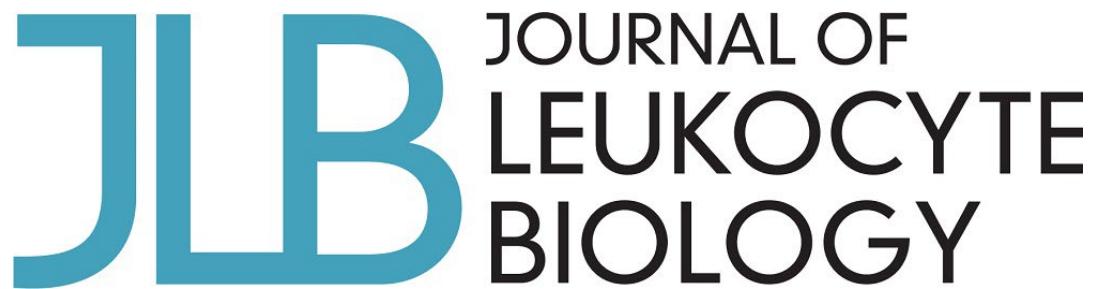

Editorial Board Handbook

for



Version 2.0

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Revision History

1 Objective

The objective of this document is to provide a guide for the purpose, function, processes, management, and operation of the Journal Editorial Board.

2 Statement of Journal Purpose

Leukocyte Biology is the study of leukocytes and their interacting cellular partners in homeostasis, natural mechanisms of host immunity, and etiology of multiple diseases. The scope is inclusive of clinical and translational areas as well as function and organism level impacts.

JLB is a peer-reviewed scholarly journal owned and published by the Society for Leukocyte Biology for its members and the community of immunobiologists. SLB facilitates the dissemination of novel research in molecular, cellular, and systems biology of inflammatory and immune cells involved in host physiology and defense/resistance against disease. The journal is provided to Society members as part of their membership benefits and serves as a vehicle for SLB members to submit original research for publication. Members are offered numerous opportunities to become involved in the journal publishing process. Revenue generated through the journal supports the mission and general operations of SLB.

2.1 Aims and Scope

JLB is an international, peer-reviewed, academic journal published by the Society for Leukocyte Biology (SLB) and Oxford University Press (OUP) for SLB members and the world-wide community of immunobiologists. The journal publishes papers devoted to the exploration of the cellular and molecular biology of all types of leukocytes including granulocytes, mononuclear phagocytes, lymphocytes, NK cells, and other cells involved in host defense. Since essentially all cells in the body can interact with leukocytes, JLB also considers manuscripts involving other cell types such as epithelial and endothelial cells, fibroblasts, neurons, and other somatic cell types participating in host defense. Studies covering leukocyte development, differentiation, trafficking, and effector functions using different *in vitro*, *in situ* and *in vivo* approaches are of particular interest. JLB also publishes clinical, translational, and interdisciplinary studies exploring leukocyte functions in the pathophysiology of immune responses, inflammatory diseases, and cancer. Analyses of extracellular mediators, effector molecules, receptors, signal transduction and genetics are considered relevant. JLB also publishes bioinformatical, mathematical modeling, and big data approaches aimed at understanding leukocyte functions. Research articles, reports, clinical case studies with a focus on leukocyte biology, and reviews that provide novel mechanistic understanding in any of these fields are given priority. Additionally, articles covering technical advances related to state-of-the-art leukocyte research methods and any type of educational material of interest to the world-wide leukocyte biology community are also considered and/or invited.

2.1.1 Abstracting and Indexing Information

- Abstracts on Hygiene & Communicable Diseases (CABI)
- AgBiotechNet (CABI)
- Biological Abstracts (Clarivate Analytics)
- BIOSIS Previews (Clarivate Analytics)
- CAB Abstracts® (CABI)
- CAS: Chemical Abstracts Service (ACS)
- Current Contents: Life Sciences (Clarivate Analytics)
- Embase (Elsevier)
- Environmental Impact (CABI)
- Global Health (CABI)
- Helminthological Abstracts (CABI)
- MEDLINE/PubMed (NLM)
- Nutrition & Food Sciences Database (CABI)
- Nutrition Abstracts & Reviews Series A: Human & Experimental (CABI)
- Parasitology Database (CABI)
- Protozoological Abstracts (CABI)

