

# ASLRRA Terms & Conditions for Meetings and Events

The below registration Terms & Conditions apply to all ASLRRA events. Prior to your registration, you must acknowledge and accept the Terms & Conditions contained herein. Should you not wish to accept the Terms & Conditions, you should not register.

## Registration Policy

All persons planning to attend ASLRRA meetings and events must be registered. All attendees must wear their event name badge for entrance into ASLRRA events and meeting spaces. ASLRRA requires attendees to wear their name badge throughout the event in order to help ASLRRA maintain the security of the meeting space.

## Payment Policy

ASLRRA accepts VISA, Mastercard, American Express and Discover for payment as well as personal and company checks. All checks for payment should be made offline and payable to ASLRRA. Please mail checks to ASLRRA, Attn: Accounting Department, P.O. Box 420018 Washington, D.C. 20042-0018. Returned checks will be subject to a \$100 administrative fee in addition to any bank fees assessed.

## Cancellation Policy

ASLRRA must be notified by email of any cancellations or requests for refunds by the cancellation deadline listed on the event registration page. Requests received before the published deadline will be refunded, less a processing fee, as indicated on the registration page. Replacements from the same company are accepted and encouraged. Because of commitments to vendors, there are no refunds provided less than two weeks before the event — no exceptions. This policy applies to all online cancellations and transaction changes as well and supersedes any other credit messages produced by the automated registration system. Cancellation requests can be sent to [aslrra@aslrra.org](mailto:aslrra@aslrra.org). Upon audit, ASLRRA reserves the right to adjust registration fees to the proper categories. Refunds or charges will be issued accordingly. Although there will be no refunds for ASLRRA networking and special events, substitutions can be accepted at any time.

## Code of Conduct

**Participation in ASLRRA's meetings and events means that you, and any additional attendee registered by you, agree to abide by ASLRRA's Code of Conduct for Events.**

ASLRRA is committed to fostering a welcoming environment at ASLRRA-sponsored events to ensure that all attendees can participate in a safe environment free from harassment. Harassment can take many forms, and may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, unwelcome sexual advances, requests for sexual favors, stalking, other verbal or physical contact of a sexual nature, vulgar or abusive language, or violence and may be based on race, sex, gender, pregnancy, sexual orientation, national origin, religion, age, disability, or any other classification protected by local, state or federal law. Harassment has no place in a professional environment and will not be tolerated at any ASLRRA event. If a person engages in such conduct, appropriate action(s) will be taken, including, removal from the meeting without refund, possible restriction from future events, or other actions as may be deemed appropriate.

ASLRRA expects all employees, attendees, media, speakers, volunteers, organizers, venue staff, guests, and exhibitors at ASLRRA-organized events to help us ensure a safe and positive environment. Individuals who witness or experience inappropriate conduct should report such conduct to the ASLRRA General Counsel or ASLRRA President. Reports may be submitted in person or in writing. Any person submitting a complaint must be acting in good faith and have reasonable ground for believing the information disclosed indicates a violation of this Code of Conduct. ASLRRA will promptly investigate all reports of harassment. The investigation may include interviews with the parties who are directly involved and possibly with others. Confidentiality will be maintained to the fullest extent possible, consistent with a thorough investigation. To report any issues immediately, and to share any feedback, please contact [meetings@aslrra.org](mailto:meetings@aslrra.org).

### **Consent to Use of Image, Name and Other Likeness**

By attending the ASLRRA Conference and Exhibition or entering in the facility in which this event takes place, you agree that ASLRRA and/or third parties authorized by ASLRRA may photograph or record your likeness, image, name, voice, and/or words, and may publish, display, reproduce, copy and distribute your likeness, image, name, voice, and/or words for promotional, educational, or membership activities worldwide in all forms of media now known or later developed, including but not limited to advertising, training, websites, presentations and marketing materials. You further acknowledge that ASLRRA and/or third parties authorized by ASLRRA shall have the right, but not the obligation, to identify you in connection with such media by name and/or affiliation.

### **Americans with Disabilities Act (ADA) Policy**

ASLRRA complies with ADA provisions. These provisions include, but are not limited to accessible entrances, accessible restrooms, seating to accommodate wheelchairs, etc. If you require special accommodations or need assistance, please contact ASLRRA at least two weeks in advance of the ASLRRA event by contacting [meetings@aslrra.org](mailto:meetings@aslrra.org).

### **Special Food Accommodations/Dietary Needs**

Please alert ASLRRA following the submission of your conference registration if you require special accommodations during the event or have special dietary needs that involve a life threatening allergy. ASLRRA serves a variety of foods that will be labeled, so you can select items that fit your dietary needs. ASLRRA will make every effort to work with attendees and the event venue to accommodate any disclosed food allergies and other food-related medical conditions. ASLRRA is not responsible for adverse reactions to foods consumed or items one may come in contact with while at any ASLRRA event. If you have any questions or restrictions, contact [meetings@aslrra.org](mailto:meetings@aslrra.org).

### **ASLRRA's Rights**

ASLRRA reserves the right to change, amend, add or remove any of the above Terms & Conditions at its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all conference participants (attendees, speakers, sponsors, exhibitors, guests, etc.).

### **Disclaimer**

The views expressed by any event attendee, speaker, exhibitor, sponsor, or guest are not necessarily those of ASLRRA. All attendees, speakers, exhibitors, sponsors and guests are solely responsible for the content of all individual or company presentations, marketing collateral and/or advertising.