

ILGISA Conference Code of Conduct & Cancellation Policy

All attendees, speakers, sponsors and volunteers at our conference are required to agree with the following code of conduct & cancellation policy. Organizers will enforce this code throughout the event.

Code of Conduct

Our conference is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue, including talks, workshops, parties, Twitter and other online media. Conference participants violating these rules may be sanctioned or expelled from the conference *without a refund* at the discretion of the conference organizers.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of conference staff immediately. Conference staff will be stationed at the registration desk. You can also contact staff via email at contact@ilgisa.org.

Conference staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

We expect participants to follow these rules at conference and workshop venues and conference-related social events.

Cancellation Policy

By submitting a registration for the ILGISA Annual Conference, I understand that the following refund and cancellation policy applies: If a registrant cannot attend, he/she may send a substitute. If a substitute cannot be found and the registrant does not plan to attend, the registrant must request a refund by the deadline in order to receive a full refund. Partial refunds will not be issued. Cancellation and refund requests must be received in writing by email, fax or mail no later than **October 1st, 2018**. Cancellations after **October 1st, 2018** and no-shows are responsible for the full registration fees. Registrants that cancel or fail to attend without paying the required fee will be invoiced and collection pursued. Partial refunds will not be issued. ILGISA reserves the right to modify the agenda and/or speakers, cancel the conference due to low enrollment or close registration if full. If you are unable to attend, please contact ILGISA at contact@ilgisa.org or 630-942-6584.