

# 2023 Eastern Region Meeting Policies



## Cancellation Policy

Cancellation of registration must be submitted to AUTM in writing, via email to [info@autm.net](mailto:info@autm.net), and must be dated on or before 5:00 p.m. Eastern Time on Wednesday, August 30, 2023, to receive a refund, less a \$100 USD registration cancellation processing fee. After the deadline, no refunds will be granted. Additionally, refunds will not be granted for no-shows.

Please note, you must be a current AUTM Member during the year of the event to receive the Member rate. If you should cancel your meeting registration, it does not apply to your AUTM Membership dues paid during the registration process.

## Substitution Policy

Replacement of a registered AUTM attendee by a business colleague/co-worker will be accepted. A \$50 USD processing fee will apply to all substitutions if notified in writing by 5:00 p.m. Eastern Time on Wednesday, September 6, 2023. If the original registrant was registered as a AUTM member, the new registrant must also be a member or join membership upon registering. If the new attendee does not join, the balance of the current Non-Member Rate will be billed. After Wednesday, September 6, 2023, no substitutions will be allowed.

## Privacy Policy

Your data privacy and security are important to us. When you register for this event, AUTM will process your data in accordance with our legitimate interests for hosting an industry event and for being a community-based organization. For more on how AUTM manages and protects your data, visit [autm.net/privacy-policy](https://autm.net/privacy-policy). Please review our privacy policy, including how to exercise your rights under the General Data Protection Regulation (GDPR).

## Liability Waiver

As a condition of my participation in this meeting or event, I hereby waive any claim I may have against AUTM and its officers, directors, employees, or agents, or against the presenters or speakers, for reliance on any information presented and release AUTM from and against any and all liability for damage or injury that may arise from my participation or attendance at the program. I further understand and agree that all property rights in the material presented, including common law copyright, are expressly reserved to the presenter or speaker or to AUTM. I acknowledge that participation in AUTM events and activities brings some risk and I do hereby assume responsibility for my own well-being. If another individual participates in my place per the AUTM Substitution Policy, the new registrant agrees to this disclaimer and waiver by default of transfer.

I understand that travel and gathering involves risk of sickness, including sickness from COVID-19. I (and on behalf of my guest(s)) waive and release AUTM and its sponsors and exhibitors, and their employees and agents, from and against claims, liabilities and expenses arising from injury, sickness or death from contraction or spread of COVID19 or other communicable disease due to travel to or attendance at an event sponsored by AUTM.

I will take necessary precautions while at the event including, but not limited to, engaging in appropriate social distancing and wearing a mask when requested and/or required. I agree to not attend any AUTM event if I feel ill or had recent exposure to a COVID-19 case.

This waiver and release are binding on me.

## General Data Protection Regulation Opt-In

AUTM would like to publicly list you as an attendee. This helps drive attendance, and we kindly ask for your participation. If you agree, we will list your name, title, company, and location, on the website.

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## Code Of Conduct

AUTM is a listening organization focused on its participants. AUTM Annual Meeting is designed to increase interaction, engagement, collaboration, connectivity, and community, in a fun and safe learning environment.

We value the participation of each member of the community and endeavor to deliver an enjoyable and fulfilling experience. Conference participants are expected to conduct themselves with integrity, courtesy and respect for others and maintain the highest level of professionalism at all conference programs and events, whether officially sponsored by AUTM or not.

All attendees, guests, speakers, organizers, volunteers, partners, vendors, and staff at any AUTM event are required to observe the following Code of Conduct.

AUTM provides a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form.

All communication should be appropriate for a professional audience including people of diverse backgrounds and cultures. Sexual language and imagery are not appropriate for the conference.

Be kind to others. Do not insult or defame participants. Harassment in any form, sexist, racist, or exclusionary jokes are not condoned at AUTM Events. Participants violating these rules may be asked to leave the conference at the sole discretion of AUTM. Thanks for helping to make this a welcoming event for all.

## Media Disclaimer And Waiver

AUTM intends to take photographs and video of this event for use in AUTM news and promotional material, in print, electronic and other media, including the AUTM website. By participating in this event, I grant AUTM the right to use any image, photograph, voice, or likeness, without limitation, in its promotional materials and publicity efforts without compensation. All media become the property of AUTM. Media may be displayed, distributed, or used by AUTM for any purpose.

## Health And Safety

Your well-being is AUTM's top priority. All event attendees will be asked to participate in and abide by all safety protocols implemented on-site for the event. We will continue to closely monitor all conditions related to COVID-19 between now and the start of the event and reserve the right to modify health screening protocols in our sole discretion. We will inform you of any such changes and as a condition of participation you agree you will follow these protocols.

For your peace of mind, consider taking a COVID-19 test before you depart for the meeting.

## Conflicting Events

Attendees of the Eastern Region Meeting will be required, as a condition of their participation, not to host conflicting events. Private events should not conflict with any of AUTM's educational sessions, special programs, social and themed events, including receptions and meals provided by AUTM. Participants should review the meeting program for potential conflicts before scheduling their events.

For questions regarding these policies, please contact [info@autm.net](mailto:info@autm.net)