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)
   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 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
      • **Internet:** 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 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 (annual meetings) or see GSA’s onsite meetings staff, who can usually be found at the registration desk.