can be taken to address the concern. Reports may not be submitted anonymously as that would preclude adequate follow-up action.

**Procedures Regarding Reported Violations:**

### During the MSPR Meeting

- Once an allegation is received, the incident will be reviewed promptly by the MSPR Executive Council.
- Based on this initial information, the complainant will be interviewed promptly by two members of the MSPR Executive Council. The complainant will be asked to provide his/her preferred resolution.

- Note: if any of the above individuals are named in an allegation, they may be excluded from any review actions.
- Based on the sole assessment of the MSPR Executive Council, in consultation with legal counsel, as needed, MSPR may enact a range of next steps, up to and including immediate expulsion from a session, event, or the MSPR Meeting, without prior warning or refund. MSPR reserves the right to remove any participant whose social attentions become unwelcome to another and who persists in such attentions after their unwelcome nature has been communicated. MSPR also reserves the right to remove any participant who appears inebriated or who engages in conduct that interferes with the ability of other participants to participate in and enjoy the meeting.

#### **After the MSPR Meeting**

- If MSPR, in its sole determination, concludes the allegation requires further review or scrutiny, the MSPR Executive Council will raise the complaint with the alleged offender, who will be given a chance to respond.
- Other individuals may be contacted to provide information. Participants are expected to cooperate with MSPR information gathering related to a reported violation of this Code of Conduct Policy by providing information requested by MSPR that is relevant.
- Action will be taken by the MSPR Executive Council based on its assessment of the level of misconduct.
- MSPR may, in its reasonable judgement, refer the allegation to venue or platform security personnel or to the alleged offender's home institution (Office of Research Integrity or similar), employer, licensing board, or law enforcement for investigation and decision.
- If MSPR, in its reasonable judgment, determines an individual has violated this Code of Conduct Policy, MSPR may bar the individual from participation in future MSPR events.
- MSPR will report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct Policy.

### **MSPR Academic Ethics Policy**

This policy provides guidelines regarding MSPR's expectations as to submissions for presentations at the MSPR Meeting. MSPR strives to ensure presentations at the MSPR Meeting are presented with the utmost ethical conduct and are free from any conflicts of interests. MSPR is committed to fostering an environment where all MSPR Meeting participants maintain the highest ethical and academic standards and where all conflicts of interest are fully and openly disclosed. MSPR will proactively monitor, compare, and analyze submissions to ensure compliance with MSPR abstract submission guidelines and this policy. Failure to follow this policy may result in the immediate rejection of such submission.

#### **Submission Guidelines**

- Submissions made for presentation at the MSPR Meeting should adhere to MSPR Abstract Submission Instructions as posted on the MSPR Meeting website.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, similar abstracts from the same investigator(s) or laboratory is strongly discouraged.
- Abstracts submitted or presented at other Societies or national meetings cannot be submitted to the MSPR Meeting for consideration unless additional data has been added.
- Research published in manuscript form prior to the submission of the abstract **should not be submitted**. If data contained in the abstract is published after submission of the abstract, the MSPR Program Office must be notified regardless of timing as soon as publication is recognized. A member of the program committee will make a determination concerning presentation at the MSPR Meeting. Abstracts should not be submitted if there is knowledge of an upcoming publication prior to the meeting or submission deadline.
- Upon submission, the submitting author verifies that all authors have agreed to the submission.
- Reviewer scores and comments are confidential and are not available to individuals (including authors) outside of the review process.
- The decision of the Program Committee to accept or decline any submission is final.
- The assignment of presentation format for accepted submissions (for example, platform, plenary or poster session) is at the sole decision of the MSPR Program Committee.
- If a submission is accepted, all presenters must give permission for their presentations to be recorded and for the recording to be used for academic purposes by Midwest Society for Pediatric Research (MSPR). This includes authorizing MSPR to reproduce any and all video/audio recordings that are made of the participants during this event, without further compensation. The recordings will be made available only to registered participants.

#### **Publication of Submissions**

- All submissions, if accepted for presentation, will be published in the MSPR Program Guide.

#### **Ethical Conduct & Conflict of Interest**

- Submissions should be free of plagiarism and misrepresentation and should align with the standards for research or academic work expressed by the home institution of submitting author(s) or presenter(s).
- The presenting author must complete and submit Conflict of Interest Disclosures (COI) in accordance with MSPR timelines and procedures. Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results

of the study. Even if indicated elsewhere in the submission, this must appear as the last sentence and read "funded by ....." and/or "equity in ....." if pertinent.

