

## **APIC24 – Terms and Conditions**

### **APIC Code of Conduct**

The Association for Professionals in Infection Control and Epidemiology (APIC) is committed to fostering an inclusive and professional environment at its events. This involves a strict zero-tolerance policy towards discrimination, harassment, and retaliation based on any protected characteristic. APIC emphasizes the importance of a safe and productive environment for professional interaction and learning. We encourage reporting of any incidents of unacceptable behavior. Complaints can be directed to CEO Devin Jopp at +1 202.789.2890, [djopp@apic.org](mailto:djopp@apic.org) or Director, Annual Conference Jennifer Wroniewicz at +1 202.454.2638, [jwroniewicz@apic.org](mailto:jwroniewicz@apic.org).

Unacceptable Behavior is defined as:

- Discrimination, harassment, or retaliation of any kind.
- Verbal or chat abuse of any attendee, speaker, staff, exhibitor, sponsor, volunteer, or any other event guest.
  - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking attendee, speaker, staff, exhibitor, sponsor, volunteer, or any other event guest.

Participants are asked to observe these additional rules:

- The recording or transmission of any event session, presentation, demo, video, or content in any format is not allowed.
- Do not engage in disruptive behavior in presentations during full conference, general session(s), or educational sessions, or at networking events organized by APIC throughout the event (in-person or virtual).
- All participants must comply with the instructions of the moderator and any APIC event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. APIC reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not record (audio or video), copy, or take screen shots of Q&A or any chat room activity that takes place in the event space.

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

### **Cancellation Policy**

All registration cancellations and refund requests must be sent via email to [annual@apic.org](mailto:annual@apic.org) by March 15, 2024. Please note that, if approved, all refunds will be issued in the same format as payment was received. The following cancellation request deadlines apply:

Before March 15, 2024: Registration fees will be refunded in full.

Between March 16, 2024, and April 30, 2024: Registration fees for cancellation will be refunded minus a \$125.00 administrative fee. No administrative fee will be charged for transferring to virtual registration.

After May 1, 2024: Refunds are not possible but a change to registration type and substitutions within this program are accepted.

## **Substitution Policy**

Those wishing to change their registration from in-person to virtual-only or vice versa, must do so by email to [annual@apic.org](mailto:annual@apic.org) by May 24, 2024.

Substitutions of full conference registrations are permitted prior to the conference by submitting a written request to [annual@apic.org](mailto:annual@apic.org). **Onsite transfers are not permitted.** Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution before the change can be made. Badge sharing, splitting, and reprints are prohibited.

Substitutions must be made by May 24, 2024, with no charge incurred to the registrant. Substitutions after May 24, 2024, will be assessed a \$75 administrative fee.

APIC regrets that refunds will not be given for no-shows. All requests for exceptions to the cancellation/refund policy must be sent via email to [annual@apic.org](mailto:annual@apic.org) by the registrant with appropriate documentation no later than June 7, 2024. After that time, no refund considerations will be made.

## **No Firearms Policy**

As a municipally owned venue, the Henry B. Gonzales Convention Center (HBGCC) is required to comply with Texas State Law as it pertains to the open and concealed carrying of handguns. However, as the private licensee holding a private event within the HBGCC, APIC has the right to determine whether Open Carry is allowed within our leased space during the contracted dates of the conference.

In alignment with the safety guidelines and regulations of our organization, and to ensure the well-being of all participants, APIC has established a 'No Firearms' policy for the duration of the conference. This policy will be enforced and is non-negotiable. Failure to comply may result in immediate removal from the conference premises without a refund.

## **Consent for use of Photographic Images**

Registration and attendance at, or participation in, meetings, and other activities constitutes an agreement by the registrant to permit show managements use and distribution (both now and in the future) of the registrant or attendees' image or voice in photographs, videotapes, electronic reproductions, audiotapes of such events and activities.

## Replacement Badge Policy

Registrants will be allowed one free badge reprint. Any additional badge reprints will be USD \$25 each. Please safeguard your conference badge.

## Student Rate

APIC is committed to advancing the profession of infection prevention through education and provides discounted conference registration rates to full-time students. To be eligible for the student rate, the person must be enrolled full-time (12+ credit hours) in an accredited institution and be pursuing an associate or bachelor's degree. Proof of enrollment is required to receive this rate, please submit the following for review via email to [annual@apic.org](mailto:annual@apic.org):

A valid student ID card (Not your APIC membership card) AND a current transcript indicating full-time status. The transcript must match the information on the student ID.

OR

A current letter from a principal, dean, registrar, or advisor written on official letterhead that indicates full-time status.

Please note that tuition statements or credit card payments will not be accepted as proof of student status.

## Press/Media

To register as press, please complete [this form](#) for credential verification. Once verified, you will receive an email from APIC Registration with additional information on how to register for the APIC 2024 Annual Conference. Please allow 48 hours (about 2 days) for APIC Media Staff to review your request. Please contact [egarman@apic.org](mailto:egarman@apic.org) with any questions.

Press badges are available to working press who can show evidence that their attendance results in coverage of the APIC Annual Conference in print, broadcast, or online media.

Press badges may be granted to up to two (2) journalists per publication.

APIC does not issue press badges to a publication's advertising, marketing, public relations, publishing, or sales representatives; to editor or reporters from exhibitors' house organizations or promotional publications; to public relations staff of exhibitors or educational institutions (including their agencies); to writers creating analyses or reports sold as a commodity to customers; or to other individuals who are not filing news reports on the meeting. **Exhibitors may not register as press.**