- Review of Aromatic & Medicinal Plants (CABI)
- Review of Medical & Veterinary Entomology (CABI)
- Review of Medical & Veterinary Mycology (CABI)
- Science Citation Index (Clarivate Analytics)
- Science Citation Index Expanded (Clarivate Analytics)
- SCOPUS (Elsevier)
- Tropical Diseases Bulletin (CABI)
- Veterinary Science Database (CABI)
- VetMed Resource (CABI)
- Web of Science (Clarivate Analytics)

2.2 Resources

As tools to achieve JLB's goals, the Journal utilizes:

1. An Editorial Board led by an Editor-in-Chief
2. Support by the Society's Publication Committee and Council
3. Contracted services for Editorial Management and Production
4. Commercial Publication Services
5. Other resources as necessary over the course of the journal's life cycle, such as an online manuscript submission and peer review system.

2.3 Responsibilities of the Editorial Board

The Editorial Board assists in a variety of aspects of running the Journal. Their responsibilities include (but are not limited to):

- Providing scientific expertise for the Journal
- Submitting manuscripts
- Editorial handling (including initial assessment) of submitted manuscripts
- Administering the peer review process
- Serving as a peer reviewer when appropriate
- Helping the journal to attract high-quality manuscripts, for example by promoting the journal at relevant conferences
- Providing feedback and suggesting improvements for the journal
- Suggesting topics and authors for commissioned reviews, targeted science issues, and commentaries
- Promoting the journal via social media

2.4 Recruiting new Editorial Board members

A journal's Editorial Board is one of its greatest assets, it should not be seen as a static entity, but instead evolve to ensure the relevant expertise is in place and the field is well represented in a rapidly advancing research environment. Recruiting new Editorial Board members can benefit the journal in many ways such as:

- **Improving peer review times.** Peer review can often become delayed when trying to find suitable handling editors or reviewers for a manuscript. Increasing the size of the Editorial Board can build a ready-made pool of handling editors and potential reviewers for prompt action on manuscript submissions.
- **Increasing visibility.** Editorial Board members are a great way to expose the Journal to new audiences, particularly via new topics or those in countries not already well represented. New Editorial Board members

can be encouraged to tell their trainees and colleagues about the journal at conferences, during talks and on various outlet platforms.

- **Increasing submissions.** Editorial Boards can be encouraged to recommend that their colleagues submit to the journal. They can be encouraged to submit their own manuscripts, or recommend ideas for commissioned articles.
- **Expanding scope.** If the journal expands its scope, composition of the Editorial Board can be adapted to ensure corresponding expertise in the areas of interest.

Considerations for recruiting new Editorial Board members:

- Ensure there will be sufficient people to actively assist in handling manuscripts, including Deputy and Associate Editors as well as regular editorial board members
- Divide the field into its major subdivisions and ensure there is representation of each area
- Involve people from leading research centers in the field as well as research foundations and industry
- Involve people of various nationalities and/or languages, geographic locations, seniority, and all genders
- Involve people from emerging fields

To identify potential new Editorial Board members:

- Ask existing Editorial Board members to suggest suitable colleagues
- SLB and other Conference websites – identify speakers or look for lab groups or institutes that are well represented in poster sessions
- Identify frequent authors or reviewers for the journal
- Conduct PubMed/Scopus searches for related keywords
- Look through Institute/Society websites and social media feeds

When recruiting new Editorial Board members, clear expectations regarding the type and amount of work you expect them to contribute must be communicated. In this respect, it is important to quantify each aspect - for instance, ask potential new EBM to suggest two commissioned articles per year, or to handle or review an average of 6-12 papers per year.

Maintaining the Editorial Board:

The Editorial Board is not static, editorial board members will be rotated after their terms end (see below), and will be renewed at defined periods (usually 2-3 years). EBM rotations will provide the opportunity to:

- Restructure the Board, perhaps giving more active members increased responsibility
- Give less active members the chance to step down, creating vacancies for new members
- Thank all continuing members for their ongoing contributions, and outgoing EBM for their past contributions; and ask everyone to suggest new colleagues who might be suitable for the Board

It is also important to keep the Editorial Board involved in the journal and up to date with the latest developments, not least to foster enthusiasm for the journal. Journal reports including regular updates on journal performance will be sent monthly to the senior editors.

