



**The Korean American Adoptee Adoptive Family Network (KAAN)**  
**Box 140022 | 1625 Walker Ave NW**  
**Grand Rapids, MI 49514**

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## **General Conference Policy**

KAAN's mission is to improve the lives of Korean-born and other members of the adoption community by connecting the community and providing opportunities for dialogue, education, and support. We welcome all members of the adoption community, including other international/transracial and domestic adoptees and adoptive parents.

### **Code of Conduct**

KAAN conferences are unique spaces with the adoptee at their center where members of the adoption community come together to listen and learn from one another. Attendees include Korean-born adoptees of all ages; adoptees from other backgrounds; family through birth, adoption, or marriage; members of the Korean and Korean-American communities; social workers; mental health workers and more. Through gathering together, we find what we have in common and where we can help and support one another.

The trust between KAAN speakers and attendees is reflected in the open conversations that occur during breakout sessions and general sessions where both speakers and attendees allow themselves to be vulnerable. KAAN is committed to maintaining this intimate environment that benefits both the presenters and the attendees.

Each and every participant, including attendees, speakers, volunteers, and exhibitors, is expected to understand and follow attendance policies. These expectations apply to all KAAN conference-related events.

### *Attendees should*

- Respect the experiences of others
- Listen with the intent of learning
- Know that issues discussed may be triggering
- Practice self-care and make use of our wellness team when needed.

### *Unacceptable Conduct*

- Harassment, intimidation, or discrimination in any form

- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, speaker, volunteer, exhibitor, KAAN staff member, service provider, or any other meeting guest
- Disruption of presentations at sessions, in the exhibit hall, or at any events organized by KAAN
- Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation, inappropriate use of nudity and/or sexual images in public spaces or presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, KAAN staff member, service provider, or other meeting guests.

### **KAAN 2024 COVID-19 health and safety policy**

At this time, KAAN does not require COVID vaccination or have mask requirements.

We ask that you follow best-practice guidelines for prevention and if you should experience COVID-19 symptoms.

Best practices include but are not limited to

- Stay up to date with COVID-19 vaccines and boosters
- Maintain improved ventilation throughout indoor spaces when possible
- Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19
- If you are immunocompromised or at high risk for severe disease
  - Have a plan for rapid testing if needed (e.g., having home tests or access to testing)
  - Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies.

KAAN 2024's COVID-19 policy is subject to change and may change in accordance with federal, state, local, or hotel COVID guidelines.

### **Badges**

Badges must be worn to gain admission to KAAN conference sessions and the vendor area. Conference attendees can pick up their badges in the registration area. Your badge not only indicates that you are fully registered for the conference, but it is also a courtesy to other registrants.

## **Media and Recording Policy**

KAAN prohibits recording at the conference by attendees, presenters, volunteers, and exhibitors, unless approval before the conference is obtained. Media outlets should refer to KAAAN's Media Policy.

## **Social Media Policy**

Please read before you post on social media (Facebook, Instagram, LinkedIn, Twitter/X, TikTok, blog, podcast, Pinterest, etc.)

To balance the needs and expectations of conference presenters with the benefits of open sharing and discussion, KAAAN prepared a best practice guideline for using social media during the conference.

- To enhance the exchange of ideas and facilitate virtual attendance, we encourage attendees to use social media to discuss the conference. You can post to Facebook, Instagram, Tweet, or even blog about the presentations. Please use the meeting hashtag #KAAN[year] (e.g. #KAAN2024) to increase engagement. We also encourage our attendees to follow and tag us @WeAreKAAN on Facebook, Instagram, and Twitter, and to use these outlets to send us questions, ideas, or general thoughts – we'll follow you back!
- However, we ask that you
  - Think before you post. Use common sense and courtesy.
  - Are clear about whose work you are presenting. Is the information something for which the presenter is the source? Or did the presenter source it from elsewhere?
  - Include the session name and the presenter's name.
  - Make sure that the presenter is OK with their material being shared on social media.
- Please follow our overall meeting code of conduct and be considerate and respectful of all meeting attendees. Online harassment, intimidation, or discrimination in any form will not be tolerated.

## **Sexual Harassment**

Sexual harassment is unacceptable conduct of a sexual nature that makes a person feel uncomfortable, offended, humiliated, and/or intimidated. Examples of conduct or behavior that constitute sexual harassment include, but are not limited to physical conduct; physical violence, including sexual assault; unwelcome physical contact or inappropriate touching; the use of threats or rewards to solicit sexual favors; comments

or insults based on appearance, age, private life, etc.; sexual comments, stories or jokes; sexual advances; repeated and unwanted social invitations for dates or physical intimacy; condescending or sexist remarks; sending sexually explicit messages (by phone or email); display of sexually explicit or suggestive material or images; sexually-suggestive gestures; whistling or “catcalling.”

