

ACLM CODE OF CONDUCT AND REFUND POLICY

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Code of Conduct

The American College of Lifestyle Medicine is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected characteristics. We expect all attendees, media, speakers, volunteers, organizers, venue staff, guests, and exhibitors to help us ensure a safe and positive conference experience for everyone.

We expect all participants to abide by this Code of Conduct in all venues, including ancillary events and all social gatherings.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Attire is business casual to help ensure a professional and welcoming environment for all attendees.
- Be mindful of your surroundings and of your fellow participants. Alert ACLM’s Event Team if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct.

Unacceptable Behaviors Include:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant and at all related events
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristics
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
- Deliberate intimidation, stalking, or following
- Harassing photography
- Photographing slides or oral presentations and posters without the express permission of the presenter/author
- Recording of scientific and other sessions without the express permission of the participants

- Sustained disruption of scientific sessions or other events
- Unwelcome and uninvited attention or contact
- Displaying or wearing of political slogans, derogatory remarks, or other potentially disruptive messages-including hats, shirts, buttons, signage, or similar items-is strictly prohibited.
- Physical assault (including unwelcome touch or groping)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

What To Do If You Witness or Experience Conduct That Violates the Code:

ACLM staff will assist participants in contacting convention center/hotel/venue security or local law enforcement, and otherwise assist those experiencing harassment, to enable them to feel safe for the duration of the conference. We value your attendance, and want to make your experience as productive and professionally stimulating as possible.

Need to file a complaint? Please contact the ACLM's Event Team by email at jholtgrave@lifestylemedicine.org All reports will be confidential.

Consequences of Unacceptable Behavior

Unacceptable behavior from any participant, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a participant engages in unacceptable behavior, ACLM staff may take any action they deem appropriate, including removal from the meeting, without refund, and/or future ACLM meetings. Egregious violations will result in more severe sanctions, including the possibility of reporting to local law enforcement.

Be Well Agreement

As a condition of my participation in this meeting or event, I hereby waive any claim I may have against the ACLM and its officers, directors, employees, or agents, or against the presenters or speakers, for reliance on any information presented and I release ACLM from and against any and all liability for damage or injury that may arise from my participation or attendance at the program. I further understand and agree that all property rights in the material presented, including common law copyright, are expressly reserved to the presenter or speaker or to ACLM. I acknowledge that participation in ACLM events and activities brings some risk and I do hereby assume responsibility for my own well-being.

I understand that attending in-person events involves inherent risks, including possible exposure to communicable illnesses. I voluntarily assume those risks.

I agree to:

- Follow any health and safety guidelines provided by ACLM, the venue, or public health authorities.
- Take reasonable precautions to protect myself and others, such as practicing good hygiene and respecting personal space.
- Comply with any on-site protocols that may be in place (ie. health screening measures or face covering requirements, if applicable.)
- Refrain from attending if I am feeling unwell, experiencing symptoms of illness, or have recently been advised to isolate due to exposure to a communicable illness.

This waiver and release is binding on me and my heirs and successors.

Helpful Guidelines

Before Traveling:

- Follow relevant guidance provided by the World Health Organization (WHO), or your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from.
- Evaluate your own health and that of people you are in close contact with; reach out to the event organizers with any concerns about your ability to attend safely.
- Stay home if you feel sick.

On-site During the Event:

- Follow guidance from your local health authority, for everyday preventive actions to help prevent the spread of respiratory viruses including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Covering coughs and sneezes and dispose of tissues properly.
 - Respect personal space and any event-specific safety protocols.
 - Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
 - Go to the event First Aid office (or equivalent) at any time, if you begin to feel.

Post-event:

- Monitor your health.
- If you are diagnosed with a communicable illness shortly after attending, consider notifying event organizers so they can take any appropriate follow-up steps.

Meeting & Event Policy

All events, meetings or functions planned in conjunction with ACLM Live & Online Events, outside of official programming, are subject to ACLM approval. These events must be coordinated through and comply with ACLM's Meeting & Event Space Guidelines.

Terms and Conditions

The American College of Lifestyle Medicine (ACLM) reserves the right to accept, reject or condition acceptance of any registrant, in ACLM's sole discretion, at any time.

Right to use name & likeness:

In consideration for my participation in ACLM meeting, I hereby grant ACLM the perpetual, world-wide, royalty-free right and permission to record, photograph, use and distribute (royalty-free, both now and in the future) my image, name, and voice in all forms and media including, without limitation, photographs, electronic reproductions and transmission of images and audio files, webcasting, and any and all other users on internet for any and all ACLM's lawful purposes.

