



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

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

### **Participant Code of Conduct**

#### **Principles and Expectations of Forum 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 where the forum is held. Participants agree to adhere to this Code of Conduct by attending the forum.

#### **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 can 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 forum venues. All participants are also subject to the laws applicable in the United States and the state/territory where the event/program is held.

#### **Unacceptable Behavior**

- Harassment, intimidation, stalking, or discrimination in any form is considered unacceptable and prohibited. Examples of unacceptable behavior include:
  - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, and political affiliation.
  - Unwanted or uninvited physical contact of any kind.
  - 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, 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, please contact local law enforcement (by calling 911) and immediately notify facility security. Please report the incident to a NEMA senior management team member at the earliest opportunity. You can report in person, via email to [securenema@csg.org](mailto:securenema@csg.org), or anonymously using the [electronic submission form](#). No matter the method used to report, privacy will be strictly protected.

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

## **Terms & Conditions**

### **Registration Types**

You agree to pay the full registration fee to your category. For example, only current full-time students with valid student IDs can 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 effective 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, so please ensure all contact information is current when you register. If you do not receive a confirmation, you may not be registered. Be sure to check your email quarantine box in case spam filters catch any of your NEMA-related messages. If you do not receive a registration confirmation, please contact [NEMA staff](#) for assistance.

On-site check-in at the registration desk will open on March 21. The agenda and other important forum information will be posted on the NEMA Forum website and updated often.

### **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.

## **Off-Schedule Events and Activities**

No companies or organizations (regardless of their status as a sponsor or member) may hold events at NEMA forums, including, but not limited to, sessions, receptions, demonstrations, meetings, social events, and hospitality suites without the express written consent of NEMA. NEMA does not endorse or condone such activities and will discourage state directors and their staff from attending. NEMA staff will work with the property to close events that are not authorized. Members and other forum participants who do not adhere to this policy could be subject to expulsion.

### **Cancellations & Refunds**

If you need to cancel your registration, you must notify NEMA via email by 11:59 p.m. Pacific Time, February 21, 2025.

If you cancel on or before February 21, 2025, your forum registration fee will be refunded, less a \$350 processing fee. No refunds can be given after February 21, 2025.

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 February 21, 2025. 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 forum 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 forum, NEMA may revoke the name badge, forum registration, and associated materials and deny access to participants who do not adhere to this Code of Conduct.

### **Substitutions, Transfers & Additions**

If you cannot attend the NEMA Forum, you may transfer your registration to another eligible party within your organization. Attendees transferring registrations to another party are responsible for 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 15, 2025. After this date, all changes must be made on-site at the NEMA Forum Registration Desk. No transfers or substitutions can occur once a participant picks up their badge. Badge sharing is strictly prohibited.

### **Travel & Hotel**

Attendees are responsible for securing their travel and accommodation and paying 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 headquarters hotel, other forum 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 forum 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 forum, NEMA may revoke the name badge, forum 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 forum unless NEMA grants written permission. Failure to comply with this rule are grounds immediate ejection from the event and immediate confiscation of video and/or audio materials. This applies to all forum sessions and events throughout the duration of the forum.

### **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. Badges should always be worn and visible. Lost badges should be immediately reported to NEMA staff. The following badge policies apply throughout the entirety of the forum:

1. NEMA is the sole proprietor of forum badges and lanyards.
2. Badges are nontransferable.
3. Misuse of badges or 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 the badges of any individuals involved.

### **Health Safety Guidelines**

NEMA reserves the right to enforce the policies listed below. Anyone not adhering to these rules may be subject to a warning, expulsion from the event, and/or prohibited from attending future NEMA events.

### **Before Leaving Home**

- Follow relevant guidance from the [Center of Disease Control](#) (CDC) and your local health authority.
- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and those with whom you are in close contact. If you have any concerns, contact the meeting organizers.
- If you feel sick, stay home.

### **On-site During the Event**

- If mandated, agree to wear a mask that covers your nose and mouth throughout the event venue.
- If mandated, adhere to social distance protocols and respect others' personal space.
- Attendees are required to comply with basic health and safety protocols that are consistent with the latest guidance from the CDC and other relevant public health authorities, as well as any applicable local and venue-specific requirements.
- Follow everyday preventative actions to help prevent the spread of respiratory viruses, including, but not limited to:
  - Wash hands often with soap and water for at least 20 seconds.
  - Use an alcohol-based sanitizer with at least 60% alcohol. Hand sanitizer will be available at convenient locations throughout the event.
  - Avoid touching eyes, nose, and mouth.

- Cover your nose and mouth when coughing or sneezing. Throw used tissues in the trash immediately.
- Clean frequently touched objects and surfaces using a disinfectant cleaner.
- If you are experiencing flu-like symptoms and believe you may be contagious, please stay in your hotel room and do not interact with other attendees. Email [symptoms.nema@csq.org](mailto:symptoms.nema@csq.org) for confidential assistance.
- If you are notified by the airlines that someone on your flight has tested positive for COVID or other contagion, please remain in your hotel room until you can be tested.
- NEMA will have a list of local testing locations available should testing be necessary.

### **Post-event**

- Based on current contract tracing advice from many health authorities, including the CDC, if you test positive for a COVID variant or other contagion up to 10 days after returning home, please email [symptoms.nema@csq.org](mailto:symptoms.nema@csq.org) immediately to advise of the diagnosis. In the event of a positive test result, NEMA will notify event attendees of the positive test but will keep identifying information strictly confidential.

### **Procedures Involving Disruptions at the Forum**

#### *Application of the law:*

Forum 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 forum participants will not be tolerated and will be dealt with in accordance with the laws of the U.S. and the State where the event is held. Additionally, the response may include escorting participants from the forum 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 forum. Violating this Code of Conduct is also grounds for ineligibility at future NEMA events.

#### *Public Statement:*

If 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](#).