3 Journal Positions

A historical tracking of those serving in these positions is to be maintained and available via the society's membership database.

3.1 Senior Editorial Board (SEB)

The Senior Editorial Board consists of the Editor-in Chief (EIC) and Deputy Editors (DE) who fulfill specific tasks for the journal as assigned by the EIC. As of January 2026, the SEB will consist of 1 EIC and 4 DE.

3.1.1 Editor-in-Chief

The available EIC position will be announced by SLB as an open call. The position is open to any expert in the field of leukocyte biology with relevant editorial and leadership experience. Detailed requirements will be determined by a EIC-recruitment task force (ETF) that will consist of several society leadership members (reference Society Council Handbook for procedure of task force development) who will not apply for the position. The ETF will interview suitable candidates and present a list of the best candidates to council that will make the final decision.

The *Journal of Leukocyte Biology* shall be the official publication of the Society. The Editor-in-Chief is the Chief Executive Officer for the Society's publication. The Editor, elected by majority vote of Council for a four-year term upon advice of the Publication Committee and ETF, supervises all activities of the Journal and makes a report of these activities to Council and to the Society, including finances for the Journal to be presented at the council meetings.

The EIC serves a four-year term and may be reappointed for one additional 4-year term. The maximum term of office for the Editor-in-Chief is 8 years. Decisions related to renewal of term is to be made by no later than the third year of the current term. When a new editor-in-chief begins, there is to be a 6-month shadowing period of the current and incoming editor. Under exceptional circumstances that affects the business of the journal (for example, change of publisher), the shadowing period can be extended at the discretion of the SLB council.

Responsibilities:

1. Primary responsibility of the EIC should be for both the scientific and editorial content of the journal
2. Acts as the official liaison to the publisher of the *Journal of Leukocyte Biology* and provides council to the President, who is responsible for the publishing contract for the *Journal of Leukocyte Biology*.
3. Handles the appointment of Editorial Board members per the Journal Editorial Board Guide.
4. Reports to Council at the spring and fall council meetings.
5. Provides input in the preparation of the yearly journal budget, prepared by a designated provider.
6. Ensures the financial health of the Journal overall including tracking offers of waivers and discounts, ensuring strategic usage of the Publisher allocations.
7. Serves as ex-officio member of the publication committee.

3.1.2 Deputy Editors

DE are assigned by the EIC for a renewable 3-year term. Tasks will be defined by the EIC according to the journal's needs, which may change over time. As of January 2026, 4 DE are serving for JLB according to journal needs. Needs may change over time but may include outreach efforts in various geographic and topical areas, Invited Reviews and Clinical Studies and News & Views. The EIC may change, add and remove focus areas and DE duties over time as needed to fit the current journal needs.

3.2 Associate Editors

AE are assigned by the EIC for a renewable 3-year term. First criterion for selection of AE is expertise in any area of leukocyte biology. The board of AE is expected to cover all areas of leukocyte biology as stated in the aims & scope of the journal. Scientific expertise is the driving criterion of choice. All current board members and the Publication Committee have the right to suggest new candidates. EBM with good performance record during their term should be considered preferentially for promotion to AE. AE with good performance records should be considered for promotion to senior editor positions.

AE are the preferred handling editors of submitted manuscripts. As such they need to evaluate submitted manuscripts for suitability for JLB and, if positive, assign reviewers as quickly as possible. Once reviewer reports have been received, the AE needs to evaluate the reports for appropriateness and make a final decision. AE have editorial autonomy and may overrule reviewer decisions and comments, and/or seek additional advice if required. They are encouraged to provide specific advice to the authors in their decision text; for example, state clearly what experiments are expected to be done to render a manuscript acceptable after a major revision, etc. These tasks are supported by the EIC and the managing editors.

While manuscript handling is the major task, AE are also expected to:

- occasionally review manuscripts
- shape future content of JLB by identifying current hot topics and commission content for the journal in conjunction with the EIC and deputy editors
- assist in JLB outreach efforts (i.e., identifying authors/guest editors/topics for special issues)
- consider submission of their own research to JLB at least once within the 3 year tenure

3.3 Editorial Board Members

EBM are assigned by the EIC for a renewable 2-year term. First criterion for selection of EBM is expertise in any area of leukocyte biology. The board of EBM is expected to cover all areas of leukocyte biology as stated in the aims & scope of the journal. Scientific expertise is the primary criterion. All current board members and the Publication Committee have the right to suggest new candidates. EBM with a good performance record during their term, should be considered preferentially for promotion to AE.