Waiver & Release:

By registering for this meeting, I acknowledge and assume all risks associated with participation in the meeting and any associated events/activities (e.g. ACLM fitness sessions, 5K fun run) including without limitation any slips and falls. I hereby knowingly waive and release ACLM, its employees, directors, officers, volunteers, agents, successors, licensees, assigns, vendors and sponsors from any and all claims, liabilities, or causes of action, including without limitation, death, bodily injury, property damage, or any other loss, damage, or any inconvenience whatsoever, arising from participation of this meeting and any associated events/activities whether or not such damage, injury, or loss may occur on the premises of the meeting, at off-site venues, in participating hotels or on event ground transportation. I also hereby knowingly waive and release ACLM, its employees, directors, officers, volunteers, agents, successors, licensees, assigns, vendors and sponsors from any and all claims that I may have or may arise regarding the use of my name and image, including any and all claims of defamation, invasion of privacy, or infringements of moral rights, rights of publicity or copyright.

Security and Registration Credentials:

Admission to all official ACLM events will require a proper display of registration badges. Badges should be worn at all times and are nontransferable. False certification of individuals as paid ACLM meeting attendees, misuse of badges, any method of assisting unauthorized persons to gain access to any annual meeting event, or inappropriate conduct will be just cause for repossessing badges of any individuals involved. As a result, ACLM reserves the right to expel all parties involved and has no obligation to refund.

Conference ADA Compliance

ACLM is committed to complying with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local accessibility laws. Reasonable accommodations will be provided to qualified individuals with disabilities to ensure equal access to conference programs, services, and activities. Individuals requiring disability-related accommodations in order to fully participate in the Conference must submit their requests in writing to the ACLM Events Team at dross@lifestylemedicine.org. Requests should be submitted as far in advance of the conference as reasonably possible to allow sufficient time for review and implementation. ACLM will make reasonable effort to provide appropriate accommodations consistent with applicable law. Requests will be evaluated on an individualized basis, and accommodations will be provided unless doing so would impose an undue burden or fundamentally alter the nature of the conference programs or activities.

Conference Registration and Cancellation/Refund Policy

All events, meetings, and in-person registrations will close on the deadline date published on the conference website or upon reaching maximum capacity for the main ballroom, whichever occurs first.

In-person conference registrations are refundable less a fifteen percent (15%) administrative fee, up until the official close of in-person registration. In lieu of cancellation, in-person registrations may be transferred to a non-refundable online registration and a refund of the difference issued up until the official close of in-person registration. To maintain the integrity of attendee records and the accuracy of continuing education credits, registrations are not transferable from one attendee to another. Any unauthorized transfer may result in the revocation of conference access.

No refunds will be issued after in-person registration has officially closed. Workshops are also non-refundable after the close of in-person registration. However, attendees may transfer to another workshop, subject to availability.

If an attendee converts from in-person to online attendance and is registered for an in-person workshop, the attendee will be automatically unregistered from the in-person workshop. If the change is made prior

to the official in-person registration deadline, a refund for the workshop will be processed in accordance with this policy. To request a change to your registration, written notification must be submitted to ACLMregistration@discoversb.com on or before the applicable deadline.

Online conference registrations are non-refundable. Online registration will remain open throughout the duration of the conference and will close on the deadline date published on the conference website. Online participation requires an electronic device (such as a computer, tablet, or smartphone), a reliable internet connection, and the most current version of Zoom installed prior to the workshop session. Online registrations may be upgraded to in-person attendance up until the published deadline or until maximum in-person event capacity has been reached, whichever occurs first. Online attendees are eligible to register only for online workshops. To check availability or request an upgrade to in-person registration, written notification must be submitted to ACLMregistration@discoversb.com on or before the applicable deadline.

Pre- and post-conference workshops are three (3) hours in length, must be attended while live, and will not be recorded for post- conference access. Workshop registration is not included in the general conference registration. Please refer to the conference website for workshop registration deadlines. In-person workshops are available exclusively for attendees registered for in-person conference participation. Attendees who have completed registration may add workshops to their existing registration, subject to availability. Workshop registrations may be canceled or transferred to another workshop with available seating up until the in-person conference registration deadline published on the conference website. For workshop availability, please contact ACLMregistration@discoversb.com for further assistance. Online workshops are available for both in-person and online conference attendees. Participation in online workshops requires an electronic device (such as a computer, tablet, or smartphone), a reliable internet connection, and the most current version of Zoom installed prior to the workshop session.

ACLM event staff are unable to provide technical support for individual Zoom account issues. Attendees experiencing technical difficulties with their zoom account should seek assistance directly through Zoom Support at <https://support.zoom.us/>