



## **CANCELLATION & CONSENT TO USE PHOTOGRAPHY AND VIDEO POLICIES**

### **PAA Events Cancellation Policy:**

Cancellation must be in writing 20 days prior to the event for a full refund or approved by PAA. Any notification received after 20 days prior to an event will not receive a refund.

### **PAA Sponsorships Cancellation Policy:**

Each medal sponsor is responsible to pay in full by January 31st. An agreement of terms for each medal sponsor will be provided to the sponsor stating what is included in their sponsorship. Each medal sponsor is responsible to sign the agreement prior to January 1st. PAA reserves the right to terminate any agreement if payment is not received by January 31st.

### **Event Sponsorship:**

Any cancellation by a PAA member for an event sponsorship must be received in writing 20 days prior to an event. Cancelled sponsorships will incur a charge of \$100 and will be assessed fees for product and/or material ordered as a part of the sponsorship.

### **Cancellation by PAA:**

PAA reserves the right to postpone or cancel an event due to unforeseen circumstances including, but not limited to acts of God, fire, flood, natural disaster, war or threat, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, The Centers for Disease Control, or local government authority or health organizations (including but not limited to the health threats of COVID-19, H1N1, (or similar infectious diseases) or similar occurrence beyond control of the parties.

### **PAA Education Cancellation Policy:**

For credential/certification, custom solution classes, or classes with NAA-produced materials, cancellation must be received in writing at least 14 days prior to first day of class for full reimbursement. After 14 days, only name changes will be accepted.

Other education events such as LIVE stream and recordings: cancellation must be in writing at least 3 days prior to the class. 50% fee will be charged if cancelled 3 days prior. No refund for classes cancelled in less than 3 business days. If you are unable to attend a class virtually, a link will be sent to you after the webinar. After deadlines, only name changes will be accepted, and all invoices must be paid.

### **Consent to Use Photographic Images and Videography:**

Registration and attendance at or participation in, NAA/PAA meetings, classes, and other activities constitutes an agreement by the registrant to use and distribute (both now and in the future) of the registrant or attendees' image or voice photographs, video recordings, electronic reproductions and audio recording of such event and activities.





## **PAA EDUCATION AND EVENT CODE OF CONDUCT FOR ALL PARTICIPANTS**

### **1. PURPOSE**

- This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.
- We invite all participants to help us realize a safe and positive experience for everyone.
- All determinations of appropriate or inappropriate behavior are in PAA's sole discretion and the decision(s) of the PAA representatives on-site will be final.

### **2. EXPECTED BEHAVIOR**

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants. Alert event organizers if you notice a dangerous situation or someone in distress.

### **3. UNACCEPTABLE BEHAVIOR**

- Unacceptable behaviors & materials include intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Harassment includes offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by Informa and its show management, in their sole discretion.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Smoking – other than in designated areas.
- Failure to obey any rules or regulations of the Venue.

### **4. CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the conference organizers may take any action they deem appropriate, up to and including expulsion from the current and future events without warning or refund.

### **5. WHAT TO DO IF YOU WITNESS OR ARE SUBJECTED TO UNACCEPTABLE BEHAVIOR**

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify a PAA team member as soon as possible. All reports will remain completely confidential. PAA Staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the conference. You can report unacceptable behavior to any member of staff. Staff can be found in the Show Office onsite or you may email one of the contacts below.

### **6. SCOPE**

We expect all participants at all PAA activities (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all conference venues and conference-related social events.