### **Reporting Unacceptable Conduct**

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify facility security. If you or anyone else is the subject of unacceptable conduct, please contact any of the KAAN staff below.

KAAN has zero tolerance for any form of discrimination or harassment, including sexual harassment. If you experience or observe harassment or hear of any incidents of unacceptable behavior, KAAN asks that you please inform any of the following so that KAAN can take action.

Katie Bozek, Executive Director: (616) 890-0879 | [katie@wearekaan.org](mailto:katie@wearekaan.org)

All reports will be treated seriously and promptly. Incidents will be handled with respect for the privacy of the victim and will be confidential to the extent practical, given the circumstances. Reports may also be made anonymously.

Upon receiving a complaint, the matter may be further investigated by additional KAAN staff. If a person has been found to have harassed another person, any of the following may take place

- Verbal or written warning
- Suspension of attendance at KAAN events
- Prohibit attendance at any future meeting

The KAAN staff receiving the report will respect any and all requests of the victim to remain anonymous. Unacceptable conduct may be part of a larger pattern of repeated harassment. Please alert KAAN to all such conduct regardless of the offender’s identity or job title, even if you prefer your report to remain anonymous.

### **Personal Safety and Security**

KAAN works with venue staff to make sure meeting attendees are safe. We ask that all attendees keep the following in mind

- Be aware of your surroundings at all times.
- Use the buddy system, especially during early or late hours.
- Don’t wear your meeting badge on the street. Take it off as soon as you leave the venue.

- Don't carry a lot of cash or credit cards.
- Don't leave personal property unattended anywhere, anytime.

Please contact a member of KAAN staff or venue security with your concerns. Law enforcement will be called if the parties involved request it. However, KAAN maintains a mandatory reporting policy for any incidents involving youth attendees.

### **Responsible Drinking**

At many KAAN events, both alcoholic and non-alcoholic beverages are served. KAAN expects conference attendees to consume alcohol and any other legalized substance responsibly. KAAN and conference event staff have the right to deny service to attendees and may require attendees to leave the event based on inappropriate consumption and subsequent behavior.

### **Vendor Solicitations**

Solicitation of attendees and exhibitors by non-exhibitors is prohibited and individuals will be subject to expulsion.

### **Media**

KAAN photographers will be taking pictures at the conference, which may be used for promotional and educational purposes. Additionally, KAAN may have videographers filming general sessions and performances, as well as asking for attendees to give short testimonial interviews about their KAAN experience. These videos also may be used for promotional or educational purposes. Registration and attendance at or participation in KAAN conferences constitutes agreement by the registrant to KAAN's use and distribution of the registrant's image or voice in photographs, videotapes, websites, and electronic reproductions, of such events and activities. If you have questions about our policy, please send an email to [katie@wearekaan.org](mailto:katie@wearekaan.org). Additional information can also be found in KAAN's Media Policy.

### **Scholarly Research**

Researchers should review KAAN's Policies and Guidelines for Conducting Scholarly Research. Those interested in recording at the conference must obtain approval from the KAAN leadership team with inquiries directly sent to [katie@wearekaan.org](mailto:katie@wearekaan.org).

### **Cancellation Policy**

If you need to cancel your registration, you have several options

- Find a friend or family member to attend in your place (contact KAAN with your replacement).
- Donate your registration fee to KAAN's Scholarship Fund.

- Cancel before April 15, 2024, and receive a full refund (minus a \$25 processing fee). Cancel between April 16 – June 1, 2024, and receive a full refund (minus \$100 processing fee). No refunds will be issued for cancellations made on June 1 or later. Refunds will be issued and mailed by check. Provide KAAN with your mailing address and phone number.
- Contact [tech@wearekaan.org](mailto:tech@wearekaan.org) to cancel a registration.

### **Continuing Education Credits**

Depending on the state in which the conference is held, continuing education (CE) credits for select mental health professions *may be* available through professional licensing boards based in the conference location's state, at no cost to interested attendees. KAAN will provide a Certificate of Completion to interested attendees after program attendance. KAAN reserves the right to require any evaluation and/or session verification from attendees to comply with CE approval requirements established by each respective licensing board. Attendees interested in obtaining CE credits will be required to self-report to their licensing board(s). The total number of CE credit hours available will vary according to each licensing board and annual conference program. If available, KAAN will promote CE credits at the time of registration, with full details about CE credits released no later than two weeks before the conference.

*last updated December 2023*