



MEETING AND EVENT CODE OF CONDUCT

PERSONAL ACTIONS SUPPORTING THE COLLECTIVE WELL-BEING

A code of conduct is a collection of rules and regulations that include what is and is not acceptable for expected behavior. The National Court Reporters Association offers the guidelines below outlining steps that can be implemented to provide as safe an environment as possible when meeting in person. Responsibility is shared equally among event organizers, the event venues, and the event attendees – all have a role to play. Based on our common set of beliefs in the value of live event experiences we know to be true, as stakeholders we all have a role to play in the mitigation of risk. The code of conduct below is meant to serve as a reminder and inspiration to know that if we all collectively respect the significance of this contribution, we are by definition advocating for the well-being of our fellow global citizens and our industry.

CODE OF CONDUCT

Before leaving home

- Follow relevant guidance provided by [the Center for Disease Control and Prevention](#) (CDC) or your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Visit Caesar's [Health and Safety Protocols](#) for more information on the health and safety protocols that Caesars Entertainment (which includes Planet Hollywood Resort & Casino) has in place.
- Stay home if you feel sick.

ON-SITE DURING THE EVENT

- Follow guidance from the local health authority for everyday preventive actions to help prevent the spread of respiratory viruses including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60 percent alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
 - REMINDER: While hotel staff will be responsible for cleaning public spaces, you may want to be vigilant about cleaning and disinfecting your personal items, such as your smart phone, glasses, and any other items you frequently touch and may put down on a surface. Regular household cleaning sprays or wipes are recommended.
- Agree to have your temperature taken before entering the meeting/event venue, if required by the event venue.
- Agree to wear a mask or facial covering, if required by the event venue.
- Adhere to social distance protocols put in place by the event venue and respect others' personal space.
- Go to the event first aid office (or equivalent) at any time if you feel unwell or are experiencing flu-like symptoms.

POST-EVENT

Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact the meeting/event organizers to advise them.

*Thank you for your cooperation in making the
2021 NCRA Conference & Expo a safe and enjoyable time for all.*