**MassCUE**

*Educate, Connect, Inspire*
**Massachusetts Computer Using Educators**

# Speaker/Presenter Code of Conduct
# MassCUE Events and Conferences

Board Approved:  March 30, 2025

All speakers and presenters will present keynotes and/or sessions in a professional manner appropriate for the venue and audience.  Speakers and presenters shall read and abide by MassCUE's Attendee Code of Conduct.

All speakers and presenters shall not defame, slander, or libel any person, firm, or corporation and shall not denigrate MassCue programs, members, or representatives in any manner.  All content must be non-partisan and address the session topic at hand.

## Materials and Rights

MassCUE allows speakers and presenters to provide whitepapers, resources, and materials curated by the speaker or presenter in reference to the presentation. Speakers and presenters agree that all materials and content presented do not infringe or violate any copyright, trademark, patent, or intellectual property rights of any person or entity. Speakers and presenters permit MassCUE to provide these resources for electronic download through the conference  mobile app, website, or other platforms with all rights reserved.

## Performance Expectations

1. Do not sell or promote any product, service or device, either directly or indirectly, at any time during the session presentations
2. Reply promptly to all email correspondence from MassCUE
3. Upload all slides and/or handouts into the conference app within one day after the presentation.

## Inclusive & Accessible Presentations

1. Ensure content is inclusive and considers diverse backgrounds, experiences, and learning styles.
2. Use accessible presentation materials (e.g., readable fonts, alt text for images, captions on videos).
3. Be mindful of sensitive topics and create a welcoming environment for discussion.

## Content Quality & Relevance

1. Present original, accurate, and relevant content aligned with the conference theme.
2. Cite sources properly and avoid plagiarism.
3. Ensure that presentations are engaging, informative, and interactive where possible.

## Time Management & Preparation

1. Start and end sessions on time.
2. Test technology and materials in advance to prevent disruptions.
3. Adhere to the allocated session time, allowing space for Q&A when applicable.

## Ethical Use of Technology

1. Avoid using technology or demonstrations that compromise security, privacy, or ethical standards.
2. Obtain necessary permissions for sharing third-party content, images, or research.
3. Respect attendee privacy—do not share or collect personal data without consent.

## Engagement & Interaction

1. Encourage participation and foster a collaborative learning environment.
2. Be open to feedback and respectful of differing viewpoints.

## Compliance with Conference Policies

1. Adhere to all venue, organization, and sponsor guidelines.
2. Follow any health, safety, or virtual event requirements.
3. Address any concerns with conference organizers professionally.