



# 2018 EMPOWER: ROTA's Annual Youth Conference Code of Conduct

## Preface:

This code of conduct was prepared with the purpose of outlining the parameters of behaviour thought to be necessary and acceptable to achieve the outcomes desired for the Conference. This code will be present to you as basic conduct guidelines – and ask that you sign up to them as a Conference Contract – to ensure that you, and all the participants, achieve the best possible outcome, and learning experience, from your time at this Conference. Reach Out To Asia (ROTA) will decide what penalty, if any, will be imposed. Extreme cases mean that you will not be eligible to complete the conference or/and may not benefit from other educational programme provided by ROTA.

## Your Commitments:

All participants will be expected to take responsibility for their behaviour and act in accordance with the values of the Conference which are:

- Respect and tolerance for all - regardless of nationality, faith, political view etc. All participants have the right to express themselves in a safe and harmonious environment.
- Appreciation and respect to all the staff working at the Conference and country.
- Read and be familiar with the Conference concept and schedule and respect it.
- Cooperation and team work – actively engaging in throughout the Conference. All participants are expected to attend the 3 days Conference and all on going sessions to provide your input for the share ideas and experiences and to learn from others as they learn from you.
- Integrity and accountability – towards behaviour and actions. All participants are expected to be in their best behaviour and accept consequence for any misconduct.

Apart from respecting these values, you also commit to the following:

- RESPECT THE GENDER SEPARATION: International participants will be hosted by ROTA in a selected hotel. Participants will be put into individual or double rooms divided by gender, and this needs to be respected. On the hotel room, it is NOT allowed for boys to

be in girls' rooms and vice-versa. There are plenty of spaces and common areas around where you can meet. In addition, all participants will be put into working group some of them will be based by gender, and this needs to be respected as per the trainer/organizer and ROTA team supervision.

- RESPECT YOUR HOST AND THE PURPOSE OF THE CONFERENCE: Participants will be provided full board and local transportation to the conference. Remember that the main purpose of your participation is to fully participate in the conference. If you would like to visit other places in Doha, make sure you plan it around your free time and not during the time of the conference.
- All Participants will be provided with all necessary learning materials and transportation for the offsite learning activities/visits. On Friday, transportation will be provided for males only to the QF mosque for Friday's Prayer if necessary, as per specified busses schedule which will be provided prior to the conference if not then prayers will take place in the venue of the conference. For females, prayers are to be conducted at the conference Venue. Make sure you have details of **ROTA staff for emergency contact only on you at all times.**
- PRE CONFERENCE PREPARATION: You will be attending a serious of panel discussions and workshops delivered by actual experienced members from various backgrounds and organisations. This will be your chance to benefit from their knowledge and experience, therefore try to prepare productive questions and relevant discussion points that can be discussed in the conference.
- BE PUNCTUAL: Make sure to be at the hotel lobby and the venue on time to follow the planed schedule of the conference and the shuttle buses most importantly to avoid delaying others. We will not be responsible if you missed the shuttle and you will need to get to the conference at your own cost. We have a lot to do and not only you may miss out on things if you are late, you will also be delaying others and off course it will affect your final evaluation.
- CLEAN UP: Please be considerate – keep the conference hall and the furniture as well as the hotel rooms clean as before entering and utilising it with all your clothes and belongings together.
- BE QUIET: We ask all participants to be quiet in the breaks and during the conference. Keep noise and other disturbances to a minimum. Also at the hotel rooms make sure to be quiet after midnight. If you wish to stay up later, there is a possibility to chill out outside in other common areas without disturbing any other participants or hotel guests.
- MOBILE PHONES: during the conference and on-going sessions please switch your mobile phone(s) to `Silent mode` or switch them off. Also, please ask for permission before posting any picture of your colleagues on snapchat or any other social media channels.
- Participant's photos and videos utilization: As this is an international event and one of ROTA NP's main conference, various social media means will be used for the purpose of promoting the programme. ROTA, preserves the right to utilize all photos, video and voice recorded throughout the event .You hereby, concur your agreement to utilize and publish all your photos, videos taken throughout the programme for the above mentioned purposes.

*\*Buses departure times are subject to be changed however; you will be notified by the volunteers and organizers of any changes before.*

**Problems / Conflict Resolution:** Any problems that arise should be discussed, at first, with your trainer if not directly with ROTA Staff.

