

Global Conference on Sustainability in Higher Education Registration & Participation Policies

Registration Fees Include:

- Access for one Participant
 - Sharing of Participant credentials is not permitted at any time. Credentials are issued to and used by only the Participant named in the registration.
- Access to all sessions (based upon your ticket type)
- On-demand access to all recorded sessions (within your ticket type) available after the live conference
- Live interactive forums and opportunities for question time with speakers
- All social and networking sessions and platforms used within the online program
- Access to the interactive exhibit hall

Participant Cancellation Policy

Requests for cancellations and/or refunds will be accepted up to October 1, 2022 and a 20% administrative fee will be deducted. Please note that this fee will be incurred for all cancellation/refund requests regardless of when they are received. Once a registration has been charged to a credit card, AASHE is not able to change the credit card used for payment. Refunds will be credited using the original method of payment less the cancellation fee. Cancellations received after the cutoff date will not be refunded for any reason. Refunds will not be issued for no-shows.

- **Host Institution Participant Cancellation Policy:** Any registrants from Host Institutions who registered and paid as individuals can switch their registration to the Host Institution package for a free registration and receive a refund, minus the 20% administration fee, up to October 1, 2022. If you intend to purchase a Host Institution package, we encourage you to inform your campus to delay registering for the conference until you have received your discount registration code.

No Substitutions

All content from the Global Conference on Sustainability in Higher Education (GCSHE) will be available on the virtual platform through the extended on-demand period following the live portion. Due to this fact, we do not allow substitutions on registrations. If you are unable to attend, you will need to cancel your registration by the cancellation cutoff date.

Group Discount Program

The Global Conference on Sustainability in Higher Education (GCSHE) offers [Host Institution packages](#) to support large volumes of Participants from the same institution.

Payment Policy

Payment must be received within **45 days of invoice receipt** and must be paid in full before registrants will be granted access to the virtual conference platform. If paying by check, please be sure to allow 2 weeks for delivery and receipt. **Check payments must be received by AASHE no later than October 1, 2022** to guarantee access. Please include a copy of the invoice or confirmation email with your check. Payment information is provided on your invoice. For questions, contact finance@ashe.org.

Fees for AASHE-sponsored activities are not tax-deductible as charitable contributions but may be deductible as ordinary business expenses. AASHE reserves the right to charge your credit card if the amount paid was incorrect.

Currency Exchange Rate Disclaimer: AASHE only accepts payments in US dollars. The participant confirms acknowledgment and acceptance of a potential gain/loss incurred by any adjustments made by their bank due to the currency exchange rate. AASHE will not be liable or responsible for any loss incurred by the Client/Cardholder from an adjustment made due to the currency exchange rate.

Special Offers/Discount Codes

Use of a discount code is only valid at the time of the initial purchase/registration. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Discount codes cannot be applied to already reduced/discounted registrations including Presenter or other discounts. Limit one (1) special offer/discount code per registration.

Registration Confirmations

Confirmations are auto-generated and sent to the email address provided during the registration process. If you did not receive your confirmation, please contact:

Email: conference@ashe.org

Phone: 888-347-9997 ext. 300 (9:00 a.m. – 5:00 p.m. ET, Monday – Friday)

Consent Clause

Registration, attendance at, or participation in any AASHE-sponsored activity constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or Participant's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such activities by AASHE and other third parties, including but not limited to the online platform or streaming software utilized. Your registration may include technology that monitors your activities, such as session attendance, public chats, Q&A during sessions, and booths visited.

Code of Conduct

AASHE is committed to providing a safe and welcoming environment for all participants regardless of race, ethnicity, gender, sexual orientation, age, disability, physical appearance, body size, experience, or religion (or lack thereof). We expect everyone (including Participants, AASHE staff and vendors) to:

- Act responsibly, behave courteously and respect the rights and dignity of others at all times while in attendance.
- Notify AASHE Staff of any concerning or unsafe situations as soon as possible.
- Provide clear, helpful and honest feedback

The following actions are prohibited:

- Harassment or intimidation by words, gestures, or body language
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting
- Sexually explicit conversation or behavior
- Solicitation or spam of uninterested Participants

We want everyone to enjoy AASHE's programming. In keeping with this goal, we reserve the right to refuse a new registration or cancel without refund an existing registration at our sole discretion. We also reserve the right to eject any registrant without any prior notice or refund if their behavior is deemed disruptive, offensive, dangerous, illegal or if they are found to be distributing unauthorized material.

If you are being harassed, notice that someone else is being harassed or have any other concerns, please contact a member of AASHE staff immediately.

Personal Liability

AASHE is not responsible for loss, damages or injury to persons or property as a result of attending this activity. This also applies to any other related activities if and to the extent you may be eligible to attend as part of your registration.

Confidentiality, Privacy & Participant List Disclosure

By registering, you agree to accept communications from AASHE. These notifications may include emails, text messages and push notifications.

AASHE does not sell or share Participant registration information to third-parties. The use of member and guest contact information to establish independent data files or compendiums of statistical information is prohibited. If follow-up correspondence or surveys are distributed post-event they must be sent by an AASHE representative.

During a virtual conference, Participants may request to be contacted by an Exhibitor. By making this request, they are agreeing to share their personal contact information with the Exhibitor and allowing the Exhibitor to contact them.

Other Participants can view the profile information you supply in the virtual platform, but will not have access to your personal email address, or any other contact information about you, unless

you choose to explicitly provide it to them in your online posts, messages, meeting invitations or another vehicle of your choice. Your usage of these features is bound by our Code of Conduct.

In order to comply with global data privacy laws, AASHE imposes certain restrictions on the use of multimedia (i.e., photography, video, audio, online streaming and all future mediums). Participants may not record or broadcast audio or video of sessions of AASHE-sponsored activities. Participants are encouraged to capture their experiences and post their own social content, provided it does not defame other Participants or infringe on copyrighted AASHE branding and content.

AASHE leverages social media to post real-time photos and videos to its Social media feeds and display select submissions from those feeds on screens throughout the virtual platform/venue.

Presentation Materials

You may receive access to AASHE and third-party licensed content (“Presentation Materials”). AASHE is not liable for the information in the Presentation Materials. You may use these presentations as well as session audio/video recordings where available solely for your own internal, non-commercial purposes. Unauthorized recording or distribution (via sales, copying, posting on internet/intranet) is expressly forbidden.

Language

The official language of AASHE programming is English. Simultaneous translation is not guaranteed.