RISE Liaison Tips

Thanks for signing up to serve as a RISE Liaison at an upcoming event. You play an important role in reinforcing the Paleontological Society’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@paleosoc.org)

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 our Ethics Office (ethics@paleosoc.org 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 PS’s third-party website through Navex. They have 3 ways to report:
      - Email: ethics@paleosoc.org
      - RISE Room: Crofoot Room in the Michigan Union
      - Phone: 970-834-3047

   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@paleosoc.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@paleosoc.org
   - For in-person meetings, visit RISE Office or see PS RISE onsite meetings liaisons wearing RISE buttons.

These guidelines have been modified from GSA RISE content