



## AILA Conference and Webcast Terms & Conditions

I have read and understand the following:

### 1. COVID-19 Health and Safety Information and Protocols (In-Person Only)

An inherent risk of exposure to COVID-19 and its variants (herein collectively referred to as “COVID-19”) exists in any public place where people are present. AILA will follow the applicable COVID-19 health and safety measures put into effect for the time of the conference by federal, state, and local public health and government officials. Attendance at the in-person conference is limited to all registered participants *who have completed the registration process and signed the COVID-19 Safety Acknowledgement (Liability Waiver and Release of Claims) as instructed.*

### Assumption of Risk & Agreement

By registering for and attending the conference, you voluntarily agree to the following:

- To assume all risks related to exposure to COVID-19.
- To accept primary responsibility for taking steps to protect yourself from contracting COVID-19.
- To follow all federal/state/local public health and government guidelines on COVID-19 health and safety in effect at the time of the conference.
- To fully comply with any health, safety, and other policies instituted by AILA and the venue while attending the conference, including any modifications and/or enhancements of health and safety protocols.
- To properly wear a mask that covers both your mouth and nose at all times as directed by AILA, including but not limited to in the conference spaces except while actively eating or drinking.
- To provide proof of complete vaccination against COVID-19 upon arrival at the conference, including proof of a booster vaccination within the time frame recommended by the US Centers for Disease Control & Prevention (currently 5 months after receiving the second Pfizer vaccine, 6 months after receiving the second Moderna vaccine, or 2 months after receiving the J&J vaccine). You should complete all vaccinations at least 2 weeks prior to the conference. Additional booster vaccinations may be required, and/or the time frame for vaccinations changed, with notice from AILA upon issuance of any updated recommendations by the CDC.
- If required by AILA, to submit to a daily health check at the conference. This may include a COVID test.
- To pay for all costs and expenses if you contract COVID-19 or test positive for COVID-19 while at the conference, including but not limited to costs related to a mandatory or

voluntary quarantine (hotel, food and beverage), medical care, transportation to and from a medical facility or hospital, and changes in travel plans.

- Hotel and conference services may be modified or curtailed at any time if necessary or appropriate to meet COVID-19 health and safety practices.
- If you do not abide by the terms and conditions of attendance in effect at the time of the conference (as determined in AILA's sole discretion), you will not be permitted to enter the conference and participate in person, or (if the conference has started) you will be refused further admission; and your registration will be transferred to the webcast option.
- AILA reserves the right to cancel your conference registration at any time and for any reason, and provide you with the applicable refund, in its sole discretion. If cancellation is for your failure to abide by the terms and conditions of attendance, you will receive no refund.
- Under no circumstances shall AILA, its officers, directors, employees, and contractors be liable to you (or anyone claiming through you) for any injury, damages, claims, liabilities, costs, expenses, or other loss of any kind (including death), arising in any manner from COVID-19 or otherwise arising from your travel to/from, attendance at, or participation in, the conference.
- You agree that this Liability Waiver & Release of Claims does not supersede or limit any applicable law limiting or barring the liability of AILA, its officers, directors, employees, and/or contractors from any claims related to COVID-19.

All participants must be fully vaccinated against COVID-19 before attending the conference, and to show proof of full vaccination upon arrival. Anyone providing false information about their vaccination status may be barred from future conferences and/or referred to law enforcement. "Fully vaccinated" means 2 weeks after receiving a booster vaccination, unless CDC guidelines indicate that an insufficient period of time has passed since your initial vaccination so that you are ineligible for a booster. Should the CDC recommend additional boosters, you must receive those boosters if required by AILA.

### **Webcast Option**

The webcast option for participation in the conference will be available to those choosing not to attend in person, and those who cannot abide by the Assumption of Risk & Agreement terms above. Those participating by webcast are responsible for providing their own computer and other equipment used to access the conference and to pay for connectivity. Webcast participants also assume the risk of computer and Internet malfunctions and connection problems.

