

AASHE 2023 Registration & Participation Policies

Refunds/Cancellations

Requests for cancellations and/or refunds will be accepted until 11:59 p.m. (ET) October 6, 2023, 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. No refunds will be granted after **October 6, 2023**. 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. Refunds will not be issued for no-shows. To request a cancellation, please contact conference@asashe.org.

No Substitutions

AASHE does not allow substitutions on registrations. If you are unable to attend, you will need to cancel your registration by the cancellation cutoff date of **October 6, 2023** for a refund, minus the 20% administrative fee. No refunds will be granted after **October 6, 2023**.

Member/Non-Member Rate

AASHE members receive a discounted registration rate, which is the lowest rate for the conference. If you are a member, please select "AASHE Member Registration." The ticket rates that show are the discounted member rates. You may search the [AASHE Membership Directory](#) to see if your institution or company is a member. You must use the organizational email address associated with your membership to register. Registration is based on the current status of membership (at the time of registration for conference). If an organization becomes a member subsequent to registration, no price differentials will be issued.

Payment Policy

Check payments will be accepted until September 29, 2023 and must be sent within **45 days of invoice receipt**. If paying by check, please be sure to allow 2 weeks for delivery and receipt. If payment is not received within 45 days of your registration, AASHE will cancel your registration and you will have to register at the rate that is in place when you re-register.

Please include a copy of the invoice or confirmation email with your check. Payment information is provided on your invoice.

Fees for the AASHE Conference & Expo are not tax deductible as charitable contributions but may be deductible as ordinary business expenses.

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 Cardholder from an adjustment made due to the currency exchange rate.

For questions, contact finance@asashe.org.

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@aaashe.org

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

Onsite Badge Reprints

Please remember to bring your badge with you each day of the conference. There is a \$10 fee for all badges that need to be reprinted. Badge sharing and badge splitting is strictly prohibited.

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 discounts. Limit one (1) special offer/discount code per registration.

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.

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.

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 or contact conference@ashe.org.

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.

Badge Scanning: As an attendee of the conference, you may be asked to scan your badge at various exhibit booths. When your badge is scanned by exhibitors and/or sponsors during the conference, you are opting-in to receive communications from that entity. You will be subject to their communications and privacy policy and will have to opt-out with them directly if you decide later to do so.

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.

You're invited, and indeed, encouraged, to meet and visit with all of the great companies who will be joining us as official sponsors and exhibitors at the conference. However, keep in mind that "suitcasing" or "outboarding" is strictly prohibited at the AASHE Conference & Expo. We reserve the right to remove any individual if they are reported to be soliciting and are not an official AASHE exhibitor.

The views or opinions expressed by any event attendee, speaker or sponsor are not necessarily the views or opinions of AASHE. All event attendees, speakers, and sponsors are responsible for their own content (including presentations, marketing collateral, advertising and online web



content). 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.