

CONFERENCE REGISTRATION POLICIES

Before you register for NABSE's Annual Conference, it's important to understand our registration policies detailed below.

Submission of your conference registration acknowledges acceptance of these terms and provisions of registration.

CANCELLATIONS, REFUNDS, & TRANSFERS

Cancellations will only be considered when received in writing. Written cancellations received by NABSE on or before September 15, 2019 will be assessed a \$50 processing fee. Written notices of cancellation received September 16 – October 25, 2019, will be assessed a \$100 processing fee.

All requests for cancellations, refunds, and transfers should be mailed or emailed to:

NABSE
310 Pennsylvania Avenue SE
Washington, DC 20003
annualconference@nabse.org

Registrants who do not show up for the conference and do not contact NABSE (via written correspondence as listed above) automatically forfeit all registration fees. Regretfully, no considerations can be made after October 25, 2019.

REPLACEMENT/TRANSFER: If you are unable to attend for any reason, you can transfer your registration to another person for a \$30 processing fee. Simply mail or email a copy of your confirmation letter with a cover letter stating your request along with a completed registration form from the person replacing you to:

NABSE
310 Pennsylvania Avenue SE
Washington, DC 20003
annualconference@nabse.org

Important Deadlines

- Early Bird Rate Deadline: 07/31/19
- Standard Rate Begins: 08/01/19
- Written cancellations incur \$50 Processing Fee through: 09/15/19
- Written cancellations incur \$100 Processing Fee: 09/16/19 – 10/25/19

Registration Clarifications

1. **Payment form** – NABSE accepts credit, debit and bank payments by VISA, MasterCard, American Express and Discover. If paying using a credit card that belongs to your institution, you agree you are an authorized user of said credit card.
2. **Billing information** – The registrant is responsible for maintaining true, current and accurate billing and payment information in their customer record in order to facilitate conference communications.
3. **Currency** – all payments must be made in United States dollars.
4. **Collection attempts** – If attempts(s) to collect payment for Purchase Orders fail, NABSE at its discretion may consider your registration cancelled and you will forfeit any benefits associated with your conference registration.
5. **Changes** – Registrant changes to registration must be in writing in accordance to the registration, cancellation and refund expectations outlined within this registration policy.

REGISTRATION FEES

Individual registration forms received at the EARLY BIRD or STANDARD rate without FULL PAYMENT will not qualify for the discounted rate and will be assessed the current rate at the time full payment is received. Registration forms received without any payment will not be processed.

GROUP REGISTRATION

Group registration is available to organizations and school districts who wish to register 3 to 5 registrants at a time with one method of payment. Group registration does not apply to multiple individuals seeking to register together outside of an associated organization or school district.

Group Discount Restrictions:

- Group registrations must include a minimum of 3 registrants and a maximum of 5 registrants forms per submission.
- Each group registrant must accurately delineated on the group registration form.
- Group registrations may be paid via purchase order through October 25, 2019. All purchased orders must be fully executed prior to the conference or NABSE at its discretion may consider the registration cancelled and any benefits associated with the conference registration will be forfeited.
- No purchase orders will be accepted onsite.

SINGLE DAY/SPOUSE REGISTRATION

NABSE will offer a Single Day/Spouse registration to provide attendees' guests access to a single day of conference access. A Single Day/Spouse registration does not include any meal associated events.

REGISTRATION CONFIRMATION

Online registrations will receive an email confirmation upon successful completion of registration. If you register online and do not submit payment or do not receive a confirmation email within 5-10 minutes, your conference registration may not have been completed correctly. Please

email annualconference@nabse.org for assistance.

DISABILITY ACCOMMODATIONS

It is NABSE's sincere desire to comply fully with both the letter and the spirit of the Americans with Disabilities Act (ADA) of 1990. Attendees with special needs are kindly asked to notify the following NABSE at annualconference@nabse.org no later than four to six weeks prior to the conference so that necessary services can be arranged.

NAME BADGES

Conference attendees are reminded that it is important to wear your badge at all times. This allows you uncomplicated access to conference events. Failure to display your conference badge could result in denied access to conference events.

CONFERENCE ATTIRE & COURTESIES

To make the conference experience an enjoyable event for all attendees, please keep the following in mind:

- As a courtesy to speakers and other attendees, please refrain from the use of cell phones during presentations. Please also keep in mind that conference participants are there to learn. In consideration of all attendees we ask that you please turn your cell phone to vibrate or off while in sessions.
- In order to accommodate environmental sensitivities of some of our attendees, if at all possible, please do not wear heavily scented products while attending the conference, especially the sessions.
- To maintain and demonstrate professionalism within our industry,

conference attire is business casual. Since it is difficult to adjust meeting room temperatures to suit individual preferences, please bring a sweater/jacket or wear layered clothing to ensure your comfort.

