

#NATCON2018



GENERAL POLICIES



All registrants are required to read and agree to the 2018 General Policies. Failure to abide by these policies will affect your eligibility to participate in the Student Veterans of America (SVA) National Conference and other programming this year or in future years.

REGISTRATION PAYMENT POLICIES

Payment can be made by credit card (Visa, MasterCard, Discover, American Express), check (payable to "Student Veterans of America"), or purchase order. Check payments and purchase orders delay processing and must be received no later than December 11, 2017, include a printout of your registration confirmation email along with your payment and mailed to: Student Veterans of America, 1012 14th Street NW, Suite 1200, Washington D.C. 20005.

CANCELATIONS AND SUBSTITUTIONS

Any cancellation requests must be made before December 11, 2017 as we need to confirm meals and name badge printing. Any refund requests prior to December 11, 2017 will be subject to a \$25.00 cancellation fee. Cancellation requests made after December 11, 2017 will not qualify for any registration refund. Cancellation requests must be sent to natcon.refund@studentveterans.org, have the subject titled "NatCon18 Registration Cancellation Request" and include the registrant's name, email address, and amount paid. No refunds will be processed after December 11, 2017. Cancellation disqualifies you from receiving attendee benefits and publications.

You may transfer your registration to another person at no cost, but must do so before December 11, 2017. You can make changes to your registration record, transfer your registration to another individual, or upgrade your registration by visiting:

<https://ww2.eventrebels.com/er/Update.jsp?A=21264>

and entering your e-mail address, along with your registrant ID or confirmation number. You can find your registrant ID and confirmation number in the registration confirmation email you will receive after completing the NatCon18 online registration form.

CONVENTION BADGES

Each NatCon attendee must wear the convention badge issued by SVA and keep their convention badges visible at all times. SVA, its contractors, and the J.W. Marriot Hotel has the right to deny access to NatCon events including breakout sessions and the SVA Campus to any attendee not wearing a convention badge.

Attendees may not exchange, give, trade or sell convention badges. SVA makes all final decisions on who has access to the Convention and what badges are issued for the Convention. SVA, its contractors, and the J.W. Marriot Hotel may remove any person from the Convention that, in SVA's opinion, is violating or threatening to violate any of these rules or whose conduct is objectionable, disorderly, or disruptive.

There may be a \$25.00 replacement charge for lost badges.

ATTIRE

Business casual and business formal attire is preferred.

CODE OF CONDUCT

In order to accomplish our mission, it is necessary to both ensure the safety of all of our guests during SVA activities, as well as protect the brand and good standing of SVA in the eyes of the community. SVA trusts its members to hold themselves to a higher standard of morals and ethics, and to uphold these standards at all times. As policy, the following guidelines direct conduct for all SVA participants at any officially sponsored SVA event.

Illegal or irresponsible conduct does more than simply tarnish the offender. It puts innocent people at risk, sullies the reputation of SVA, and undermines the ability of SVA to fulfill its mission of empowering veterans. While any criminal activity is clearly outside the scope of permissible conduct, the standards of conduct during officially sanctioned SVA events is considerably higher.

SVA expects its guests to at a minimum:

- Abide by all policies in this agreement, and comply with all federal, state, and local laws
- Conduct themselves in a professional manner that promotes safety and furthers the SVA mission
- Treat others with dignity and respect, and abide by the shared values of respect, honor, integrity, and excellence
- Refrain from using language that is profane, boisterous, sexually offensive, explicit, or of a derogatory racial or ethnic nature
- Attend every sanctioned SVA meeting/event without being under the influence of alcohol or drugs, and be prepared to fully participate, contribute, and meet training objectives
- At sanctioned social events, refrain from overindulging in alcoholic beverages
- Adhere to any guidance given by a SVA staff member, or duly appointed guest serving in a supervisory role

STANDARDS OF BEHAVIOR

Electronic devices must be turned off or set to silent mode during educational sessions.

Disruptive or objectionable conduct, activities and related materials (megaphones, signage, etc.) as determined by SVA, are strictly prohibited in every area of the convention unless specifically approved by SVA in writing.

No weapons of any kind are allowed at the J.W. Marriott Hotel or any of the conference facilities. Explosives, fuel, combustible, or hazardous materials are strictly prohibited.

SEXUAL HARASSMENT

It is SVA policy that guests, staff members, partners, and the general public are entitled to an environment free of sexual harassment at any SVA event. No one, male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct. This behavior is not welcome, is personally offensive, debilitates morale and, therefore, creates an unsafe environment. Behavior that amounts to sexual harassment may result in disciplinary action.

If you experience or witness sexual harassment at any SVA event, report it immediately to any SVA staff member. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

EQUAL OPPORTUNITY

It is SVA policy not to discriminate or screen guests on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status as an attendance requirement to any event. SVA is committed to providing an inclusive and welcoming environment at all SVA events. As an extension of SVA policy, SVA requires all guests to treat each other with dignity and respect. Any guest failing to adhere to this standard will be subject to disciplinary action.

ACCESSIBILITY

SVA may provide, upon request, alternative formats, auxiliary aids, and services necessary for all individuals to participate in all programs and services provided by our organization. Requests for accommodations should be given at the time of registration or submitted at least three weeks in advance of the conference.

MEDIA RELEASE

The registrant gives SVA permission to photograph and video/audio record the registrant and to use the same in SVA's publications, promotions, and other media. The registrant understands that SVA has exclusive rights to these visual and audio recordings.

CHILDREN

Children under the age of 18 are not allowed in the SVA Campus during exhibitor load-in, load-out, and all other hours of operation. If the registrant chooses to bring a child to any portion of conference, registration or event fees will apply. Content of conference programming may not be suitable for children.

NO SUITCASING

Please note that while all meeting attendees are invited to the exhibition, any attendee who is observed to be soliciting business in the aisles or in other public spaces, in another company's booth, or in violation of the IAEE Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management.