

**Lavender Languages
Institute Virtual
Policy
Document**



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1. Introduction

Welcome to the Lavender Languages Institute, a dynamic platform for engaging with cutting-edge research, fostering meaningful discussions, and building connections within the diverse field of LGBTQ+ language and linguistics. As we embark on this virtual journey together, this comprehensive policy document aims to ensure that participants have a clear understanding of the guidelines, expectations, and ethical considerations that underpin our Institute experience.

The Lavender Languages Institute is dedicated to creating an inclusive and respectful environment where scholars, researchers, educators, and enthusiasts can come together to explore and celebrate the rich tapestry of LGBTQ+ language and linguistic studies. This virtual experience is designed to transcend geographical boundaries, providing a global stage for the exchange of ideas, perspectives, and research findings that contribute to the advancement of knowledge in this evolving field.

In line with our commitment to fostering a positive and collaborative space, this policy document outlines essential details regarding the recording of Zoom sessions, our refund policy, the expected code of conduct, technical requirements, and measures taken to ensure privacy and data security. We encourage all participants to carefully review these guidelines to facilitate a seamless and enriching experience for everyone involved.

As the Lavender Languages Institute embraces the virtual format, we acknowledge the unique opportunities and challenges it presents. We extend our gratitude to participants for their adaptability, understanding, and commitment to making this virtual institute a vibrant and intellectually stimulating event.

Thank you for being a part of the Lavender Languages Institute. Your contributions and engagement play a crucial role in making this event a success. We look forward to your active participation and hope that this institute serves as a catalyst for meaningful conversations and lasting connections.

2. Recording Policy for Zoom Sessions

2.1. At the Discretion of Presenters

Recording of Zoom sessions is allowed at the discretion of individual presenters or instructors. Participants are kindly requested to respect the preferences of session hosts regarding the recording of their presentations. Presenters may explicitly indicate whether or not they permit recording during their sessions.

2.2. Participant Recording Protocol

Participants who wish to record a session must seek explicit permission from the session host or presenter before initiating any recording. This protocol is in place to respect the intellectual property and preferences of the individuals contributing to the institute.

2.3. Unauthorized Recording Consequences

Unauthorized recording, without explicit permission, is strictly prohibited and may result in disciplinary actions, including expulsion from the institute. We ask all participants to uphold the principles of academic integrity and respect the wishes of presenters regarding the recording of their work.

2.4. Sharing Recorded Content

In instances where recording is permitted, participants are expected to use recorded content for personal use only. Sharing recorded content, in part or in full, without explicit consent from the Lavender Languages Institute and the original presenter is strictly prohibited.

3. Refund Policy

3.1. No Refunds

The Lavender Languages Institute operates under a no-refund policy for virtual institute registrations. All registration fees are non-refundable.

3.2. Exceptional Circumstances

In exceptional circumstances, such as technical issues preventing participation or unforeseen personal emergencies, participants may submit a refund request for consideration. Each case will be evaluated on its merits, and decisions will be made at the discretion of the institute organizers.

3.3. Refund Request Process

Participants seeking a refund due to exceptional circumstances must submit a written request to the institute organizers. The request should include a detailed explanation of the circumstances leading to the refund request and any supporting documentation.

Refund requests should be sent to lavlangeInstitute@ciis.edu within 30 days of the conclusion of the Institute. The institute organizers will review each request and respond to the participant within 14 days with the decision and any additional instructions.

4. Code of Conduct

Please email lavlangInstitute@ciis.edu for any concerns regarding the Institute

4.1. Respectful Behavior

All participants are expected to engage in respectful and considerate behavior. This includes actively listening to others, valuing diverse perspectives, and fostering an atmosphere of mutual respect.

4.2. Inclusivity

We celebrate diversity in all its forms, including but not limited to race, ethnicity, gender identity, sexual orientation, and academic background. Participants are encouraged to contribute to an inclusive environment that welcomes all voices.

4.3. Harassment and Discrimination

Harassment or discrimination of any kind, including but not limited to verbal, physical, or visual harassment, will not be tolerated. Participants are urged to report any instances of harassment or discrimination to institute organizers promptly at lavlangInstitute@ciis.edu.

4.4. Disruptive Conduct

Participants are expected to conduct themselves in a manner that does not disrupt the institute proceedings. Disruptive behavior includes, but is not limited to, intentional interruptions, excessive noise, or any action that hinders the ability of others to participate.

4.5. Professionalism

Participants are encouraged to maintain a professional demeanor throughout the institute. This encompasses using appropriate language and adhering to the academic and professional standards of conduct. In support of effective learning experiences, it is strongly recommended that students prioritize adequate preparation for classes. Committing to the required readings and preparatory work enhances the educational quality and facilitates more productive class discussions.

5. Technical Requirements

5.1. Minimum System Requirements

Participants are responsible for ensuring that their devices meet the minimum system requirements for accessing virtual sessions via Zoom. This includes having an up-to-date computer or mobile device with a compatible operating system.

5.2. Internet Connection

A stable and reliable internet connection is essential for a seamless virtual experience. Participants should ensure they have sufficient bandwidth to support video streaming and interactive features.

5.3. Zoom Application

It is mandatory for participants to have the latest version of the Zoom application installed on their devices. This ensures access to all institute features and enhances the overall user experience.

5.4. Testing Procedures

To prevent technical issues during the institute, participants are strongly encouraged to test their devices and internet connection in advance. Technical support will be available during the institute to assist participants with any difficulties.

6. Time Zone Consideration

6.1. Operating on Pacific Daylight Time (PDT)

The Lavender Languages Institute operates on Pacific Daylight Time. All institute sessions, activities, and deadlines will adhere to this time zone. Please be aware of the time zone difference when participating in virtual sessions and adhere to the institute schedule accordingly.

6.2. Adjusting Schedules

Participants from different time zones are responsible for adjusting their schedules accordingly to actively participate in all institute-related events. The institute organizers will make every effort to provide a schedule that accommodates a global audience, but participants are encouraged to plan and account for time zone differences in advance.

7. Privacy and Data Security

Data Collection: The Lavender Languages Institute collects and processes personal data for registration purposes only. Participants' privacy is a priority, and information will not be shared with third parties without consent.

Security Measures: The Institute employs industry-standard security measures to safeguard virtual sessions and participant data. Participants are advised to take precautions to protect their own privacy, such as using secure Wi-Fi connections and maintaining the confidentiality of login credentials.

8. Contact Information

Concerns about any of these policies, please reach out immediately to:
Nicole Morse, Daniella Orias, and William Leap at lavlangInstitute@ciis.edu

Note: This policy document is subject to periodic updates. Participants are encouraged to review the latest version on the Lavender Languages Institute website.