



Each summer, NACA offers in-person experiential learning opportunities for students and professionals. Institutes provide you with the skills to further excel as a leader and change agent on your campus. Through team building, effective training, and networking, you will be highly motivated to create college communities where everyone belongs. The following policies are provided to help ensure a positive experience for all participants. Registrants will read the policies and attest that they have done so via the pre-event questionnaire they will receive.

INSTITUTE ATTENDANCE

All institute participants must be at least 18 years of age to attend. No participants will be allowed to attend any NACA events until their registration fees are fully paid. Any member who has an outstanding debt with NACA of more than 60 days must clear that debt before registering. NACA reserves the right to apply any funds held for or received by NACA from a debtor to any outstanding debt as well as any accumulated service or related charges where applicable, regardless of the purpose for which such funds were received or held by NACA. There will be a \$50 service fee for all returned checks.

Participants must be registered prior to attending the event and will check in on-site. Check-in hours will be provided in pre-event communications. If participants are arriving outside of the stated hours for whatever reason, they must inform the NACA Office and may not be able to attend any event activities until they have checked in on site.

SPECIAL NEEDS/ACCOMMODATIONS

Although the Association strives to make all events accessible to all participants, including individuals with a disability or special need where reasonably possible, not all special needs may be accommodated at all sites. If you desire special services because of a disability or special need, please indicate the special service(s) on your registration as soon as possible and **AT LEAST SIX WEEKS IN ADVANCE** of the first day of the event. If the Association is unable to provide the special service(s) you requested and you do not attend the event, the Association will refund your registration fee. Contact memberrelations@naca.org.

Special Meal requests (including allergies) should be included in the pre-event questionnaire no later than 10 business days prior to the start of the event. Questionnaires received after the deadline may not be accommodated.

BEHAVIORAL EXPECTATIONS

To promote a positive, safe, and healthy environment for all participants and institute staff to learn and grow together, individuals attending any NACA Institute are expected to conduct themselves in a responsible manner consistent with federal and state laws, as well as host institution and NACA policies. By participating for this institute, participants acknowledge and agree to the following expectations for the duration of the institute.

Participants will:

- Attend all educational sessions and planned activities.
- Maintain a drug and alcohol-free educational environment. All participants will refrain from possession or use of alcohol or drugs during the institute, regardless of the participant's age and/or legality of the state where the Institute occurs.
- Refrain from behavior that threatens the emotional or physical well-being and/or safety of participants. This may include but is not limited to any form of verbal, non-verbal or physical conduct of a threatening, intimidating or humiliating nature; vandalism; theft; sexual harassment; or sexual violence.
- Preserve a weapon-free environment. No weapons will be possessed or used by Institute participants.
- Behave in a manner that reflects positively on their college/university and NACA.

Any alleged failure to uphold these expectations will be reviewed by institute staff. Violation of law or policy while at a NACA Institute may result in the immediate dismissal from the program, notification to the participant's institution, and potential criminal or civil prosecution. If it is found probable that a violation has occurred, the participant will immediately be dismissed from the program. A formal incident report will be completed and forwarded to the NACA Executive Director.

BADGES AND SITE ITEMS

Badges are required for entry to NACA events. In addition, Institute participants may be responsible for room keys or meal tickets that are the property of the event host. Loss of these items may incur a charge from the host site to the participant.

PERSONAL SAFETY AND SECURITY

NACA works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to NACA staff so that they can take immediate action. No concern is too small; if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.

- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards.
- Don't leave personal property unattended anywhere, anytime.
- Keep your residence hall room locked when you are not present or when you are sleeping.

If it is an emergency or if you need immediate assistance, first call 911 then ask any NACA staff member or the on-site security personnel to help you.

HEALTH

The health and well-being of event attendees is a top priority and NACA continuously monitors recommendations from local, state, and federal agencies, including the Centers for Disease Control, World Health Organization, and US Department of State to inform event protocol.

Do not attend the event if you feel unwell, have any signs of illness including a cough, runny nose, fever, shortness of breath, etc., or if you have been exposed to someone that is sick. Please see a healthcare professional immediately.

Institute sites may have additional health and safety requirements in place that participants must adhere to. These requirements will be communicated as applicable.

BIAS

Bias targets a marginalized identity whether real or perceived to be a part of a recognizable group or affiliation. Legally protected identities include: actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, veteran status, or disability. NACA also recognizes that bias may occur because of one's actual or perceived age, ancestry, sex, gender expression, citizenship or immigration status, marital status, socio-economic class, or religious practice. The second list of identities are not legally protected identities in the United States but are affirmed through NACA's Core Values of diversity, multicultural competence, and human dignity.

NACA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NACA reserves the right to prohibit attendance at any future meeting.

HOLD HARMLESS

The registrant/applicant hereby agrees to hold harmless and indemnify NACA, the hotel and/or event facility against and for any and all costs, claims, damages, and expenses (including attorney's fees), of whatsoever nature, arising from or related to the violation by the registrant/applicant of any of the policies or procedures of NACA, or any act or omission of the registrant/applicant at or in connection with the NACA event. The term "applicant/registrant/participant" includes the person submitting the

application as well as any other person or persons appearing at or attending the NACA event in connection with the party applying.

MEDIA RELEASE CONSENT

When you enter a National Association for Campus Activities event or program, you enter an area where photography, audio and video recording may occur. By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media or any other purpose that NACA determines. You release NACA, its board and its employees, and each and all persons involved from any liability connected with the taking, recording, digitizing or publication and use of interviews, photographs, computer images, video and/or sound recordings. By entering the event premises, you waive all rights you may have to any claims for payments or royalties in connection with any use, exhibition, streaming, web casting, televising or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video or audio recording taken by NACA or the person or entity designated to do so by NACA. You have been fully informed of your consent, waiver of liability and release before entering the event.

REGISTRATION, REFUNDS, AND CANCELLATIONS

Substitutions: Substitutions (i.e., replacing one individual with another individual for the same event) may be granted pending availability of accommodations with the host site. Please provide written notice of the change to memberrelations@naca.org at least 10 days prior to the event.

No-Shows: There are no refunds for paid attendees who do not attend the NACA events they were registered for. No credits for future events will be extended after the start date of the event that the attendee paid for.

Refunds: Event fee payments are not transferrable from one event to another or from one institution/company to another. A 50% refund of school member registration fees will be given to any member when a written request for a refund is received by the NACA Office, no later than 14 days prior to the start of the event. All refund requests must be made in writing by sending an email to memberrelations@naca.org. The NACA Office can confirm availability.

Any requests for refunds that include special circumstances must be forwarded in writing to the NACA Office no later than 30 days after the event for which the refund is being requested. Any request received after this timeline will not be approved. Any special circumstance refund request must include supporting material documenting the circumstances necessitating the request (e.g., a note from a physician for illness, information from local media regarding weather-related problems, etc.).

Cancellations: NACA reserves the right to cancel any program. Causes for cancellation may include, but are not limited to, low participation by schools and/or associates, acts of God, location becomes

unusable for any reason, etc. In the case of a program cancellation, NACA will reimburse only those fees paid to NACA; any travel, lodging or other non-NACA fees will not be reimbursed.