



# 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](mailto: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](mailto: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:
  - **3rd party website:** <https://secure.ethicspoint.com/domain/media/en/gui/57816/index.html>
  - **Email:** [ethics@paleosoc.org](mailto: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](mailto: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](mailto:ethics@paleosoc.org)
- For in-person meetings, visit RISE Office or see PS RISE onsite meetings liaisons wearing RISE buttons.