



Terms and Conditions

CONFERENCE SCHEDULE

WAI reserves the right to change or modify the conference program as needed. If WAI must cancel a course or event, liability is limited solely to the registration fees paid. WAI is not responsible for other expenses incurred, including travel and accommodation fees.

REGISTRATION AND PAYMENT POLICY

Registration for the event is not confirmed until full payment is received. Outstanding balances are due at the start of the conference. Access to the event will not be allowed until all fees have been paid in full. WAI reserves the right to cancel your registration if we do not receive payment by the start of the event. All pricing is listed in USD.

The registration rate is determined by the date payment is received by WAI. Discounts are only applicable to registrations that are completed online and applied at the time of registration.

REFUNDS

Refunds for cancellations will be given, less a \$75 administrative fee, through midnight February 26, 2025, (the refund cut-off date). After that date, no refunds will be given. If you are registered but not able to attend after the refund cut-off date, you have the option to donate your conference fees to WAI as a charitable donation or transfer your registration to another person in the same registration category. Any requests to transfer your registration must be sent in writing to WAI by February 26, 2025 by emailing waiconfreg@wai.org. Transfers will not be accepted after this date. *Please note: tour tickets must be purchased in advance and are non-refundable.*

The above policy applies in the case of flight delays, flight cancellations and travel disruptions due to weather or other causes beyond the control of the registrant and WAI.

WAI MEDIA WAIVER

WAI intends to take photographs and video of this event for use in industry news and promotional material, in print, electronic and other media, including the WAI website. By participating in this event, I grant these organizations 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 WAI. Media may be displayed, distributed or used by WAI for any purpose. Please email editor@wai.org if you have any questions.

CODE OF CONDUCT

Women in Aviation International (WAI) is committed to providing a safe, productive, and welcoming environment for all conference participants and WAI staff. All participants, including, but not limited to, attendees, speakers, volunteers, industry partners, sponsors, exhibitors, WAI staff members, service providers, and all others are expected to abide by this Code of Conduct. This Code of Conduct applies to the WAI Annual Conference and related events, including those sponsored by organizations other than WAI but held in conjunction with the WAI Conference. This Code of Conduct outlines WAI's expectations for participant behavior, as well as the consequences for unacceptable behavior. WAI promotes equal opportunities and treatment for all participants. All participants are expected to treat others with respect and consideration, follow venue rules, and to alert staff to any violations of this Code of Conduct, dangerous situations, or any participant in distress.

Code of Ethical Conduct

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

Unacceptable Conduct

Unacceptable behavior includes:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participants at or in relation to the WAI Conference or related events. All who participate in the WAI Conference and related events deserve respectful treatment, regardless of the capacity in which they are attending or participating. Discussion of opposing or different viewpoints is appropriate but is expected to be conducted in respectful tone and manner that avoids personal attacks.
- Verbal or physical abuse, intimidation, or efforts to annoy others, which in any way creates a disturbance that is disruptive or dangerous or creates reasonable apprehension in a person.
- Harassing behavior (including, but not limited to, offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in WAI-sponsored spaces or in presentations, yelling at or threatening participants, stalking or unwelcome following, harassing photography or recording, or unwelcome physical or verbal contact or sexual attention.)
- Disrupting a meeting or related event. All participants must comply with the instructions of the moderator and any WAI staff.

Additional Rules

In addition, participants must adhere to the following rules:

- The recording or sharing of any conference or related event (including education sessions, presentations, demos, etc.) in any format is strictly prohibited, unless previously approved by WAI's Communication team in writing.
- Education Sessions should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. WAI reserves the right to ban sources of those solicitations.

What to do if you witness or experience conduct that violates this Code of Conduct

Conduct in violation of this Code of Conduct should be promptly brought to the attention of Christy Bares, Director of Conferences and Events, cbares@wai.org, 202.997.4465, so that we can take appropriate action.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated at the WAI Conference or related events. Anyone asked to stop unacceptable behavior is expected to comply immediately. WAI reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and WAI reserves the right to prohibit attendance at any future meeting, virtually or in person. Participants must also cooperate with any WAI investigation into reports of a violation of this Code of Conduct by providing information requested by WAI that is relevant to WAI's investigation. WAI will also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct; the information provided to those individuals will be limited to whether WAI found a violation of the Code, whether any sanctions or corrective actions were imposed, and, in WAI's discretion, the nature of those sanctions or corrective actions.

LIABILITY WAIVER

As a condition of my participation in this meeting or event, you hereby waive any claim you may have against WAI and its officers, directors, employees, or agents, or against presenters or speakers, for reliance on any information presented and release WAI from and against any and all liability for damage, illness or injury that may arise from my participation or attendance at the program. You 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 WAI. I acknowledge that participation in WAI 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 WAI transfer policy, the new registrant agrees to this disclaimer and waiver by default of transfer.

This waiver and release is binding on me and my heirs and successors.