Main EBM tasks include:

- serve as priority reviewer of manuscripts
- occasionally handle submitted manuscripts according to expertise (see AE chapter for details)
- identify current hot topics and commission content for the journal
- assist in JLB outreach efforts (i.e., identifying authors/guest editors/topics for special issues)
- consider submission of own research to JLB.

These tasks are supported by the EIC and the managing editors.

4 Contracted Services

4.1 Journal Managing Editor and Journal Production Services

The Journal Managing Editor is an independent contractor secured via an appropriate independent contractor agreement or via an appropriate service provider. All Journal production services are detailed in the production parent contract with a third-party commercial publisher. Additional supporting roles of services contracted through third-party commercial publisher such as Associate Managing Editor and Editorial Assistant are defined in the JLB Editorial Management task list.

4.2 Contracting Process

Review and approval of various contracts will be processed per the Society's Handbook. Below the Journal relevant contract sections are reiterated as stated in the Society Handbook.

Journal Managing Editor - Prepared by the Executive Director, following past templates, in working with the chosen Managing Editor as determined by a task force made up of the Editor-in-Chief, President, and Council Liaison to the Publication Committee. Contract to be reviewed and signed by the President. Changes such as stipend increases to be discussed between the Editor-in-Chief, Executive Director, Executive Committee, and Treasurer and agreed upon prior to approval of related addendums.

Journal Editor-in-Chief - Prepared by the Executive Director, following past templates, in working with the chosen Editor-in-Chief as determined by the Council. Contract to be reviewed and signed by the President. Changes such as stipend increases to be discussed between the Executive Director, Executive Committee, and Treasurer and agreed upon prior to approval of related addendums.

Journal Publishing Partner - Prepared by the Executive Director in working with the Publishing Partner chosen by Council. Final review and signature by the President with Executive Committee, Treasurer, and Editor-in-Chief support.

5 Meetings

5.1 Meetings with Council

The EIC and the managing editors together with representatives from the publisher represent JLB and the EB at the semi-annual council meeting. The EIC presents the journal report together with managing editors, and the publisher representative presents the publisher report. This is followed by an open discussion to bring Council up to date regarding JLB operations.

5.2 Editorial Board Meetings

EB meetings take place during the annual SLB meeting as an in-person-only event. The purpose of these meetings is for the EIC to present JLB statistics and operations to all EBM. Ad hoc EB meetings are organized as needed to resolve specific tasks.

5.3 Strategy Meetings

The EIC meets with the managing editors and SEB as needed, usually once a month, to discuss all matters regarding JLB operations.

The managing editors hold monthly meetings with the publisher to discuss all matters related to production and publication.

Journal task forces may be convened by the EiC and meet as needed.

6 Policies and Procedures

6.1 Submission

Submission of manuscripts are accepted through a third-party platform (currently in 2026: Editorial Manager) and managed by the Managing Editors. Submissions follow standard procedures as outlined for authors on the publisher's website (<https://academic.oup.com/jleukbio/pages/general-instructions>).

6.2 Review

Review of manuscripts follows standard accepted practices and are outlined for authors on the publisher's website. The Managing Editors handle the administrative process for reviews.

6.3 General Rules for Journal Expenditures

Refer to the SLB Handbook sections 7.11 and 7.14.

The limit (as of 2026) for meeting support is a maximum of \$1,000 with the funds being used to support travel of trainees and/or junior faculty to the supported meeting at the discretion of the meeting's organizing committee and at the approval of the EiC.

Rules currently in place for travel of editors to represent JLB at supported meetings is a maximum of 1 night hotel plus economy class flight up to \$500 for national flights or \$750 for international flights. The exact funds to be approved are at the discretion of the EiC and must be requested and approved prior to the event.

The EiC will review all requests to ensure no conflict of interest exists with the travel request. For example, if the requestor is also presenting their own research at the conference, this would be considered a conflict of interest and JLB is not able to provide travel support in these cases.

