



ABRF 2018 Annual Meeting Policies and Terms

Policies and Terms

ABRF is committed to providing a meeting that promotes equal treatment of all participants and is free of harassment, discrimination, and form of abuse to conference policy and its attendees. As a condition of registration, meeting participants are expected to uphold standards of scientific integrity and professional behavior.

Conference Accessibility

ABRF strives to create an inclusive and accessible conference environment for all attendees. It is the desire of ABRF to comply fully with the Americans with Disabilities Act (ADA). Attendees with a current functional limitation are encouraged to contact the Meeting Management Office with questions about accessibility or to request accommodations to fully participate the meeting. If you need accessibility assistance – e.g. hearing devices, mobility assistance (wheelchair or scooters), please contact the ABRF Meeting Management Office at meetings@my.abrf.org or 301-634-7010 to assist with your requirements and enable them to plan accordingly. Special housing needs should be requested when hotel reservations are made. If issues arise on site at the meeting, please visit the Meeting Registration Desk. ABRF wants to make sure that each attendee's stay at the ABRF Annual Meeting is a pleasant and productive one.

Conference Etiquette

To make the meeting experience an enjoyable event for all attendees, we ask that you please keep the following in mind: Disruption during oral sessions is not allowed. Please refrain from loud talking or the use of audible notifications on electronic devices during presentations. Please set mobile devices to silent.

Identification at Registration

If participants do not have their confirmation receipt, they may be asked to present a photo ID at registration in order to collect registration materials. Registration materials will not be provided without a registration confirmation or photo ID. Furthermore, registrants agree not to allow any other individual to participate in their place unless the meeting management has been notified of the change. To contact the Meeting Management Office, please email meetings@my.abrf.org or call 301-634-7010.

Payment Method

Full payment must accompany your registration. Registration will not be processed with incomplete payment. Method of payments accepted: Check, Visa, Master Card and American Express. Cash payment can be provided on site at the meeting.

Conference Photo Consent

Upon registering for ABRF 2018 Annual Meeting, you affirm that you agree to allow official ABRF photographers to record your participation and reproduce your likeness in publications, online, etc.

Purchase Orders

Purchase orders are not accepted.

Cancellation and Refund Policy

Cancellation request should be sent to meetings@my.abrf.org or mailed to the ABRF Meeting Management Office, 9650 Rockville Pike, Bethesda, MD 20814. The cancellation request must be received by March 7, 2018. A \$50 non-refundable processing fee will be deducted from the refund for full meeting registration. If you register for Satellite Workshop(s) only, you will receive full refund if the cancellation request is received by March 7, 2018. No refunds will be issued after March 7, 2018. ABRF reserves the right to cancel a Satellite Workshop due to low registrations. In the event of a Satellite Workshop cancellation, ABRF will refund registration fees in full. Registrants will be notified of any cancellation by March 2, 2018.

Personal Information / Badge Scanning

Exhibitors or Sponsors may ask to scan your badge at exhibit booths and/or session rooms. This scanning is optional and you do not have to consent to having your badge scanned. When your badge is scanned by an exhibitor or a sponsor, you are opting in to receive communication or information from that company, and you may be subject to communication from those individual companies. ABRF is not responsible for their use of your information.

Press Registration

Complimentary registration is available for qualified press to cover the ABRF Annual Meeting. Pre-registration for members of the media and freelance writers are encouraged. For press registration information, please contact the Meeting Management Office at meetings@my.abrf.org or 301-736-7010.

Recordings: Audio, Video or Digital Capture

For copyright reasons, recording or streaming ABRF sessions without prior authorization from the meeting management and the author. You may check with the Meeting Management Office at meetings@my.abrf.org to see if a session is being recorded. Material presented or displayed at the ABRF Annual Meeting, including but not limited to orals, posters, workshops, and exhibit booths, is the intellectual property of the presenter and may not be recorded, photographed, quoted, disseminated or transmitted by summary in any form without express written authorization of the author.

Smoking

Smoking is not permitted at any meeting functions. This includes satellite workshops, oral sessions, poster sessions, meals, receptions, and activities in the exhibit hall. Attendees should adhere to any signage preventing or authorizing smoking in particular locations.

Unauthorized Solicitation Policy

ABRF has a no unauthorized solicitation policy for the sessions and exhibit halls. In order to provide a distraction-free environment for our exhibitors, sponsors, attendees and employees, we do not allow solicitation at our events by attendees or unauthorized parties. This policy includes, but is not limited to, the following unauthorized activities: a company or representative of a supplier who is not an exhibitor and is observed to be soliciting in the exhibit hall, in another company's exhibit space, in the aisles of the exhibit hall or any other area of the conference deemed inappropriate by event management. Anyone carrying out unauthorized activity will be asked to leave immediately.

Underage Persons - Children and Infants

Parents or guardians may bring children under the age of 17 to educational and social events provided the children do not disrupt the event. Children must be accompanied by a parent or guardian in the exhibit

hall. Under no circumstances are children under the age of 12 allowed in the exhibit hall during exhibitor set up and dismantling times.

Unsecured Items Policy

Please do not leave valuables or personal items such as electronic devices, purses, wallets, briefcases, backpacks, mobile devices, etc. unsecured or unattended in public areas. Attendees are responsible for their items and Meeting Management cannot be held responsible. If you should lose an item on site, please check with Meeting Management staff at the registration desk or the Myrtle Beach Convention Center Security.

Wearing of Badges

Meeting badges should be worn at all times while in the Convention Center. Your badge allows you access to meeting events and the exhibit hall. However, for safety reasons, please remember to remove your badge when you are outside of the events and facilities.

Drinking Policy

Alcoholic beverages will be offered at various social activities, the Myrtle Beach Convention Center and the Sheraton Myrtle Beach Convention Center Hotel. Please encourage responsible drinking. Alcohol will only be served to those over the age of 21, and some participants may be required to provide photo identification. Alcoholic beverages are allowed only in specific areas and must not be taken out of those immediate areas.