**Restrictions:**

- The Conference participants (national and international) must comply with all Qatar laws. Failure to do so will involve possible police action, arrest and in some cases deportation and/or prison sentences.
- There will strictly be no alcohol consumption may it be during or after the conference. If the organizers may find out this might result in your exclusion from the Conference.
- Use of illegal drugs will result in immediate exclusion from the Conference.
- Violence or threat of violence, intimidation or discrimination towards any other person, sexual harassment or racist slur will result in immediate exclusion from the Conference.
- You are not allowed to smoke during the duration of the Conference. You are free to smoke anywhere outside – but we ask you to put your butts in the bins provided or to use ashtrays.
- At all times, be aware of the health, safety and welfare of all other participant; do not endanger yourselves or others.
- Appropriate, conservative attire with no bad word or sentences written is essential during all times.



**ID, Safety and Security:**

- Upon your arrival at the hotel room, you will find the conference participation package which will include your invitation cards for dinners and social programm also it will contain your access badge/accreditation card, and it should be wear at all times (Do not lose it). Please make sure **to return the badge by the end of the Conference to the registration team in the same good condition you received it in.**
- You are required to follow the instructions of the organizing committee team at all times.
- You are responsible of taking care of all your belongings at all time. The ROTA Staff and Trainer are not responsible of losing any of your items.



- In-case of Emergency please keep calm and stay with your working group by following the instruction of the conference organizers whom will be directing you to the exit signs inside the building in-case emergency evacuation is required.

**Emergency Contact and Details of ROTA staff (Only for Emergency):**

Name	Title	Mobile	Direct Phone
Mohd A. Saleh	National Program Director	TBC	+974 44541616
Abdulla Al Bikri	Community Development Manager	TBC	+974 4454 1661
Abdalla M. Dewan	Youth Development Specialist	TBC	+974 44541639
Mae Ali Al-Zaman	Learning & Capacity Building Specialist	-	+974 44541611

**Emergency Contact Information:**

**By checking (√) the box above you confirm that the provided emergency contact on your application form is correct. If not please list the emergency person's contact information in the table below and it **must be a family member.****

<b>Full Name of the Emergency Contact Person :</b>	
<b>Relationship:</b>	
<b>Home No:</b>	
<b>Work No:</b>	
<b>Cell No:</b>	
<b>E-Mail address:</b>	

<b>Medical Information</b>
Please tell us if you have any medical conditions that could interfere with or limit your Participation during this conference. Provide details



### **Participant Release:**

I hereby certify that I am physically and mentally fit to participate in this conference. I am aware that my participation in this conference involves travel and moving to an outdoor location with which I may be unfamiliar. I give permission for the ROTA staff and Conference leader(s) to use their judgment in obtaining medical services for me. I realize that failure to disclose relevant medical information about my health could result in harm to me, my fellow participants, and/or conference leaders. I also agree to notify Reach Out To Asia (ROTA) staff members if there should be any change in my health prior to this Conference.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Consent Form**

My participation in this conference is completely voluntary. I am aware of the potential hazards of the outdoor/offsite learning activities/visits including but not limited to: inclement weather conditions, accidents during transportation and activities, and potential death. To minimize these risks, I agree to abide by the rules, regulations, and instructions of the ROTA organization, staff, chaperones, facilitators, trainers and guides.

I understand that although the ROTA staff will make reasonable efforts to assure my safety while I am participating in this conference, there are inherent risks involved in outdoor/offsite learning activities/visits. I agree that I am willing to assume these risks. I acknowledge that neither ROTA, nor any of its employees can absolutely guarantee my safety in every situation but that the ROTA staff has taken appropriate and reasonable measures to inform me of potential risks and ensure my safety. I therefore agree for myself, my heirs, and my personal representatives, to hold harmless and forever release and discharge Education Above All, ROTA organization, and its members, directors, employees, students or agents from and against all claims, demands, actions or causes of action, deriving from damage to personal property, personal injury or death that may arise in connection with my participation in this conference and included activities.

I acknowledge that I have read this form and all the stipulations together and fully understand them. Neither I, nor anyone claiming title through me, will hold ROTA or any of its staff/employee responsible for any adverse outcome as a result of my participation in this conference.



Applicants Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We want this conference to be the experience of a life-time for all of us; following this Code of Conduct, you help us achieving this goal.**