E - MAIL / CELL PHONE USAGE POLICY

By submitting your email address during the conference registration process, either online or by submitting with your mailed registration form, you agree that NABSE and its conference partners may send you business and/or conference related information. A valid email address is required for all registrations. All conference correspondence will be made through e-mail. A valid e-mail address is required. Your information will only be used by NABSE and its agents as needed to communicate conference-related information and notifications.

MAILING ADDRESS USAGE POLICY

By submitting your mailing address during the conference registration process, either online or by submitting with your mailed registration form, you agree that NABSE and its conference partners may send you a one-time mailing of business and/or conference related information regarding their participation at the Annual Conference. Due to the large amount of support given by exhibitors and sponsors to subsidize the conference and make it possible to bring our members and attendees the latest and most valuable educational information, your cooperation and support is appreciated!

VIDEOS & PHOTOGRAPHY

Any photos or videography taken at the conference by NABSE (or agent of NABSE) may be used in future conference collateral, appearing either in printed documents, video

productions, on social media sites, on the mobile app, or on the NABSE website. We appreciate your consent to use these photos for the purpose of sharing and promoting the conference. Submission of your conference registration form to NABSE acknowledges acceptance of these terms and provisions of registration.

SMOKING

For the comfort and health of all attendees, NABSE's Annual Conference is a smoke-free educational event. You may only smoke in areas which have been designated as smoking areas by the Dallas Convention and Visitors Bureau.

CHILDREN & DAYCARE

Sessions, events, and exhibits can only be attended by REGISTERED ATTENDEES.. If you bring a child to the conference, please ask the hotel concierge for a list of local companies that offer child care.

MARKETING ACTIVITIES

Attendees are not permitted to distribute materials or to otherwise market themselves or their business on the exhibit floor, in the conference session rooms, in break areas, or in or around the exhibit area unless such attendees are registered as exhibitors and in this instance must limit their marketing activities to within the confines of their booth.

STATEMENT OF LIABILITY WAIVER

Terms of Registration

The organizers of NABSE's 47th Annual Conference expressly disclaim liability for acts or omissions of the organizers and for third parties including facilities suppliers and exhibitors in conjunction with the event or for the safety of any attendee while in transit to or from this event. The organizers

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of this event shall not be liable for any delays or failure in performance or interruption of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organizers including but not limited to, acts of God, war, terrorism, failure of transportation, weather, accidents, fires, electrical failures, strikes, labor disputes, postal delays, explosions, and government orders or regulations.

The organizers reserve the right to cancel this function without liability. Attendees who purchased nonrefundable airline tickets do so at their own risk. The total amount of any and all liability of the organizers will be limited to a refund of the attendance fee.

NABSE expressly disclaims any liability arising out of attendee's consumption of alcoholic beverages in conjunction with NABSE's 47th Annual Conference. Recognizing the nature of receptions and the potential for alcohol abuse at conferences, NABSE-sponsored events will also offer non-alcoholic drinks. Persons under the age of 21 will be denied alcoholic beverages. Conference participants are responsible for their own well-being. The organizers expressly disclaim liability for any acts or omissions of attendees resulting from excessive drinking, recklessness or negligence on the part of any conference participant(s).

You also agree not to allow any other individual to participate in your place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Attendees/Exhibitors at the 2019 Annual Conference agree to indemnify, defend, and hold harmless NABSE, its officers, directors

and agents, against all claims arising out of actions or omissions of Attendee/ Exhibitor at or in connection with the 2019 Annual Conference except for NABSE's own gross negligence or willful misconduct. NABSE agrees that it will indemnify and hold harmless Attendee/Exhibitor against all claims arising out of the acts or omissions of NABSE, its officers, directors and agents in connection with the 2019 Annual Conference except for Attendee's/Exhibitor's own gross negligence or willful misconduct.

NABSE reserves the right to substitute an equally qualified speaker in case of an emergency or cancellation. NABSE has no duty of due diligence with respect to presenters, exhibitors, or sponsors, and makes no endorsements of any presentation or product. The views, opinions, and presentations of speakers at NABSE's Conference may not reflect those of NABSE.

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