



## Annual March Workshop 2024

### Terms & Conditions

This document sets out the terms and conditions between NCMA Boston and you when you register for the 2024 Annual March Workshop organized by NCMA Boston. By registering for this event, you are agreeing to comply with these terms and conditions. You should read this document carefully.

#### 1.0 Acceptance of policies and registration conditions

The following NCMA Boston Registration Terms & Conditions (the “Terms & Conditions”) applies to this event. Prior to submitting your registration, you must acknowledge and accept the Terms & Conditions contained herein by selecting the checkbox on the online registration form. Should you not wish to accept the Terms & Conditions you should not register. Submission of a registration is regarded as affirmation of your acceptance of the Event Terms & Conditions.

An in-person attendee can switch to virtual up to 10 calendar days before the event and will be refunded the difference. If the attendee changes to virtual within the 10 calendar days prior to the 2024 March Workshop, the in-person charge remains.

No refunds will be granted after 10 calendar days before the event, however substitute registrants may attend in place of the original registrant. Any approved refund requests or in-person/virtual adjustments will be less the 3% Stripe Processing fee.

Group discount registrations must use the provided discount code. Any registrations submitted prior to negotiation of a group discount will not be refunded the difference. Please email [marchworkshop@ncmaboston.org](mailto:marchworkshop@ncmaboston.org) if you think a group rate has been established for your organization before you register.

#### 2.0 How we will use your information

NCMA Boston is committed to data privacy and protecting your personal information. By submitting your email address during the event registration process, you agree that NCMA Boston and its event third party service providers may send you event-related information. A valid email address is required for all registrations.

NCMA Boston uses the data you provide in this registration for administering your participation in this event. This may include information about the event’s content, event logistics, payment, updates, and additional information related to the event.

As part of the Platinum sponsor package, NCMA Boston will provide the Platinum sponsor(s) a list of the opted-in registered attendees. This includes name, title, organization, email, and address. To opt out, the checkbox must be selected before registration.

NCMA Boston may disclose your personal data to third party service providers engaged by NCMA Boston to assist in the conduct of the event (e.g. production company, mobile application provider, virtual platform provider). Information you provide when registering for or participating in an event managed or co-sponsored by parties other than or in addition to NCMA Boston may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. Except as described herein, NCMA Boston will not disclose your personal data to any other third party without your consent except where required to do so by law.

### **3.0 Nondiscrimination policy**

NCMA Boston prohibits discrimination, harassment, and bullying against any person for any reason—for example, because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status, or any other characteristic protected by law.

### **4.0 Event conduct and safety**

NCMA Boston is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at the NCMA Boston March Workshop. NCMA Boston has no tolerance for discrimination, harassment, or bullying in any form at NCMA Boston-related events. Participants are expected to adhere to these principles and respect the rights of others.

**What To Do If You Witness or are Subjected to Unacceptable Behavior:** Participants should report any behavior inconsistent with these principles to onsite event staff. Event staff will be happy to help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

You may also contact NCMA Boston directly to report a concern at [marchworkshop@ncmaboston.org](mailto:marchworkshop@ncmaboston.org)

#### **4.1 COVID19, Illness, Injury**

For the health and safety of all participants, it is essential that you do not physically attend the event if you are sick or have ANY of the following symptoms of COVID-19. **If you become ill or injured, please contact Allie Stanzione, President at [president@ncmaboston.org](mailto:president@ncmaboston.org) at your earliest to discuss options available.**

### **5.0 Liability waiver & release**

In consideration of being allowed to register for, and participate in the event, you hereby warrant and represent that you are age 18 or above and freely waive, release from liability, assume all risks, and covenant not to sue NCMA Boston, NCMA, or its members, employees, board members, agents, or volunteers for any expense, loss, damage, personal injury, including loss of life, illness, including but not limited to COVID-19, disability, property damage, or property theft or actions of any kind that you may hereafter suffer or sustain before, during, or after the event, unless said expense, loss, damage, personal injury, including loss of life, illness, disability, property damage or property theft or actions of any kind is caused by the sole, gross negligence of NCMA Boston. This Liability Waiver and Release is specifically binding upon your heirs and assigns and is knowingly given.

### **6.0 Service as an invited speaker**

If you agree to speak at an NCMA Boston sponsored event, we may share your contact and biographical information with event attendees. Sometimes we may also request a photograph. In other cases, we

post on the respective event website information such as your name, employer, physical work address, work email address, as well as a link to your company website and/or professional LinkedIn page available to the public. This is so that visitors to the event website, including event attendees and speakers, can contact you with questions and requests for more information, and to provide feedback if needed. Additionally, speakers may be asked to complete a release agreement or copyright form prior to their presentation.

### **7.0 Usage of photographic and video material taken at NCMA Boston events**

To comply with global data privacy laws, NCMA Boston imposes certain restrictions on the use of multimedia at its events (e.g. photography, video, audio, online streaming, and all future mediums). An attendee is permitted to use hand-held cameras and/or smart phones to take photographs and capture digital images for personal, non-commercial use, provided the photography is not disruptive. Photographs may not be published, sold, reproduced, transmitted, distributed or otherwise commercially exploited in any manner whatsoever.

NCMA Boston may hire professional service providers (photo/video/streaming/audio) to document and display the event experience. NCMA Boston may also use social media (e.g. LinkedIn, Twitter) to: (i) post real-time photos and videos to its social media feeds; and (ii) display select submissions from those feeds on monitors throughout the event venue. Attendees and sponsors are encouraged to capture their event experiences and post their own social content from the event (text, photos, audio, video, streaming), provided it does not infringe upon the rights of any attendee, sponsor, third party, or NCMA Boston. Such infringement would include, but is not limited to, defamation or infringement of intellectual property rights. In the event an attendee requires a release or permission to protect the rights of a third party, obtaining such a release or permission shall be the sole responsibility of the attendee.

By attending the event, you acknowledge and agree as follows: (a) NCMA Boston may edit and use footage it captures at the event for marketing and promotional activities and for any other lawful purpose in the ordinary course of its business; and (b) due to the prevalence of mobile recording devices in today's world, NCMA Boston disclaims all liability for the capture of your image in any multimedia format by other attendees at the event.

### **8.0 General**

NCMA Boston reserves the right to change, amend, add or remove any of the above Terms & Conditions in its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all event participants (attendees, speakers, sponsors)

The views expressed by any event attendee, speaker, or sponsor are not necessarily those of NCMA Boston. All attendees, speakers, exhibitors, and sponsors are solely responsible for the content of all individual or corporation presentations, marketing collateral, and/or advertising.