



# 2019 AIChE<sup>®</sup> ANNUAL MEETING

NOVEMBER 10 – 15, 2019 | ORLANDO, FL

Transforming the  
Future through Chemical  
Engineering



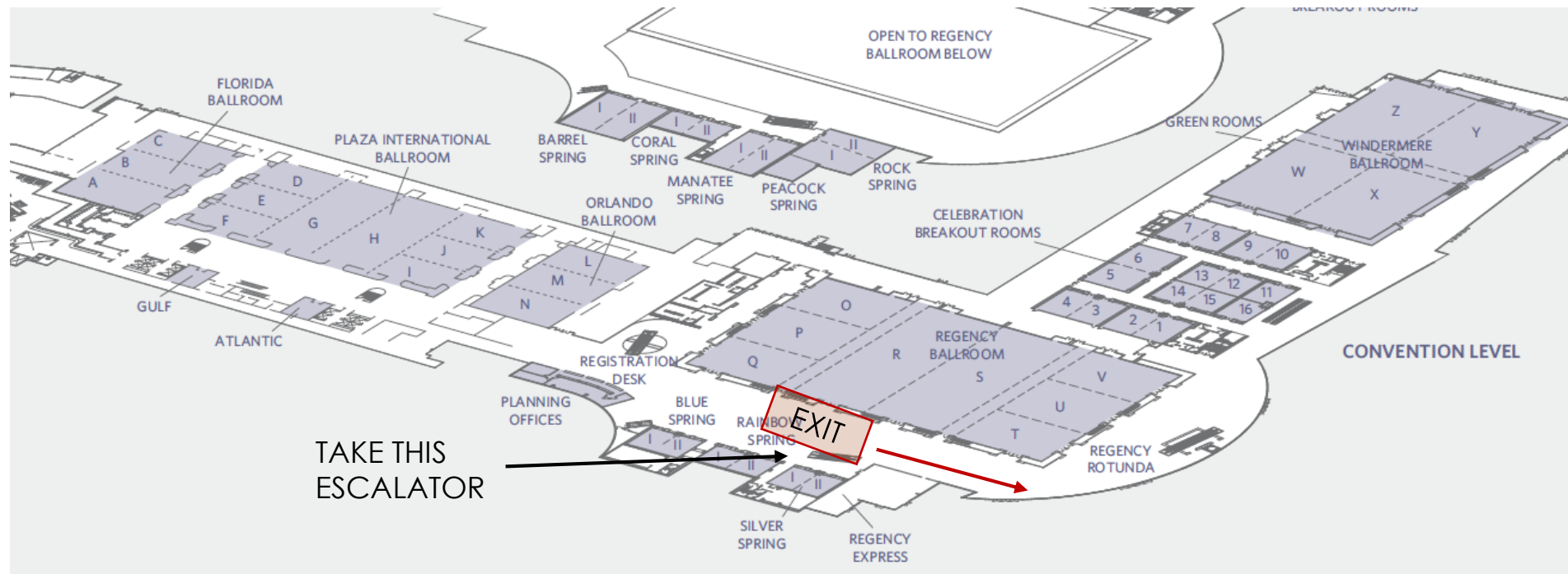
Transforming the Future through Chemical Engineering  
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# 2019 Annual Meeting CDFO Onsite Meeting

November 11, 2019, 8:00 AM – 10:00 AM  
Hyatt Regency Orlando, Manatee Spring I  
Orlando, FL

- **8:00am-8:15am (15 minutes)**
- Welcome, Safety Moment, Review of Meetings Code of Conduct and Introductions (Jean Tom)
- **8:15am- 8:55am (40 minutes)**
- 2019 Activities Survey Results Presentation & Discussion (Ravindra Aglave)
- **8:55am- 9:35am (40 minutes)**
- Division & Forum By-Laws Reviews & Updates (David Silverstein)
- **9:35am-9:50am (15 minutes)**
- Examples of Division & Forum Best Practices / Community Counts (Gina Gatto)
- **9:50am-9:55am (5 minutes)**
- Division & Forum Attendance Data (Cody Hirashima)
- **9:55am-10:00am (5 minutes)**
- Other Questions & Comments/Wrap Up





## Code of Conduct Review

A link to the Meetings Code of Conduct can be found at <https://www.aiche.org/resources/conferences/code-conduct>

AIChE's volunteers are the core of the Institute and make all of its programs, conferences, and educational efforts possible. These offerings provide excellent opportunities for AIChE members and meeting attendees to gain greater technical expertise, grow their networks, and enhance their careers. AIChE events provide engineers, scientists, and students platforms to present, discuss, publish, and exhibit their discoveries and technical advances.

At all times, volunteers and meeting attendees should act in accordance with AIChE's Code of Ethics, upholding and advancing the integrity, honor, and dignity of the chemical engineering profession. AIChE's Board of Directors has developed these guidelines to foster a positive environment of trust, respect, open communications, and ethical behavior. These guidelines apply to meetings, conferences, workshops, courses, and other events organized by AIChE or any of its entities and also to volunteers who conduct other business and affairs on behalf of AIChE.

### SPECIFICALLY:

1. Volunteers and meeting attendees should understand and support AIChE's Code of Ethics.
2. Volunteers and meeting attendees should contribute to a collegial, inclusive, positive, and respectful environment for fellow volunteers and attendees, and other stakeholders, including AIChE staff.
3. Volunteers and meeting attendees should avoid making inappropriate statements or taking inappropriate actions based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background. We should show consistent respect for colleagues, regardless of discipline, employment status, and organizations for which they work, whether industry, academia, or government.
4. Disruptive, harassing, or other inappropriate statements or behavior toward other volunteers, members, or other stakeholders, including AIChE staff, is unacceptable.
5. Volunteers and meeting attendees should obey all applicable laws and regulations of the relevant governmental authorities while volunteering or attending meetings. Volunteers and meeting attendees taking part in any AIChE event, including the Chem-E-Car Competition®, should also comply with all applicable safety guidelines.

Any violations of the foregoing should be reported to the President or the Executive Director of the Institute.