

Rochester Security Summit Policy 001

Approvals

Title	Approval Date	Signature
Chapter President	January 1, 2017	
Summit Chairperson	January 1, 2017	
Officers' Meeting	June 3, 2026	

Change History

November 13, 2016	Original Draft	Original Draft
November 16 2016	First Review by ISSA Officers	
June 3, 2026	Revisions Reviewed by Officers	

1.0 Scope:

The following policy applies to the Rochester Security Summit hosted by the Rochester Chapter of ISSA.

2.0 Definitions:

Attendee: Individual with paid ticket to the event under applicable pricing level.

Guest: Individual receiving free ticket to the event from ISSA chapter, sponsor, Partner or Committee member.

Sponsor: Entity purchasing sponsorship per published levels and privileges for the event. Typically, these are commercial businesses.

Partner: Entity sharing roles and responsibilities for hosting event per contract in place with ISSA Rochester Chapter which includes a revenue sharing plan.

Partner-In-Kind: Entity sharing roles and responsibilities for hosting event per contract in place with ISSA Rochester Chapter which does not include a revenue sharing plan or other compensation.

Speaker: Individual or professional organization agreeing to present non-commercial content at RSS per contract with ISSA Rochester Chapter.

Committee Member: Individual volunteering to serve on the committee per conditions set forth in this policy and receiving compensation in the form of a free ticket to attend the event.

Student Volunteers: Individuals enrolled in local colleges or schools volunteering to assist with the RSS.

3.0 Rules

3.1 Committee Members must agree to the following:

- a. Attend a minimum of 4 meetings either in-person or via conference call
- b. Provide services to the committee as defined in project plan

- c. Avoid all conflicts of interest with sponsors and may not work at a sponsor booth or otherwise represent a sponsor while at the event

3.2 Partners must agree to the following:

- a. Post the event on their website
- b. Post the Rochester Security Summit as a 'partner' on their website.
- c. Send an email to local partner chapter leaders asking them to promote the event to community and chapter members using content reviewed and authorized by the RSS Committee or pulled from public content at www.rochestersecurity.org
- d. Announce or publish the event on social media 1x per month prior to the event
- e. Include the event, date and location in partner newsletters prior to the event
- f. Partner would chair at least a 1 day, 4 slot track, potentially up to a 2 day and 9 slots, but only if enough speakers and speaking slots are available.
- g. Final review and approval of the speakers and schedule subject to the program chair / speaker committee chair person.
- h. Partner would provide a representative to be the primary contact to coordinate and communicate with the speaker committee and the Summit committee.
- i. Partner representative would be subscribed to and use Speaker committee and the Summit committee lists for communications.
- j. Partner representative would attend in person or via phone a majority of the RSS planning events.

3.3 Rochester Security Summit shall provide the following for Partners:

- a. Post the Partner logo and link under the partners home page at www.rochestersecurity.org
- b. Include the logo and organization bio in the printed event program
- c. Insert Partner provided inserts in each attendee bag
- d. Provide discounted ticket price for Partner members to attend
- e. Provide 2 complimentary tickets to the event
- f. Reserve a speaker track for one day with Partner identified as sponsor and with Partner provided title, generally Partner name.
- g. Place Partner provided banner in room designated for speaker track
- h. Place Partner provided banner in room designated for keynote track – generally main ballroom stage
- i. Announce partner on social media 1x month prior to event
- j. Identify Partner in ISSA Rochester Chapter newsletter and/or on the RSS website prior to the event
- k. In the event of positive net revenue after RSS payouts for speakers and sponsors, the ISSA chapter would share proceeds with the Partner. The revenue sharing would be \$150 or 1 complimentary ticket for each speaking slot filled and approved.
- l. In the event of a speaker no-show, it is up to the discretion of the Officers committee as to whether the Partner will receive payout for that speaker.
- m. In addition the Partner is encouraged to solicit vendors to sponsor the Summit, as long as the vendor hasn't already been contacted by the Sponsorship committee. The Partner representative will contact the chair of the sponsorship committee with the name or names of the proposed vendors, and will receive approval for the specific of the vendors in advance. If the vendor

sponsors the event, then 10% of the revenue from the sponsorship will be shared with the chapter.

