

Statement for in-person participants for the CEI Conference 2024

All participants of the CEI 2024 conference must carefully read and agree with the below policy concerning minors, data protection and privacy and social media policy. **Please note, you MUST share this document with your delegates (and if appropriate, their guardians) before signing on their behalf. Teachers need to sign on behalf of their delegations.**

Protection of minors

Please note that the delegation leader must take responsibility for the behaviour, conduct and safety of all their delegates. This means that they must receive permission from the parents or guardians of any delegates under the age of 18 for delegates to attend any and all elements of the CEI Conference 2024.

CEI is committed to the safety and wellbeing of all delegates and particularly minors. However, we cannot take responsibility for the actions of all participants and delegates. In all online forums, we strongly suggest that minors only use their first name. CEI will never publish the full name of any minors on any of our websites or social media.

Safety, Conduct and Inclusivity

Our priority is the physical, mental and social well-being of all participants. In advance and throughout the conference, we do our utmost to ensure that all participants will have a safe and happy conference. However, if there are issues or accidents, the responsibility falls to the delegation leader (where appropriate, in conjunction with the organising team) to resolve issues within their delegation. There is a trust person/safety officer available to all participants, both online (Slack) and in-person.

When in public, all delegates are representing CEI, and we expect them to act as ambassadors for the organisation. We expect conduct in line with that role including but not limited to: being polite, patient, tolerant and respectful, being aware of their personal space and belonging (e.g. no littering!), including and being kind to other delegates and always respecting the local law and rules for every place visited.

CEI has a zero-tolerance policy for all forms of bullying. We expect all delegates to treat each other with respect and kindness. CEI is an inclusive space that welcomes people of all genders, sexualities, ethnicities, religions and backgrounds and discrimination of any sort will not be tolerated.

If any delegates breach our safety, conduct or inclusivity rules, they may be asked to leave the conference (in discussion with the delegation leader).

Photos, videos & social media

Many sessions will be promoted on, or linked to, social media. We are only responsible for the content that is posted by CEI and the CEI Alumni Team, we cannot take responsibility for the content of all participants.

Please note that many sessions will be recorded or live-streamed on social media. If you do not want to be involved in such activities it is your responsibility to inform a member of the CEI

during registration/check-in, we will then provide you with a badge, sticker and lanyard to identify that you are not to be filmed.

The following social media accounts will be used by the conference team:

Instagram: [cei.sweden](https://www.instagram.com/cei.sweden) & [imacei](https://www.instagram.com/imacei)

TikTok: [@imacei](https://www.tiktok.com/@imacei)

Facebook: [CEI Sweden](https://www.facebook.com/CEISweden) & [CEI Alumni Team](https://www.facebook.com/CEIAlumniTeam)

Conference website: <https://www.ceisweden.org/>

YouTube (live streams): [YouTube channel.](https://www.youtube.com/channel/UC...)

Zoom will also be used for the online participants (and possible cross-streaming).

CEI will never publish the full name of any minors on any of our websites or social media. If anything posted on our social media accounts makes you uncomfortable or you think it is inappropriate or incorrect please contact us and we will do our best to remove it as quickly as possible.

Other forums where photos or media may be shared include:

- The Global Forum magazine (published online and physically)
- Local media* (newspapers/television/radio/blogs, sponsors etc.)

*when local media is present, all participants will be made explicitly aware of their presence.

Students will be using **Slack** (<https://slack.com/trust/security>) to communicate with their fellow students during the conference. All official Slack channels set up by the organising committee will be moderated by trained alumni from the organising team (see also **Safety, Conduct and Inclusivity**). However, we do not take responsibility for private groups started by students on Slack/Whatsapp etc.

For the CEI 2024 conference, it is the responsibility of the delegate to have the appropriate display name on all platforms. All students and participants under 18 **must** have the following: Name – Country, e.g. Sam – Sweden. No family/surnames are allowed for minors. Any inappropriate or unreadable display names will be removed by the hosting team.

