**AAPS Video Conferencing Policy**

AAPS is pleased to provide the AAPS Communities with a GoToMeeting account for your web-based video conferencing service needs. Communities leaders are given access to this service to support AAPS members and the work of AAPS Communities. This policy governs the use of AAPS’ GoToMeeting service to ensure compliance with all AAPS policies and standards.

**By signing into AAPS’ GoToMeeting account, you affirm that you understand this policy and agree to comply with the following:**

**Service Description**

* Each AAPS Community is provided with a secure GoToMeeting account.
* Requests to change GoToMeeting account passwords must be submitted to the AAPS Staff Communities Team. Community leaders may not change passwords.
* If multiple sub-groups within an AAPS Community must use the GoToMeeting account, scheduling will be managed by the AAPS Community’s chair.

**Acceptable Use**

* Use of GoToMeeting is strictly for the purpose of AAPS business.
* All virtual events must adhere to the [AAPS Professional Code of Conduct Policy (PDF)](https://higherlogicdownload.s3.amazonaws.com/AAPS/bfc3a388-f31c-452f-88fd-941c2a445a10/UploadedImages/policies_/AAPS_Professional_Code_of_Conduct_Policy.pdf) and the [AAPS PharmSci 360 and Event Attendee Code of Conduct (PDF)](https://higherlogicdownload.s3.amazonaws.com/AAPS/bfc3a388-f31c-452f-88fd-941c2a445a10/UploadedImages/policies_/AAPS_PharmSci_360_and_Event_Attendee_Code_of_Conduct.pdf).
* Community leaders are responsible for:
	1. Managing and scheduling virtual events
	2. Promoting virtual events in the community platform and/or social media
	3. Conducting training and rehearsals
	4. Administering the live virtual event
* Community leaders must obtain consent from presenters before citing, displaying, recording, or sharing any content produced by the presenters (e.g., intellectual property, copyrighted material).
* If permission is given by the presenters, recordings and slides must be shared with the community’s members in the community’s library.

**Support**

Direct service and technical questions to GoToMeeting: <https://support.goto.com/meeting>

For account questions, contact:

[Dawn Klinefelter](https://community.aaps.org/network/members/profile?UserKey=4a8a234e-3a68-4e73-b669-b9ab5b80e9ff), Manager, Membership & Communities, (703) 248-4783, KlinefelterD@aaps.org

[Maria Nadeau](https://community.aaps.org/network/members/profile?UserKey=7593e551-9798-4dbe-b106-9b9293545591), Director, Membership & Communities, (703) 248-4709, NadeauM@aaps.org

**Limitation of Liability**

AAPS is not liable for the loss or interruption of services caused by events beyond its reasonable control or ability to foresee.

**Denial or Termination of Service**

Failure to comply with this policy will result in the denial or termination of access to AAPS’ GoToMeeting account.