- n. All revenue sharing will take place within 45 days of the end of the event.

3.4 Partners-in-Kind must agree to the following:

- a. Post the event on their website
- b. Post the Rochester Security Summit as a 'partner' on their website.
- c. Send an email to local partner chapter leaders asking them to promote the event to community and chapter members using content reviewed and authorized by the RSS Committee or pulled from public content at www.rochestersecurity.org
- d. Announce or publish the event on social media 1x per month prior to the event
- e. Include the event, date and location in partner newsletters prior to the event

4.0 Prizes and Giveaways have the following conditions:

- a. Paid attendees and complimentary ticket holders are eligible for ISSA Drawings and raffles including the Bingo drawing.
- b. Student volunteers are not eligible for ISSA drawings and raffles including the Bingo drawing.
- c. Sponsors, Speakers, volunteers, and RSS committee members are not eligible.
- d. The ISSA ONLY drawing for a premium prize is open to ALL present ISSA Rochester chapter members except those mentioned in paragraph c above.
- e. There are no restrictions on drawings or giveaways from sponsors.

5.0 Tickets

- a. Members of Partner organizations are eligible for discounted ticket pricing as set by the RSS committee.
- b. Members of Partner-in-kind organizations are not eligible for discounted ticket pricing.
- c. Organizations or groups purchasing blocks of 10 or more tickets at the same time may receive discounting equivalent to early bird pricing, as determined by the RSS Committee.
- d. In any case, discounted tickets under this section will not be lower-priced than the Early Bird price.

6.0 Code of Conduct for all Participants

- a. "Anti-Harassment" Policy: RSS is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form.
- b. Conference participants violating these rules may be expelled from the conference without a refund at the discretion of the committee and/or ISSA Rochester Chapter officers.
- c. Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race or religion and actions such as deliberate intimidation, stalking, following, photography or recording without consent, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.
- d. Participants asked to stop any behavior are expected to comply immediately.
- e. Sponsors are also subject to the anti-harassment policy. In particular, sponsors should not use sexualized images, activities, or other material. Sponsor staff should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.
- f. If a participant engages in harassing behavior, the committee may take appropriate action, including warning the offender or expulsion from the conference with no refund.

- g. Participants being harassed or observing someone else being harassed, or having any other concerns, must contact a member of the committee or officer of the ISSA Rochester chapter immediately.
- h. Committee members will be available to help participants contact event/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference.

7.0 Privacy Policy

- a. RSS is committed to ensuring that participant privacy is protected.
- b. RSS will not sell or otherwise distribute participant personal information to third parties (including but not limited to sponsors and partner organizations) unless we have your permission or are required by law.
- c. During the course of conference registration, the following information may be gathered:
 - a. Name and job title
 - b. Contact information including email address
 - c. Demographic information such as postcode, preferences and interests
- d. This information may be used to communicate with participants about this event and related ISSA Rochester Chapter matters.
- e. Information may be used by the committee to better understand the interests and needs of the community.
- f. Attendees will have the option to opt-in to having more of their information shared with sponsors, in return for eligibility for additional high-value drawings.

8.0 RSS Code of Ethics

- a. All participants in the RSS must adhere to the ISSA Code of Ethics published here.
<https://issa.org/code-of-ethics/>

9.0 Speaker Rules

- a. Speaker rules are defined on the speaker page at www.rochestersecurity.org
- b. Speaker rules are established by the speaker committee and presented to the committee for review and approval each year.

10.0 Sponsor Rules

- a. Sponsor rules are defined on the sponsor page at www.rochestersecurity.org
- b. Sponsor rules are established by the sponsor committee and presented to the committee for review and approval each year.

11.0 Committee Roles and Responsibilities

- a. Committee Roles and Responsibilities are defined in the RSS project plan
- b. The RSS project plan is prepared by the program chair and presented to the committee for review and approval each year.