Use of logos

Unauthorised use of the CEI 2024 Logo, CEI Alumni Logo and CEI Logo is not permitted and we are not responsible for any unauthorised usage online by others. Promotional material published by us can be used to promote the conference in your locality, however, if you wish to use any further material, please consult with the host first to ensure it follows the conference social media policy; including privacy and child safety regulations.

Data protection and privacy

Data collected via registration forms will be stored by the CEI Sweden Team in our secure, cloud-hosted storage. This information will only be used by the CEI Sweden Team to contact you about the conference, conference or further CEI activities. Your email will also be added to the CEI mailing list to be informed about future conferences. If at any point you would like to stop receiving communication from CEI you can contact us at ceisweden24@gmail.com and your data will be erased from our database. We will never share your data with any third parties.

The CEI 2024 Conference will be using the following platforms (in-person):

- Slack: <https://slack.com/trust/security>
- YouTube (livestreams): <https://www.youtube.com/howyoutubeworks/user-settings/privacy/>
- Microsoft forms: <https://support.microsoft.com/en-us/office/security-and-privacy-in-microsoft-forms-7e57f9ba-4aeb-4b1b-9e21-b75318532cd9>

For full information about security and privacy on these platforms please see their official documentation which is linked above beside each platform. Please note that all data, pictures and information you place on these platforms will be removed after the conference.

Sensitive Data

Data that pertains to dietary and medical information will be stored only until the conference is over. Within two weeks of the conclusion of the conference all data that contains medical and/or dietary information will be deleted.

If you have any questions about this statement please contact ceisweden24@gmail.com

Statement for online participants for the CEI Conference 2024

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Safety, Conduct and Inclusivity

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CEI has a zero-tolerance policy for all forms of bullying. We expect all delegates to treat each other with respect and kindness. CEI is an inclusive space that welcomes people of all genders, sexualities, ethnicities, religions and backgrounds and discrimination of any sort will not be tolerated.

If any delegates breach our safety, conduct or inclusivity rules, they may be asked to leave the conference (in discussion with the delegation leader).

Online conduct

At the 2024 conference, it is the responsibility of the delegate to have the appropriate display name on all platforms. All students and participants under 18 **must** have the following: Name – Country, e.g. Sam – Sweden. No family/surnames are allowed for minors. Any inappropriate or unreadable display names will be removed by the hosting team.

Photos, videos & social media

Please note that many sessions will be recorded or live-streamed on social media. If you do not want to be involved in such activities it is your responsibility to inform the session leader and to mute your own microphone/turn off your own camera. These sessions will be clearly highlighted on the conference programme prior to the conference.

The following social media accounts will be used by the conference team:

Instagram: [cei.sweden](#) & [imacei](#)

TikTok: [@imacei](#)

Facebook: [CEI Sweden](#) & [CEI Alumni Team](#)

Conference website: <https://www.ceisweden.org/>

YouTube (livestreams): [YouTube channel](#).

CEI will never publish the full name of any minors on any of our websites or social media. If anything posted on our social media accounts makes you uncomfortable or you think it is inappropriate or incorrect please contact us and we will do our best to remove it as quickly as possible.

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The CEI 2024 Conference will be using the following platforms (online):

- Zoom and in-built collaborative features incl. whiteboard & polls: <https://explore.zoom.us/en/privacy/>
- Slack: <https://slack.com/trust/security>
- YouTube (livestreams): <https://www.youtube.com/howyoutubeworks/user-settings/privacy/>

- Canva: <https://www.canva.com/policies/privacy-policy/>
- Google online suite (e.g. Google Docs, Google Slides, Google Sheets & Google Forms):
<https://policies.google.com/privacy?hl=en-US>

For full information about security and privacy on these platforms please see their official documentation which is linked above beside each platform. Please note that all data, pictures and information you place on these platforms will be removed after the conference.

If you have any questions about this statement please contact ceisweden24@gmail.com