

## 2023 Conference Attendee Terms & Conditions

These are the Terms & Conditions that apply to AHMA-PSW members that attend events produced and presented by AHMA-PSW.

**Payments:** All registrations made prior to the conference must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of registration, registration will be provisional. **Registrations received less than (2) two weeks before the conference date can only be paid by credit card.**

**Early Bird Rate:** In order to qualify for any “early bird” rates or discounts, registration and payment must be received before the deadline date listed in the conference marketing material.

**Cancellation Policy:** Our cancellation policy allows for a refund, with less than a 20% administrative charge, on the condition that a written cancellation must be completed 2 weeks (14 days) prior to the event. No refunds will be issued after the stated period and you will be charged full registration. Substitutions may be made up to 5 business days (120 hours) prior to the event. A written request for substitution must be submitted to [training@ahma-psw.org](mailto:training@ahma-psw.org) or [ed@ahma-psw.org](mailto:ed@ahma-psw.org). If an attendee does not cancel and fails to attend the conference, then the absence will be treated as a last-minute cancellation and no refund or credit will be issued.

**Adjustment of Registration Fees:** After an attendee’s registration is completed, AHMA-PSW reserves the right to review the information provided by the attendee and adjust the registration ticket type and fee if it is found that the provided information has been misrepresented, false, or incorrect. Any adjustment to fees will be charged directly to the payment method on file.

**Admittance:** In its sole discretion and without refund, AHMA-PSW reserves the right to refuse admittance to or expel from the conference anyone that it determines is behaving in a manner that could be disruptive to the conference or any other attendee.

**Lost Registration Badge.** The Attendee’s registration badge must be worn at all times during the Conference. Access to the Conference facilities will not be granted to those without proper credentials. If an attendee loses, misplaces, or forgets his or her registration, a replacement badge will be created at the Information Desk by an AHMA-PSW staff person.

**Photographs, Publicity Material, Print Media and Social Media:** AHMA-PSW reserves the sole right to use any photographs, recordings, electronic images or publicity material received or obtained in the course of the event, for whatever use deemed proper by the AHMA-PSW. AHMA-PSW has the exclusive right to include photographic, video and other visual portrayals of Attendees, Sponsors, Exhibitors and their Exhibits including its contents, in any pictorial medium, including social media platforms, of any nature whatsoever for the purpose of advertising, publicity and otherwise, without compensation to the Attendee, Sponsor or Exhibitor, and all rights titled and interest bearing (including all worldwide copyrights therein) will be AHMA-PSW’s sole property, free of any claims of Attendee, Exhibitor or Sponsor or any persons deriving any rights or interest from the Attendee, Exhibitor or Sponsor.

**Photography and Filming.** Professional photographs, audio, and video will be captured during the Conference. Attendees hereby grant AHMA-PSW and its representatives permission to photograph and/or record them at the Conference, and distribute (both now and in the future) the Attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Photography or Recording Usage by Attendees.** Photography, audio recordings, and video recordings are not permitted by Conference attendees during any training sessions. Any attendee found recording, audio or video, and / or taking photographs during a training session will be asked to leave the session.

**Modification of the Conference Program.** AHMA-PSW reserves the right to modify the program, which is published as an indication only.

**Registration, Hotel, & Travel Accommodations.** Registration includes admission to AHMA-PSW's on-site events at the location only for the duration of the Conference period. Lodging and travel are not included. Hotel accommodations can be made either by calling the hotel directly or by clicking on the link posted online.

**Smoking.** Smoking is not permitted in the meeting rooms. Smoking is permitted in designated areas only.

**Force Majeure:** AHMA-PSW shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, acts of God, or other similar causes beyond its reasonable control and without the fault or negligence of AHMA-PSW or its subcontractors. For one or more of such reasons, AHMA-PSW may postpone, reschedule or cancel the event without liability on the part of AHMA-PSW. In the event the conference cannot be held or is postponed pursuant to this section, AHMA-PSW shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. AHMA-PSW will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.