Thanks for signing up to serve as a RISE Liaison at an upcoming GSA event. You play an important role in reinforcing GSA’s commitment to offering safe, respectful, and inclusive meetings.

**A. BE VISIBLE**
- **Remember to wear a RISE pin** - Ask for your RISE pin at the meeting information desk or registration desk.
  - **Add “RISE” to your profile for online meetings**
    - Navigate to MY PROFILE once you have joined the online platform and insert “RISE” in front of your first name.

**B. TAKE ACTION IF YOU BECOME AWARE OF A CONCERN.**

General Rules (in-person events):
1. **If someone approaches you with a concern, do what you can to help them feel respected and supported:**
   - Find a quiet place to talk so that others will not overhear your conversation
   - Listen and find out what happened in the reporter’s own words (use open-ended questions starting with words like who, what, when, and where to gather basic information about the facts)
   - Explain that you have volunteered to serve as a RISE Liaison to help advance GSA’s commitment to offering safe, respectful, professional meetings
   - Explain that GSA has implemented consistent, confidential procedures to ensure that conduct concerns are taken seriously, that complaints are investigated, and that proven violations are enforced
   - Let the reporter know about the RISE office and, where appropriate, direct them to ethics@geosociety.org

2. **Notify GSA’s Ethics Office of all complaints and concerns so we can make sure there’s appropriate follow up and keep our meetings safe**
   - Remember that your job involves gathering basic information, not doing a full investigation
   - If you get a complaint or see something that seems inappropriate, notify GSA’s Ethics Office (ethics@geosociety.com or RISE Office) as soon as possible

General Rules (on-line events):
If you read any comments that seem inappropriate:
1. Post this comment: “Remember RISE - Let’s make this a respectful, inclusive meeting.”
2. Do not delve into the substance.
3. Notify ethics@geosociety.org after the session to share what you observed (if the conduct seems particularly egregious, notify the Meetings Department or Ethics Office ASAP)

**C. LET US KNOW IF YOU HAVE QUESTIONS OR WANT HELP**
- Email: ethics@geosociety.org
- For in-person meetings, visit GSA’s RISE Office or notify the Meetings Department staff