



**INSPIRED LEADERS
SHAPING CITIES**

INTERNATIONAL DOWNTOWN ASSOCIATION
910 17TH STREET NW, SUITE 1050
WASHINGTON, DC 20006
202.393.6801 | DOWNTOWN.ORG

IDA Virtual Conference Agreement and Code of Conduct

IDA is committed to providing a safe, productive and welcoming environment for all conference participants and staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, IDA staff members, service providers and all others are expected to abide by this *Virtual Conference Agreement and Code of Conduct*. This Agreement applies to all IDA conference-related events, including those sponsored by organizations other than IDA but held in conjunction with IDA events, on public or private platforms.

If you are registering on behalf of another individual, it is your responsibility to ensure the person participating is aware of these terms and accepts them. By completing registration on behalf of another individual you are warranting that you have made the Participant aware of these terms and that they have accepted them.

Participant Agreement

- Event registration entitles online access only for the individual listed on the registration confirmation for the 66th Annual Conference & Marketplace. By registering for this virtual event, you agree not to sell, trade, transfer or share your access link, credentials or password with another individual or organization. If IDA determines that you have violated this policy, IDA may revoke the registered attendee access at any time and retain any payments made by you associated with this virtual event registration.
- The virtual event content shall be recorded by IDA and will be accessible to paid attendees. You acknowledge that you will be participating in online educational programming that could include you being heard or seen on a recorded virtual discussion over the Internet. Your virtual registration may include technology that monitors your activities throughout the conference, such as session attendance and virtual booths visited. Registration and attendance at, or participation in, IDA events and other activities constitutes an agreement by the registrant to the use and distribution of the registrant or attendees' image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by IDA and other third parties.
- As a registered attendee, IDA will add your name, primary email, organization name, job title headshot and bio as listed in your IDA account profile to the virtual event platform. Once attendees have access to the virtual event platform, each user can change their profile information including adding their headshot within the event platform and change their privacy settings if they wish to be hidden from the attendee list.

- IDA will add attendees' primary emails to the virtual event platform for event notifications, daily agenda updates, surveys and more. Attendees can choose to opt out of email notifications from within their virtual event platform preferences.
- You agree to not copy, record or distribute any part of the virtual event product and content, including session audio or video, or screen shots of Q&A or any chat room activity that takes place in the virtual space.
- You acknowledge and agree that IDA reserves the right to remove you without warning or refund from the virtual event if IDA, in its sole discretion, determines that your participation or behavior creates a disruption or hinders the virtual event or the enjoyment of the content by other attendees. IDA has zero-tolerance for any form of discrimination or harassment. If you experience harassment or hear of any incidents of unacceptable behavior, IDA asks that you inform staff so that they can take the appropriate action. Unacceptable behavior is defined as:
 - Harassment, intimidation, Verbal abuse or discrimination in any form of any attendee, speaker, volunteer, exhibitor, IDA staff member, service provider or other conference guest.
 - Disruption of presentations during sessions, in the virtual marketplace or at other events organized by IDA throughout the virtual conference. All participants must comply with the instructions of the moderator and any IDA event staff.
 - IDA prohibits the direct selling of a solution in any chat function not affiliated with their virtual marketplace (exhibit booth), sponsored session or event.
 - Private-sector participants are encouraged to engage in ways that demonstrate their expertise and adds industry knowledge. Any behavior outside of this will be cause for removal without reimbursement.
- Presentations, postings and messages should not contain promotional materials, special offers, job offers, product announcements or solicitation for services. IDA reserves the right to remove such messages and potentially ban sources of those solicitations.
- You acknowledge and agree that the virtual event reserves the right to change any and all aspects of the virtual event including, but not limited, to the event content, program, speakers, hosts, moderators and time.

Cancellation Policy

- Written notice of attendee cancellation is required. Cancellations received via email by September 17, 2020 will receive a refund less a \$50 processing fee. Refunds will be processed approximately 30 days after the event. Cancellations received after September 17, 2020 will not be refunded. IDA regrets that refunds will not be given for no-shows. Please email the cancellation notification to the International Downtown Association by emailing at registration@downtown.org.
- Substitutions of attendee registrations are gladly accepted prior to the virtual event start date. Please submit a written request to registration@downtown.org before October 5, 2020 at 3 pm ET to complete your substitution. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution