

OTSF EVENT GUIDELINES & CODE OF CONDUCT

Operational Technology Security Forum

OUR COMMITMENT

The Operational Technology Security Forum (OTSF) is committed to providing a professional, inclusive, and productive environment for all participants. Our events bring together industry professionals, government representatives, and academic experts to advance knowledge in operational technology security, risk management, and resilience.

CODE OF CONDUCT

Expected Behaviour

All attendees, speakers, sponsors, and organizers are expected to:

- **Treat everyone with respect and courtesy** regardless of background, position, or affiliation
- **Engage constructively** in discussions and networking opportunities
- **Maintain professional standards** in all interactions
- **Respect confidentiality** when sensitive information is shared
- **Focus on learning and knowledge sharing** rather than aggressive sales tactics
- **Be inclusive** and welcoming to all participants
- **Follow venue rules** and health & safety guidelines
- **Use technology responsibly** (photography, social media, recording)

Unacceptable Behaviour

The following behaviours will not be tolerated:

- Harassment, discrimination, or intimidation in any form
 - Disrupting presentations, discussions, or networking activities
 - Aggressive or inappropriate sales approaches
 - Sharing confidential information without permission
 - Recording sessions without explicit permission
 - Inappropriate use of contact information obtained at events
 - Behaviour that makes others feel unsafe or unwelcome
 - Violation of venue policies or local laws
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SPONSOR GUIDELINES

Marketing and Promotion

- Respect the educational focus of presentations and discussions
- Network appropriately without aggressive sales tactics
- Follow setup and breakdown schedules for displays
- Use attendee information responsibly and in compliance with data protection laws
- Acknowledge OTSF appropriately in any follow-up communications

Physical Presence Guidelines

- Setup/breakdown must occur during designated times
 - Materials must meet venue safety requirements
 - Literature and giveaways should be relevant to OT security
 - No items that could be considered inappropriate or offensive
 - Cleanup responsibility includes proper disposal of materials
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ATTENDEE GUIDELINES

Registration and Attendance

- Register accurately with correct contact information
- Arrive punctually for sessions and networking activities
- Wear the provided name badges at all times during the event
- Notify organizers of any accessibility requirements in advance

During Presentations

- Silence mobile devices during sessions
- Ask questions respectfully during designated Q&A periods
- Avoid side conversations that may disturb others
- Take notes discretely without disrupting speakers or other attendees

Information Sharing

- Respect Chatham House Rule when applied to specific sessions
 - Do not share sensitive or confidential information inappropriately
 - Ask permission before photographing or recording others
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DATA PROTECTION & PRIVACY

Registration Information

- Personal data is collected and used in accordance with UK GDPR
- Information may be shared with sponsors
- Attendees may opt out of certain communications

Photography and Recording

- OTSF may photograph/record events for promotional purposes
 - Attendees will be notified if recording is taking place
 - Social media sharing should respect others' privacy preferences
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ENFORCEMENT

If you experience or witness behaviour that violates these guidelines:

- **During Event:** Contact any OTSF organizer immediately
 - **After Event:** Email events@otsforum.com with details
 - **Urgent Matters:** Speak directly with event management
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HEALTH & SAFETY

Venue Compliance

- Follow all venue-specific health and safety requirements
- Report accidents, incidents, or hazards immediately
- Comply with emergency evacuation procedures

Personal Responsibility

- Attend events in good health
 - Inform organizers of any medical conditions that may require assistance
 - Report any safety concerns promptly
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INTELLECTUAL PROPERTY

Presentation Content

- Speakers retain copyright to their presentation materials
- OTSF may record for promotional and educational use
- Attendees should respect speaker intellectual property rights

Sponsor Materials

- Sponsors retain rights to their branded materials and content
- OTSF has limited license to use sponsor logos for event promotion

CONTACT INFORMATION

General Event Inquiries: events@otsforum.com

Sponsorship Matters: matt.porton@stone2stone.co.uk

Code of Conduct Issues: events@otsforum.com

ACKNOWLEDGMENT

By registering for or participating in OTSF events, all participants acknowledge they have read, understood, and agree to comply with these guidelines and code of conduct.

These guidelines may be updated periodically.

Effective Date: 1st April 2025

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