CuttingEEG code of conduct
A guide for CuttingEEG activities

The cuttingEEG association is a French association founded in 2018. It aims to promote the dissemination of cutting-edge methods for electro- and magneto-encephalographic research on cognition.

The present code of conduct is meant as a guideline, it has been written with the goal of helping all the people who act in the name of the association to apply good practices at cuttingEEG activities and events. It expresses what all activities of the association should try to reach for.

ARTICLE 1 - CuttingEEG members responsibilities

All CuttingEEG members, non-member helpers (volunteers etc.) and contractors acting in the name of the association must do their best to apply the rules of the present Code of Conduct, even when it is not convenient.

All people acting on the association's behalf MUST maintain good conduct in any circumstances. In particular, the following (non-exhaustive) list always applies first:
- Comply with local laws,
- Always place people's safety first,
- Never judge (or make jokes on) other people's physical appearance, gender, gender identity and expression, sexual orientation, origins, beliefs, manner of speaking, age, disability…
- Take sexual harassment very seriously. Be decent and report any misconduct, or better still, call-out for assistance and intervene should such an event occur.

CuttingEEG events might appear relaxed and casual, but we need to remember that these are always workplaces in which everyone should feel safe, confident and protected.

ARTICLE 2 - Scientific integrity and open practices

In all its activities, CuttingEEG aims at promoting current rigorous scientific methods. Scientific integrity, open practices and open data should always be actively promoted. This practice is important for ensuring the faithfulness and reproducibility of scientific work, sharing and accumulation of knowledge, fostering reproducibility, facilitating collaboration, and safeguarding against potential errors.

Should it not be possible to share some aspects of the scientific procedures openly, a statement to explain why should be prepared. In any case, the privacy of experimental subjects prevails in our open data policy. The responsibility remains with the authors/investigators to comply with legal requirements of both the country where the study is conducted as well, as the one where the work is presented or the one where the work is shared

In practice: CuttingEEG supports the [Open Science Framework Badge system](#) to highlight good practices in promoted scientific works and provide positive inforcement.

2.1 - Submitted scientific communication

During submission, authors can disclose their open-data and open-material practices with the following statements (reproduced from [OSF website](#)):

Open Data: Authors complete two disclosure items for each Open Data badge application:

- Provide the URL, DOI, or other permanent path for accessing the data in a public, open access repository.
- Is there sufficient information for an independent researcher to reproduce the reported results? If not, explain.

Open Materials: Authors complete two disclosure items for each Open Materials badge application:
- Provide the URL, DOI, or other permanent path for accessing the materials in a public, open access repository.
- Is there sufficient information for an independent researcher to reproduce the reported methodology? If not, explain.

Reviewers are be instructed to verify the accessibility of data and materials before accepting communications.

2.2 -   Invited lectures

Invited speakers are kindly invited to provide access to their materials.

In practice: The slides of the talks of previous editions of the cuttingEEG conference are available online.

2.3 -   Demonstrations and hands-on sessions

All efforts should be made to provide open access to the methods used, protocols, and software scripts used in demonstrations and hands-on sessions.

In practice: The code and data used to generate results and figures could be stored on a publicly accessible repository (e.g. https://zenodo.org/communities/cuttingeeg).

Invited speakers should make an effort to remain reachable for complementary information on their data and/or material.

2.4-   Conflict of interest disclosure

By signing the code of conduct, presenters (speakers, tutors, poster presenters…) agree to disclose any financial, commercial interest - such as being an employee or a stockholder - in a company and to be transparent about this conflict of interest during their interaction with the audience.

ARTICLE 3 - PROMOTING DIVERSITY

CuttingEEG promotes inclusive, non-offensive dialogue among participants to all of its events. Diversity of views, gender, geographic and ethnic background is expected and desired.
In practice: Speakers are chosen with a constant attention to gender balance. The goal is to systematically push towards even representation of genders in speakers. A better representation of other visible minorities is also encouraged.
In practice: CuttingEEG can offer financial support for participants who are financially challenged (directly via the association's own funds or indirectly via institutional or private partners grants and support).

ARTICLE 4 - MINIMISING ECOLOGICAL IMPACT

The ecological impact of events organised by CuttingEEG need to be minimised. To do this, we focus on 3 aspects: aerial transportation of participants (attendees and speakers), the ecological impacts of catering during the event, and the use of consumables (paper for communication, plastic materials like badge holders etc.). This impact shall be minimised and measures taken to do so by cuttingEEG organisers. These measures shall be advertised during the events.
In practice: the carbon footprint of events organised by cuttingEEG is estimated and publicised after each event.

4.1 -   Minimising aerial passenger transportation

Measures encouraging participants not to use aerial transportation should be taken when possible.

In practice: Monitor and reduce: starting in 2019, cuttingEEG monitors greenhouse gas emission generated by aerial transportation of participants, in tCO2e/participant.

In practice: Hybrid meetings (virtual meetings with local hubs) not requiring aerial transportation of all participants to a single location should be favoured whenever possible.

In practice: CuttingEEG can offer monetary compensation to encourage the use of continental transportation. These initiatives can consist of:

- Total reimbursement of any train ticket used to come to one event, for which the ride time is longer than 7h (cumulated across stops if there are several).
- 50% reimbursement of any train ticket used for a shorter trip (for which plane would be considered)

4.2 -   Minimising the impact of catering

All events organised by the association should use low-carbon catering services.

In practice: Catering should be offered by responsible providers whenever possible. Contract specifications should include:

- several vegetarian options for every meal
- locally grown or bred food
- fresh, locally cooked food
- reusable or non plastic dishes, water bottles, and cutlery

4.3 -   Saving materials across instances of a given meeting

Materials like badge holders or usb sticks should be kept across events. Paper communication should remain minimal. The conference program should not be printed on paper for the events unless absolutely required.

4.4 -   Responsible contractors

Contractor companies (sponsors, catering…) should be chosen with regards to their own attitude matching the present Code of Conduct. Systematic distribution (e.g. in conference bags) of free sponsor "goodies" are discouraged. Distribution of free sponsor goodies at sponsor booths is also discouraged.