

# **FASEB Science Research Conferences (SRC) Registration Agreement**

All policies and terms of registration are adopted in consideration of and in the best interest of conference attendees, conference organizers and the conference host facilities. As a condition of registration, you agree to all of the following terms and policies contained herein:

## **Abstract Policy**

Abstracts can be edited or switched out for a revised version up to 45 days in advance of the conference through the personal link provided with the registration confirmation receipt. Submitted abstracts will be available online to registered conference attendees through a private webpage for each conference.

## **Alcohol**

Alcohol is served at selected SRC functions. All conference participants are encouraged to act in a responsible manner if they choose to drink alcohol. Alcohol will not be served to anyone under the age of 21. Be prepared to show photo identification.

## **Cancellation by a Participant**

Please complete and return a Registration Cancellation Form and send it to the FASEB SRC Office at fax: 301-637-3397 or via email: [SRC@faseb.org](mailto:SRC@faseb.org). A \$300.00 USD cancellation fee will apply if cancelled prior to the cancellation deadline. Registration cancellations received after the cancellation date will not receive a refund. Refunds will be processed within four weeks of the request.

## **Cancellation by an Organizer**

Conference organizers review the qualifications of each registered attendee. If an organizer determines that a registered attendee is not qualified to attend a conference, the FASEB office will contact that attendee to cancel their registration, and issue a full refund of the price paid for registration.

## **Change Policy/Substitution**

Please contact the FASEB SRC office at [src@faseb.org](mailto:src@faseb.org). A change or modification to registration which impacts the credit card used to make the payment will result in a \$50.00 USD processing/change fee. Changes to lodging accommodations only will be excluded from this policy. Substitutions are allowed, but the conference organizers have to agree to the substitution.

## **Code of Conduct**

Participants agree to abide by the terms of the FASEB SRC code of conduct. To review the code of conduct, please click here: <https://secure.faseb.org/src/2018/code-of-conduct.htm>

## **Confidential Material Dissemination Policy**

FASEB SRCs encourage scientists to discuss and share new discoveries and unpublished research during each conference. To maintain privacy for each conference, all participants agree not to release other participants's research material or data that is proprietary, copyrighted, unpublished, or otherwise not available in the public domain to anyone that did not participate in the conference.

## **Fees**

All registration payments are final. The following fees apply if a participant registers after the early-bird deadline; requests changes to his/her registration; splits payment between two or more credit cards; or cancels their registration.

- Late registration fee: \$150.00 USD
- Change modification fee: \$50.00 USD
- Cancellation fee:\$300.00 USD
- Multiple Credit Card fee:\$50.00 USD

## **Force Majeure**

FASEB and the organizers of any SRCs 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, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics, the availability of the venue or other similar causes beyond its reasonable control and without fault or negligence. For one or more of such reasons, FASEB and the organizers may postpone, reschedule or cancel the event without liability on the part of FASEB and the organizers of the respective SRC. In the event the conference cannot be held or is postponed pursuant to this section, FASEB and the organizers shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses.

## **Guests**

Attendees always have full access to the conference they registered to attend. For the guest of the attendee, the double-with-guest registration fee includes all nights of lodging of the respective SRC, access to the opening reception, and all meals. Guests are not permitted to attend conference lectures, discussion groups, or poster sessions. Guests must wear their name badges during all meal functions.

## **Housing**

Single occupancy rooms, double occupancy, and double occupancy with guest registration types are available at most locations. Please check the conference website or registration page for specific information. Availability of specific room types is limited by availability at the venue, and/or contractual arrangements.

If housing was purchased during the registration process, a separate lodging confirmation from FASEB SRC will be sent via email approximately three weeks prior to the start of the conference.

### **Personal Information**

Registration information will be part of a database that is accessible only to FASEB employees and conference organizers. FASEB SRCs use your contact information to provide you with up-to-date information about current conferences as well as future SRCs. A participant list is available online to registered conference participants that includes your name, institution, institution address, and email. Your name, email address, lodging type (and roommate, if applicable), and conference you registered to attend are shared with hotels if you requested lodging accommodations. A survey company receives your name, email address, and conference you registered to attend in order for participants to receive an online evaluation form. For those participants that are reimbursed for their participation at the conference, contact information is sent to our internal FASEB accounting database, and any bank or wire transfer institution that accounting uses in order to facilitate the payment. If participants request information from a FASEB member or non-member society, or another FASEB department, via the FASEB SRC department, contact information will be shared to facilitate the request. FASEB SRC does not sell your contact information to third parties.

### **Photography Policy/Release**

FASEB SRC may designate an official photographer for each conference. Any photographs taken by the photographer may be used in future FASEB SRC publications, on the website, or in other advertising materials. By registering to attend this conference, you hereby grant FASEB an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos taken of you by FASEB or its designated vendor(s) during SRCs for promotional use (i.e. brochures, association publications, web-based media –blogs, websites, e-newsletters). You hereby release and hold harmless FASEB from all claims, demands, causes of action and liability related to said use of the material.

### **Press Policy**

As much of the information presented at FASEB SRCs is unpublished and confidential, press may not take photographs or record information that is confidential and/or copyrighted. Any articles written about any information presented at the conference must be approved by FASEB SRC staff, the conference organizers, and the speaker or attendee that presented the information.

### **Recording/Still Photography/Cell Phone Policy**

FASEB SRC does not permit photography or the electronic capture of scientific sessions in meeting rooms without the express consent of the presenting author(s), organizers, and FASEB SRC staff. This also includes photographing colleagues against the backdrop of scientific posters on display.

While in session, please mute all cell phones and other electronic devices.

### **Registration**

When an applicant registers for a conference and submits payment, the credit card will be charged the full conference fee immediately after payment is submitted. Once the credit card is successfully processed, a confirmation email, receipt of payment, and Visa letter (if applicable), will be sent to the email address entered at the time of registration. Please print a copy of the

confirmation and receipt of payment for your records, and bring a copy with you to the conference.

### **Smoking Policy**

Please abide by the rules of the hotel/university that is hosting the conference. Many locations are smoke-free.

### **Speaker Disclosure Policy**

Statements or views expressed by speakers at FASEB SRCs are solely the views of the speaker. They do not necessarily represent the views of FASEB. FASEB SRCs does not guarantee the source, accuracy, completeness, or reliability of any statement, finding, data, or interpretation presented by any speaker or poster presenter.

**US Federal Employees only:** Any reimbursement of travel, subsistence and related expenses for participation as a speaker/attendee at a FASEB SRC must be done in accordance with federal travel regulations. Each participant acknowledges that it is his/her responsibility to be in compliance with the regulations, policies, and procedures established by their agency.

### **Unsecured Items Policy**

Personal belongings such as briefcases, backpacks, purses, coats, book bags, laptops, tablets or mobile devices, etc. should not be left unattended in meeting rooms or public areas. These items are the responsibility of their owner and FASEB will not be held responsible for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.

### **Waiver of Liability**

Each participant attending FASEB SRCs assumes all risks associated with his or her attendance and participation in all official and unofficial activities. Each individual attendee agrees to indemnify and hold harmless FASEB, and their governing bodies, officers, directors, and employees from all loss, damages, or liabilities arising out of or related to his or her attendance at an SRC.