



## **NEMA Forum Code of Conduct, Terms and Conditions**

Submitting your registration form and payment constitutes an agreement on your part to accept the following Code of Conduct, Terms and Conditions.

### **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.

#### **Expected Behavior**

Because NEMA values a diversity of views and opinions, all participants, attendees, NEMA staff, volunteers and vendors will be treated with respect.

- Be considerate, respectful and collaborative with fellow participants.
- Use alcohol responsibly. NEMA staff and/or any NEMA vendor, hospitality suite sponsor, or server has the right to deny service to any participant during any NEMA event and may require a participant to leave the event.
- Be mindful of your surroundings and of your fellow participants. Alert any NEMA staff member if you notice a dangerous situation or someone in distress.
- Respect the rules of all conference venues. All participants are also subject to the laws applicable in the United States and the state/territory in which the event/program is held.

#### **Unacceptable Behavior**

- Harassment, intimidation, stalking or discrimination in any form is considered unacceptable behavior and is prohibited. Examples of unacceptable behavior include:
  - Comments related to gender, gender identify or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation;
  - Inappropriate use of nudity and/or sexual images in public spaces or in presentations.

*Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.*

- Physical, verbal or non-verbal abuse or threat of violence toward any attendee, speaker, volunteer, exhibitor, vendor, NEMA staff member, service provider, or any other meeting guest is prohibited.

- Disruption of presentations or events at any NEMA hosted session and any venue including convention centers, hotels, restaurants, etc. or any other NEMA contracted facility is prohibited.

### **Reporting Unacceptable Behavior**

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify facility security. All other reports should be made by visiting the NEMA Registration/Information Desk and asking to speak to a member of the NEMA senior management team.

### **Consequences**

If NEMA determines that a person has violated any part of this code of conduct, NEMA in its sole discretion may take any of the following actions:

- Verbal or written warning;
- Expulsion from the event with no refund;
- Suspension of attendance at NEMA events;
- Prohibited attendance at any future NEMA event;
- Prohibited participation with NEMA in the future;
- Reporting conduct to sponsoring state entity/organization;
- Reporting conduct to local law enforcement.

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.

### **Terms & 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 NEMA Mid-Year Forum headquarters hotel on Friday, March 27 at 9:00 am. The times 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.

#### **Images & Recordings**

Registration and attendance at, or participation in, NEMA meetings and other activities constitutes an agreement by the registrant to NEMA's use and distribution (now and in the future) of the registrant or attendee's image or voice in photographs, videos, electronic reproductions and audio of such events and activities.

#### **Cancellations & Refunds**

If you need to cancel your registration, you must notify NEMA via email by 11:59 p.m. Pacific Time, March 6, 2020.

If you cancel by March 6, 2020, 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 March 6, 2020. 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 within your organization 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 in writing via email to [nema\\_admin@csq.org](mailto:nema_admin@csq.org) by March 25, 2020. 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](#).

### **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.

### **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.

### **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.

If you have a question about any of the rules set forth above, please [contact NEMA staff](#).