



NEMA Forum Terms, Conditions & Code of Conduct

Submitting your registration form and payment constitutes an agreement on your part to accept the following terms and conditions.

Registration Types

You agree to pay in full the registration fee that is applicable to your category. For example, only current full-time students possessing valid student IDs are entitled to register at student rates. Listed membership discounts are only given to current NEMA members in good standing. All others must register at the non-member rate in effect on a particular date.

Registration Fees & Dates

See the [NEMA Forum](#) website for details.

Registration Confirmation & Updates

You will receive your registration confirmation and credit card receipt by email. Please ensure that your personal valid email is entered correctly on the registration form. Be sure to check your junk email box to in case any of your NEMA-related email(s) are caught by spam filters.

On-site registration and check-in will open at the JW Marriott Camelback Inn (the NEMA Annual Forum hotel and headquarters) on Wednesday, September 27 at 1:00 pm. The time and other specifics will be announced in email and on [the NEMA Forum website](#). You will receive essential information for registered NEMA attendees electronically at the email address provided on your registration form. The NEMA website will also contain important information – please check the site for updates. You may also receive attendee information by postal delivery before or after the conference.

Cancellations & Refunds

If you need to cancel, you must notify us via email by 11:59 p.m. Pacific Time, Friday, September 1, 2017.

If you cancel by Friday, September 1, 2017, your forum registration fee, will be refunded, less a \$250 processing fee. No refunds can be given after that time.

If a credit card was used to pay the registration fee, a credit will be applied to the same card within 30 days. If a check was used to pay the registration fee, the refund will be sent by check drawn on a US bank and mailed within 30 days of receipt of cancellation. No cash refunds will be given.

No refunds of any kind will be made for cancellations received after Friday, September 1, 2017. No refunds will be given for “no-shows,” late arrivals, early departures, and/or anyone who does not notify us by the cut-off date using the methods set forth herein.

NEMA reserves the right to cancel any registration or refuse conference admission to any individual or group if they have previously advocated or supported violent actions or destructive or disruptive behavior in any way or if the individual or group previously violated any rule of conduct or applicable law at any prior NEMA event. NEMA reserves the right to refuse admission to any group or individual who has violated the NEMA Code of Conduct. Additionally, during any conference, NEMA may revoke the name badge, conference registration, and associated materials, and deny access to participants who do not adhere to this Code of Conduct.

Substitutions, Transfers & Additions

You may transfer your registration to another eligible party if you are unable to attend the NEMA Forum. Attendees transferring registrations to another party are responsible for any and all financial arrangements between transferring and receiving parties. Registration transfers may be made by email or phone until Thursday, September 21, 2017. After this date, all changes must be made on-site during the NEMA Forum.

Travel & Hotel

Attendees are responsible for securing their own travel and accommodation and making payment for such. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each individual. NEMA does not make any guarantees or in any way warrant the forum headquarter hotel, other conference venues, or any form of transportation.

Disclaimer

NEMA is not responsible for errors or omissions. Schedules, speakers, and program content are subject to change.

If you have any questions, please [contact us](#).

Participant Code of Conduct

Principles and Expectations of Conference Participation

The right to participate is essential to create open dialogue between all attendees. NEMA acknowledges the freedom of expression of speakers, participants, sponsors and exhibitors. These principles are the foundation on which NEMA events were created.

All participants attending any NEMA event are subject to the laws applicable in the United States and the State in which the conference is held. By attending the conference, participants agree to adhere to this Code of Conduct.

General Principles

All attendees shall behave in a professional, courteous and respectful manner, refraining from language and actions that are disruptive or may bring discredit upon themselves, their peers, their employers, the conference or NEMA.

Admission:

NEMA reserves the right to refuse conference registration or admission to any individual or group if they have previously advocated or supported violent actions or destructive or disruptive behavior in any way or if those individuals have previously violated any rule of

conduct or applicable law at any prior NEMA event. In addition, NEMA reserves the right to refuse admission to any group or individual who has violated the NEMA Code of Conduct. During any conference, NEMA may revoke the name badge, conference registration, and associated materials, and therefore deny access, to participants who do not adhere to these Principles.

Video and Audio Recording:

Attendees are strictly prohibited from videotaping or audio recording any part of the conference unless written permission is granted by NEMA. Failure to comply with this rule is grounds for immediate ejection from the event and immediate confiscation of video and/or audio materials. This rule applies to all conference sessions and events throughout the duration of the conference.

Use of Photography:

Attendees are strictly prohibited from using cameras (including mobile devices) in any session room. Failure to comply with this rule is grounds for immediate ejection from the event and immediate confiscation of the equipment. Attendees may use cameras outside any session room only if written permission is granted by NEMA.

Procedures Involving Disruptions at the Conference

Application of the law:

Conference participants are subject to the laws applicable in the United States. Physical force or threats of physical force or destruction or theft of property by conference participants will not be tolerated and will be dealt with in accordance with the laws of the U.S. and the State in which the event is held. Additionally, the response may include escorting participants from the conference venue.

Withdrawal of Admission:

In the event of any disruptions including harassing or persistently taunting an attendee, speaker, or sponsor/exhibitor, or any other action that does not respect the principles in this Code of Conduct; NEMA may withdraw a participant's admission and name badge and suspend or cancel the participant's access to the conference. Violation of this Code of Conduct is also grounds for ineligibility at future NEMA events.

Public Statement:

In the event that freedom of expression is abused, property is destroyed or stolen, or physical force is used or threatened by a participant, NEMA may issue a statement concerning the action that reflects the framework of this Code of Conduct.

Attendees expelled from a conference for violations of this Code of Conduct will not be afforded a refund or credit for conference attendance fees. NEMA is not liable for hotel or travel costs incurred by an attendee expelled from a conference.

Security Information

NEMA badges are required for admittance to all events for security reasons. Badges should be worn and conspicuously visible at all times. Lost badges should be immediately report to NEMA staff. The following badge policies apply throughout the entirety of the conference:

1. NEMA is the sole proprietor of conference badges and lanyards.
2. Badges are nontransferable.
3. Misuse of badges, lanyards, false certification of individuals as paid attendees, efforts to assist unauthorized persons to gain access to any NEMA event, or any inappropriate conduct is just cause for reclaiming badges of any individuals involved.

If you have a question about any of the rules set forth above, please contact NEMA staff.