6.4 JLB Editor-in-Chief Review and Reappointment

As described in 3.1.1, the EIC term is four years and may be renewed for one additional term. For this renewal to occur, a review will be conducted. No later than during the third year of the EIC's term, the Publication Committee will inquire whether the serving EIC is interested in a second term of service. If so, the Committee will conduct a review and make a recommendation to the Council. This review and recommendation is in the form of a report provided to the Council for the annual spring Council meeting no later than the third year of the EIC's current term. If the Council, based upon the Publication Committee report and its own deliberations, decide that it is in the best interest of the society and journal for the EIC to serve a second and final term, the process for reappointment of the EIC will be initiated. Determination of a term renewal will be complete by the Fall Council meeting.

The Publication Committee is charged by the Council with the review process. The review will be initiated by the Chair who will appoint an EIC Review Subcommittee to conduct the review.

The EIC Review Subcommittee will consist of the two current council members, and two members of the Publication Committee. None of these four individuals may be current editorial board members. Additionally, one member from the current editorial board will complete the review subcommittee.

In addition to a self-assessment letter and report solicited from the EIC, the EIC Review Subcommittee will obtain feedback from the Editorial Board, which may include Deputy Editors, Review Editor and Associate Editors, as well as other members of the Editorial Board.

The EIC Review Subcommittee will provide their findings and opinion to the Publication Committee. The Publication Committee will prepare a final report to be presented to the Council no later than at the Spring Council meeting.

After this recommendation is received, the Council will review and consider the recommendation. A formal decision and letter of intent to the EIC must be delivered by the Fall Council meeting. If invited to serve a second and final term, the EIC will be asked to accept or decline the renewal invitation within four weeks. The Publication Committee chair is the individual to formally extend the renewal invitation based on Council decision.

Materials to be compiled for EIC Review:

1. Letter/self-assessment from EIC
2. All EIC reports provided to the Council during the EIC's current term
3. Comments submitted by members of the Editorial Board and Council via online survey
4. Comments received from JLB authors or SLB membership regarding the EIC or journal during his/her leadership

6.5 JLB Editor-in-Chief Search and Appointment

In the event that the EIC is not invited to serve a second and final term, or the EIC does not accept the invitation to renew for a second and final term, or if the EIC has already served 8 years (two four-year terms), the Publication Committee will create an ad-hoc committee (EIC Appointment Subcommittee), including the Chair of the Publication Committee, an additional member of the Publication Committee, a member of the Council (either the committee liaison or another designated councilor) and two senior members of the Editorial Board. Additional members may be included on the EIC Appointment Subcommittee at the discretion of the Chair, based on recommendations received from the Council. The current EIC may be consulted for input but is not a member of the EIC Appointment Subcommittee nor does the EIC participate in the processes of identifying the new EIC. The Subcommittee will issue a public call for nominations to include in the iSLB newsletter, journal and web postings. The EIC Appointment Subcommittee will forward a ranked list of recommendations for 2 or more EIC applicants, along with supporting documentation (a CV for the nominee, a vision statement from the nominee, and a brief statement from the subcommittee describing the process they used to select the nominee) to the Council for their Spring meeting in the fourth year of the current EIC's term or as appropriate and determined by the subcommittee to ensure a smooth transition process. The Council will decide by majority vote who the next EIC will be and additional interviews may be conducted by Council if needed. Based on the majority Council vote, the President will then invite and appoint the new EIC. Once chosen, a formal appointment begins upon the signing of the EIC contract. SLB staff will oversee the preparation of the necessary paperwork. The incoming EIC will shadow the current EIC for at least the last six months of his/her appointment to provide sufficient overlap between the outgoing and incoming EICs.

6.6 Procedural response to claims of misconduct for JLB

A template letter is available in the archives and is to be used in response to claims of misconduct by authors on articles in JLB. The letter is to be sent by the current EIC after review and approval by the Publication Committee of the draft letter.

