

## **POLICIES & PROCEDURES**

### **ADMISSION**

Your registration fee covers access to selected virtual content for one person. If you have multiple attendees from an organization or university, each person must register individually and follow prompts for access into the purchased content.

## **CANCELLATION AND REFUND POLICY**

No refunds will be granted for registrations to online or live virtual content. If you are unable to view any purchased sessions during the live webcasting times, all events in the Summit will be recorded and available for replay within 24-48 hours after the live event. Everyone who is registered for the event will receive an email when the recording is ready. Please visit our <u>FAQ</u> page for more instructions on accessing the archived recordings. If you have any additional questions about cancellation, refunds, or access to archived recordings please contact us at <u>artsu@artsusa.org</u>.

### **CONFIRMATION**

All attendees who provide an email address will receive confirmation of registration via email. Please review confirmation notices carefully. If you have not received a confirmation notice within 24 hours of submitting your registration, or if you have questions or challenges during the registration process, contact us at <a href="mailto:events@artsusa.org">events@artsusa.org</a>.

## **PRIVACY POLICY**

Americans for the Arts takes privacy seriously. The information we collect via registration is used to provide you with services which you have requested from us. By submitting information via registration for this event, you consent to share your data in accordance with the guidelines of our privacy statement. Registrant contact information will be shared with other registrants through the Participants List. To learn more, visit AmericansForTheArts.org/Privacy.

### **METHOD OF PURCHASE**

Registrations for online events can only be made via credit or debit card through the online registration portal.

# **MEETING SAFETY & RESPONSIBILITY POLICY**

Americans for the Arts is committed to providing a safe, productive, and welcoming environment for all meeting participants, including all virtual/online events. All participants, including but not limited to, attendees, speakers, volunteers, exhibitors, Americans for the Arts

staff, service providers, and others are expected to abide by the Meeting Safety & Responsibility Policy. This policy applies to all Americans for the Arts meeting-related events, including those sponsored by external organizations but held in conjunction with Americans for the Arts events, in public, private, or online environments and facilities. To learn more, please visit AmericansForTheArts.org/Harassment-Policies.

## PHOTOGRAPHY, AUDIO, AND VIDEO CONSENT CLAUSE

Attendance or participation in Americans for the Arts meetings and events or other activities constitutes an agreement by the registrant or attendee to Americans for the Arts' use and distribution (both now and in the future) of the registrant or attendee's image and voice in photographs, audio, video, and electronic reproductions of such events and activities by Americans for the Arts and other third parties, including but not limited to the venue and local host.

### **RECORDING REPLICATION AND RESALE POLICY**

Content produced by or for Americans for the Arts on any medium may not be recorded and reproduced/resold or distributed without the express written approval from Americans for the Arts. For inquiries on access to content and resources beyond that included in your registration, please contact us at <a href="mailto:events@artsusa.org">events@artsusa.org</a>.

#### HARASSMENT POLICY

Americans for the Arts is dedicated to a harassment free experience for all conference participants and does not tolerate harassment in any form. Harassment is any oral, written, physical, or other form of conduct that denigrates, seeks to intimidate or coerce, discriminates against, or shows hostility toward any person on the basis of race/ethnicity, religion, age, gender, gender expression or identity, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, familial status, or other personal characteristics. To learn more, visit <a href="mailto:AmericansForTheArts.org/Harassment-Policies">AmericansForTheArts.org/Harassment-Policies</a>.

## COMMITMENT TO EQUITY, INCLUSION, AND ACCESSIBILITY

To support a full creative life for all, we at Americans for the Arts commit to championing policies and practices of cultural equity that empower a just, inclusive, and equitable nation. In that spirit, we are committed to making our meetings and events as equitable and inclusive as possible. Attendees needing accommodations for any learning environment may contact us at events@artsusa.org.