

## RISE Liaison Tips

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

1. **Remember to wear a RISE pin** - Ask for your RISE pin at the meeting information desk or RISE office ([ethics@geosociety.org](mailto:ethics@geosociety.org))
2. **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.

Remember that every situation is different – there's no "right" way

#### General Rules (in-person events):

1. Find out what happened in the reporter's own words.
2. Find a quiet place to talk and safeguard privacy.
3. Take notes - there's no special form. Gather details:
  - WHO: names of people involved and witnesses, contact info, badge numbers (ask permission before taking pictures of people or name badges)
  - WHAT: description of incident and who said what to whom
  - WHEN: date and time
  - WHERE: location
4. Notify GSA's Ethics Office ([ethics@geosociety.com](mailto:ethics@geosociety.com) or RISE Office) – Your job is to get basic info, not to do a full investigation.
5. If a reporter wants to remain anonymous, direct them to GSA's third-party hotline. They have 3 ways to report:
  - **Mobile:** [geosocietymobile.ethicspoint.com](http://geosocietymobile.ethicspoint.com)
  - **Internet:** [geosociety.ethicspoint.com](http://geosociety.ethicspoint.com)
  - **Phone:** 844-237-8688

#### 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](mailto: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](mailto:ethics@geosociety.org)
- For in-person meetings, visit GSA's RISE Office (annual meetings) or see GSA's onsite meetings staff, who can usually be found at the registration desk.