7 Conflict of Interest Policy

7.1 Introduction

Every officer and Committee member (in this case editor) of a nonprofit organization owes a duty of loyalty to the organization. This duty of loyalty requires such persons to exercise their authority in the interest of the organization, and not in their own interests or the interests of another entity or person. The duty of loyalty also forbids officers and Committee members from engaging in activities that are competitive with, or harmful to, the activities of the organization and from usurping a legitimate business opportunity of the organization. Conflicts of interest are not inherently illegal or unethical, nor should they be interpreted as reflecting upon the integrity of the conflicted individual. Rather, it is the manner in which the individual and the organization deal with a conflict, which determines the propriety of the situation. By accepting a position as an officer, editor, councilor, Committee member or any other position as a volunteer representative of the Society with potential perceived effective power, all individuals acknowledge an understanding of the definition of Conflict of Interest and agree to adhere to the processes outlined in all instances especially with regard to award decisions, business and financial choices, and all other cases when acting on behalf of the Society.

7.2 Definition of “Conflict of Interest”

A conflict of interest exists when an officer or editorial board member has a business, financial, leadership, employment, family, or other material relationship with a third party that may reasonably be perceived as creating dual loyalties or may reasonably call into question the ability of the individual to act solely for the benefit of the organization. A conflict of interest also may exist when the actions of an officer or editorial board member for the organization involve an improper gain or advantage for such person or have an adverse effect on the organization's interests.

7.3 Process

Disclosure - All actual or potential conflicts of interest shall be fully disclosed to the organization as such relationships or situations arise. Potential conflicts should be discussed and resolved by that body.

Recusal - An interested person shall be pro-active in recusing himself or herself from deliberations and voting on matters related to any conflict issue. If a member of the Board or a Committee believes that another member has a conflict of interest that has not been disclosed, or that has been disclosed but with respect to which the conflicted person has not adequately recused themselves, the member shall bring this to the attention of the Board or Committee, as applicable, for discussion and resolution by that body.

Recording - All conflict of interest matters addressed by the Board or a Committee, including disclosures and recusals, shall be reflected in meeting minutes.

7.4 Conflict of Interest Claims

Any member of the Society, Journal Editorial Board, or from the authorship may bring forth an issue to the Editorial Board for consideration. The Senior Editorial Board will review the issue, discuss with the Society Rules Committee, and render a decision and actions appropriate to their findings.

8 Communication Policy

Official communications and statements of JLB positions are distributed by the SLB executive director to SLB membership and other audiences via the website and email communications. Text for standard communications related to membership and meetings follow standard templates. Communications outside of normal society business must receive Council approval prior to distribution. Social media is not considered an approved form of official journal communications but may be used to further the reach of standard authorship, readership, and journal marketing efforts. Journal information dissemination is routinely being done by the dedicated social media DE (see 3.1.2). EBM wishing to send a communication to the EB, SLB membership or other JLB audiences, may provide a draft of text which will be reviewed either by the EIC or by the executive director of SLB, who will determine if the communication needs further review prior to dissemination.

9 Code of Conduct

JLB is committed to providing a safe, productive, and welcoming environment for all participants at JLB meetings and events. All participants including, but not limited to, attendees, speakers, volunteers, exhibitors, staff, service providers and others are expected to abide by this Code of Conduct for all journal events, meetings, and programs. This Code of Conduct applies to all JLB events including those sponsored by organizations other than SLB or JLB but held in conjunction with JLB, in public or private facilities. The code of conduct is to be followed at all meeting events, in-person or virtual, whether they be focused on scientific content or a social event to encourage professional networking.

9.1 Expected Behavior

- Treat all participants, attendees, staff, and vendors with respect and consideration.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees, participants, staff and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert staff at the registration desk if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, contracted facility, or any other venue.
- No recording of events by any means, including screen capture is allowed without explicit permission.

9.2 Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider or other meeting guest will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of sexual images in public spaces or in presentations, and threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider or other meeting guest.
- Recording or taking photography of another individual's presentation without the explicit permission is not allowed. Please note the "no tweet" requests as indicated on abstracts and respect the presenter's requests during oral presentations whether they be in a plenary, concurrent, or poster session.
- Disruption of talks at oral or poster sessions, in the exhibit hall or at other events at the meeting venue, hotels, or other contracted facility is not allowed.

9.3 Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Staff (or their designee) or venue security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- JLB reserves the right to prohibit attendance at any future meeting.

9.4 Reporting Unacceptable Behavior

- If you are the target of unacceptable behavior or have witnessed any such behavior, please immediately notify a staff member.
- Notification should be done by contacting a staff person on-site or e-mailing your concern to membership@leukocytebiology.org

- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to either call local law enforcement, tell a security guard at the venue, or locate a house phone and ask for security.