

Louisiana CASA Conference Code of Conduct

At Louisiana CASA, our work is rooted in compassion, respect, and a shared commitment to advocating for children and families. The Louisiana CASA Conference is designed to foster learning, connection, and reflection under the theme of *Heart of Advocacy*, emphasizing empathy, professionalism, and care in every interaction.

This Code of Conduct outlines the expectations that support a welcoming, inclusive, and respectful conference environment. All participants (including volunteers, staff, speakers, sponsors, and guests) are expected to adhere to these standards throughout the conference.

General Expectations

All attendees are expected to conduct themselves with professionalism, courtesy, and respect. The conference is a shared learning and networking environment, and all behavior should support a respectful, productive, and professional experience for participants.

- Treat all attendees, speakers, volunteers, Louisiana CASA staff, and venue staff with dignity and respect.
- Discrimination, harassment, slander, or disparaging remarks of any kind are inconsistent with the values of this conference and will not be tolerated.
- Use respectful, inclusive, and professional language in all interactions.

Sessions and Learning Environment

To ensure a positive, respectful, and engaging learning experience for all participants:

- Allow speakers to complete their remarks without interruption.
- Engage with speakers thoughtfully and respectfully, recognizing their expertise, lived experience, and professional knowledge.
- Share questions, comments, and discussion in a constructive, courteous, and professional manner and at the appropriate time.

Health, Safety, and Substances

Louisiana CASA is committed to maintaining a safe and supportive environment for all participants.

- The overuse of alcohol, as well as the use or possession of illegal substances, is strictly prohibited.
- For the safety of all attendees, weapons of any kind are not permitted at the conference or within the venue.

Food, Snacks, and Breaks

Food and snacks provided during the conference are planned and portioned to ensure equitable access for all registered attendees.

- Snacks are intended for consumption during scheduled breaks only. Attendees are asked to limit themselves to one snack per person per break.
- Removing multiple snacks or taking food to store for later use is not permitted, as it limits availability for other attendees.
- Lunches are provided as part of the conference program and are distributed based on pre-planned quantities.
- Attendees should **not** approach kitchen staff, catering staff, or venue personnel with individual food requests, substitutions, or special arrangements.
- Dietary accommodations are provided only for attendees who indicated dietary restrictions during registration.

All food-related questions or concerns must be directed to Louisiana CASA staff.

Venue Respect and Logistics

Louisiana CASA maintains the contractual relationship with the conference venue and catering partners. To ensure professionalism, consistency, and respect for these partnerships:

- Attendees may **not** make direct requests to venue staff, kitchen staff, or catering personnel regarding food, beverages, room temperature, seating, room setup, or other accommodations.
- This includes requests related to meals, snacks, beverages, temperature adjustments, or space modifications.
- All requests, concerns, or accommodation needs must be communicated directly to Louisiana CASA staff.

Louisiana CASA staff will coordinate with the venue as appropriate and within contractual agreements.

Attire

Professional appearance helps set a respectful and focused tone for the conference.

- Conference attire is professional or business casual. Denim is not considered business casual for this event.

Enforcement

Louisiana CASA approaches all concerns with care and professionalism. Failure to adhere to this Code of Conduct may result in appropriate action, which may include being asked to leave the conference or venue.

Thank you for helping create a respectful, inclusive, and meaningful conference experience rooted in the *Heart of Advocacy*.