- Any **animal studies** must conform with the "Guiding Principles in the Care and Use of Animals" of the American Physiological Society and any human experimentation has been conducted according to a protocol approved by the institutional committee on ethics of human investigation. And, if no such committee exists, it must confirm with the principles of the Declaration of Helsinki of the World Medical Association (Clinical Research 14: 13, 196).

### **Reporting Ethical Conduct or Conflict of Interest Concerns or Violations**

Any individual who believes the research, content, information, or data contained in a presentation within the MSPR Meeting program violates the intellectual property rights of another and/or was or may be presented without a full disclosure of all conflicts of interest by the submitting or presenting party(ies) should file a complaint with the MSPR Program Committee by contacting the MSPR Office at [info@midwestspr.org](mailto:info@midwestspr.org). Complaints will be reviewed by the MSPR Program Committee and/or MSPR Executive Council.

### **Consequences of Violations**

The MSPR Program Committee and/or MSPR Executive Council will communicate the outcome and decision to the individual(s) who completed the submission. If a violation of this policy is found, actions taken against such individual(s) may include:

- Rejection of the submission
- First offense, minor: Warning with reminder of submission guidelines and policy requirements
- First offense, major: Prohibited from submission, presentation, or attendance for the three MSPR Meetings following violation
- Second offense: Prohibited from submission, presentation, or attendance for the three MSPR Meetings following violation

All decisions shall be final. Notwithstanding the above, if MSPR, in its reasonable judgement, determines an individual has violated this policy in an egregious or flagrant manner, MSPR may, without regard to the above tiers, bar the individual from participation of any kind in any future MSPR Meetings. MSPR reserves the right to immediately remove:

- any Meeting participant whose actions violate this policy
- any content or materials related to violations of this policy
- and to cancel any related presentations if MSPR, in its reasonable judgement, deems such presentations a risk to its ability to conduct a meeting free of ethical violations or conflicts of interest.

NOTE: For information regarding the conduct expected of attendees of the MSPR Meeting, please refer to the MSPR Meeting Participant Code of Conduct Policy.

### **MSPR Terms of Use**

By registering, I affirm that I have read and agree with the following Terms of Use:

- **Recording of Sessions:** The use of cameras and audio recording equipment (including, but not limited to, camera-enabled cellular phones, film, digital, and video) is prohibited during MSPR events without prior written permission from the MSPR.
- **Conduct:** MSPR always expects professional conduct from its event attendees. MSPR reserves the right to refuse admittance to or expel from the events anyone who MSPR determines is behaving in a manner that could be disruptive to the event or any other attendee or is not in the best interest of MSPR. In such a case, no refunds will be given.
- **Right to use name and likeness:** In consideration for my participation in MSPR, I hereby grant MSPR the perpetual, worldwide, royalty-free right and permission to record, photograph, use, and distribute (royalty-free, both now and in the future) my image, name, and voice in all forms and all media including, without limitation, photographs, electronic reproductions and transmission of images and audio files, webcasting, and any and all other uses on the internet for any and all MSPR's lawful purposes.
- **Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act of 1990, MSPR will make all reasonable efforts to accommodate persons with disabilities. Contact MSPR to make arrangements.
- **Social Media Policy:** Except as provided below, MSPR encourages all its members and event attendees to participate in public discussions through social networking including but not limited to social networking sites such as Facebook, Twitter and LinkedIn, as well as blogs. At the same time, MSPR expects that such individuals will make statements that are in the best interests of MSPR and will not engage in any inappropriate statements or statements which would be detrimental to MSPR as a whole. MSPR retains the right to take appropriate action to remove any content or postings it determines is contrary to MSPR's interests.
- **Copyright statement:** The presentations, handouts and other related materials ("Materials") which are part of MSPR are the copyrighted intellectual property of the owner and no use of such materials may be used in any way without the prior written consent of the copyright owner.

Disclaimer: The views expressed by any event attendee, speaker, exhibitor or sponsor are those of the speaker and not necessarily those of MSPR. As such, MSPR shall not be held liable for any claims relating to reliance on such views.