

Delegation Code of Conduct: Smart City Expo World Congress 2026

Purpose

This Code of Conduct sets out the expectations for behaviour during the delegation's trip to attend the Smart City Expo World Congress 2026 in Barcelona, Spain. The aim is to ensure that all delegates represent the values of the partner organisations and behave with professionalism, respect, and courtesy towards each other, and stakeholders. By adhering to this Code, we foster a positive experience for all attendees while safeguarding both personal and professional reputations.

General Expectations

1. Professionalism

Delegates are expected to maintain the highest standard of professional conduct at all times. This includes interactions with fellow delegates, conference attendees, speakers, hotel staff, and anyone encountered during the trip.

2. Cultural Sensitivity

The event attracts a global and diverse audience. Delegates are encouraged to familiarise themselves with the business etiquettes of any foreign delegations they engage with.

3. Attendance and Punctuality

Delegates are required to attend all scheduled conference events and meetings they have committed to. Timeliness is key, as lateness disrupts proceedings and reflects poorly on the group.

4. Dress Code

Business attire is expected at all conference-related events. Delegates should dress appropriately for professional engagements, in comfortable shoes but ensuring to uphold the standards of both their profession and the joint partner organisations. Casual attire is acceptable during personal time and on any walking tours or if safety attire is required at site visits.



Conduct During the Conference

1. Respect for Presenters and Fellow Attendees

Delegates must show respect for all speakers and participants by giving them full attention during presentations. Disruptions, such as mobile phones or side conversations, are to be avoided. Engagement in discussions should be conducted respectfully and constructively.

2. Respect

The joint partner organisations do not tolerate racist, sexist, political or homophobic slurs of any nature. This includes towards each other, conference delegates, key stakeholders or the general public.

3. Alcohol Consumption

If alcohol is available at official events, consumption should be moderate. Overindulgence or intoxication will not be tolerated and may lead to exclusion from events or future delegations.

4. Social Media Use

Care should be taken when sharing trip-related content on social media. Confidential information, inappropriate remarks, or anything that could negatively impact the organisation or the delegation must not be shared publicly. You should always confirm with delegation members before sharing their photos or tagging them in social media posts.

Conduct Outside of the Conference

1. Personal Time and Excursions

Delegates are expected to conduct themselves professionally even during personal time. Behaviour that reflects poorly on the individual, the delegation, or the organisation must be avoided at all costs. Delegates are also expected to be mindful of the impact of tourism on the citizens of Barcelona. As guests in their city delegates are expected to leave it better than they found it.

Health and Safety

1. Health Guidelines



Delegates are responsible for their own health and well-being. This includes following any health and safety protocols from conference organisers, local authorities, or Australian health guidelines. Delegates should be mindful of hygiene practices and local health advisories.

2. Emergencies

In case of emergency, delegates should follow local emergency procedures and notify the trip leader or designated contact person as soon as possible. Emergency contact details should be kept on hand.

3. Travel and Security

Delegates should remain alert to their surroundings, keep personal belongings secure, and stay informed of any travel advisories for Spain. It's important to heed any security advice provided by local authorities and your national government guidelines.

Accountability and Compliance

1. Breaches of the Code

Any breach of this Code of Conduct may result in exclusion from future delegations, or other measures as deemed appropriate by each organisation and the laws of New South Wales.

2. Reporting Misconduct

Any incidents of misconduct or behaviour that breaches this Code should be reported to the delegation lead. All reports will be handled confidentially.

Personal Responsibility

Delegates are accountable for their own actions and are expected to conduct themselves with integrity and professionalism, representing both their organisation and their country with pride.

Conclusion

This Code of Conduct is designed to create a respectful, professional, and enjoyable environment for all delegates. By upholding these standards, we ensure a positive and productive experience at the Smart City Expo World Congress 2026 in Barcelona, Spain, reinforcing a reputation of professionalism and mutual respect.

Thank you for your commitment to maintaining these values throughout the trip.

I agree to abide by the terms of this Smart City Expo World Congress 2025 Delegation Code of Conduct and that any breach may result in the termination of my pass and continued participation with the delegation and related delegation events.

Signed:

Date:

Full Name:

Occupation/Job Title:

Organisation:

Association Representative:

