



# SICOT Open Forum

## Rules, Etiquette & Privacy Guidelines

Welcome to our SICOT virtual community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to the SICOT Head Office at [hq@sicot.org](mailto:hq@sicot.org). Technical questions on association management issues should be directed to our helpdesk.

Please take a moment to familiarize yourself with these important guidelines. If you have questions, contact the SICOT Head Office. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community for anyone who violates these rules.

### The Rules

- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post **commercial messages** on any discussion list, resource library entry, or other area where others might see it. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted on the lists and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message. All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

## Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows other members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals and not to the entire list. Do this by clicking on the name of the individual and then using the "Message" function.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

## The Legal Stuff

This site is provided as a service only for the members of SICOT. SICOT is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by SICOT or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall SICOT be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants SICOT and users of this site the non-exclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

SICOT does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of SICOT we will take all appropriate action.

SICOT reserves the right to terminate access to any user who does not abide by these guidelines.

# Privacy Policy

## **We respect and will endeavour to safeguard your privacy**

Any personal information you provide to us including and similar to your name, address, telephone number and e-mail address will not be released, sold, or rented to any entities or individuals outside of our organization except as noted below.

## **With whom do we share the personal information we collect through this site**

### *Our Service Providers.*

We may share your personal information with companies (including our affiliates) that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information we share with them and to use it only to provide specific services on our behalf.

### *Business Transfers.*

Your personal information may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this Privacy Policy.

## **External Sites**

We are not responsible for the content of external internet sites. You are advised to read the privacy policy of external sites before disclosing any personal information.

## **Cookies**

A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalization, etc). Cookies themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be used by 3rd party content providers such as newsfeeds.