## **2. AILA's Virtual Code of Conduct**

AILA is committed to providing a professional and productive learning environment for all participants and staff. As a result, all participants are expected to follow all stated meeting and event instructions and guidelines in order to maintain an atmosphere of professionalism, mutual respect, and collegiality. AILA members in particular are expected to adhere to the principles set forth in [AILA's civility code](#). The guidelines herein apply to all AILA in-person, virtual, webcast and online programming including but not limited to AILA conferences, seminars, online

courses, and roundtables. All participants must comply with the following guidelines to participate in the meetings and events:

- All participants are expected to maintain a professional and civil discourse throughout AILA's in-person/virtual meeting and event space. Participants are prohibited from using any defamatory, abusive, profane, discriminatory, harassing, threatening, and/or offensive language during the sessions or events including but not limited to Q&A, chat rooms or any activity that takes place in the virtual space.
- All participants must comply with the instructions of the moderators and/or any event staff.
- Disruption of sessions, events or any activity that takes place in-person or in virtual space is prohibited.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services unless preapproved by AILA. AILA reserves the right to remove any such communications that have not been preapproved.
- Participants may not record, transmit, copy, or take screen shots of any sessions or events including but not limited to Q&A, chat rooms or any activity that takes place in the event space without prior approval from AILA. Participants who do not comply or are in violation of any of AILA's meeting guidelines may be denied further access and participation at the discretion of event organizers. AILA is not responsible for reimbursement or refund if you are denied access or participation due to violation of AILA's Virtual Code of Conduct.

Participants can contact [conferences@aila.org](mailto:conferences@aila.org) with any questions or concerns related to AILA's Virtual Code of Conduct.

### **3. Non-Member Registration**

Attendance at in-person, virtual, webcast and online programming including but not limited to AILA conferences, seminars, online courses, and roundtables is solely restricted to AILA members and their employees, government employees, and nonmember attorneys. Non-attorney attendance is limited to the employees of AILA members in good standing, to HR professionals who have an AILA member reference, employees of accredited educational institutions providing support to international student and scholar services at their employing institutions, and accredited representatives under 8 CFR §292.2. AILA will reject conference registrations from persons who provide representation without authorization in violation of 8 CFR §292.1, such as for-profit "immigration consultants" and "notarios."

### **4. Registration Approval**

All registrations and reservations are subject to approval. Registrations and reservations received without payment will be returned. Registrations are NOT transferable and cannot be split among conference attendees. Cancellations must be received by the cancellation deadline date in writing to be eligible for the full refund (less \$50 processing fee). Exceptions to the cancellation deadline will be made for emergencies and valid medical issues submitted with supporting documentation. Any and all liability of AILA with respect to registration, reservations,

cancellations, changes in the location or content of the program, and refunds is limited to a sum no greater than the registration fee paid. Under no circumstances shall AILA be liable for incidental or consequential damages of any kind, including, but not limited to, the cost of transportation or lodging. Submission of registration and payment constitutes acceptance of the terms and conditions herein.

## **5. Registration Details**

I understand that AILA will collect and store the data provided by the conference registrant to be included on the conference attendee list, and to provide me with information on AILA products and services. I may limit dissemination of information by AILA by updating communication preferences in my personal record at <http://www.aila.org/myaila>. I understand that AILA is based in the United States and that the European Commission does not consider United States laws to provide an adequate level of data protection. If I am a resident of a country of the European Union, I understand that my consent is the lawful basis for transfer of my personal data to the United States and that I can withdraw my consent at any time. I also understand that the transfer of my personal data to the United States in the absence of adequate protection and without safeguards deemed appropriate by the European Commission may pose certain risks, including that United States law may not provide for data processing principles, data subject rights, or enforcement of those rights analogous to those in the European Union. For a full description of AILA's data collection and privacy policy, visit <http://www.aila.org/privacy-policy>.

## **6. Attendance Reporting on webCLE**

You must sign in and timely submit attendance using webCLE in order to receive CLE credits. The total number of credits available for AILA events is determined by state bodies and may vary by jurisdiction.

## **7. ADA Request**

AILA will provide ADA assistance if requested. Please e-mail [conferences@aila.org](mailto:conferences@aila.org) with your special needs at the time of conference registration. Assistance may not be available if an adequate notice period is not provided.

## **8. Consent to Use of Photographic Images**

Registration and attendance at the AILA conferences and events constitute an agreement by the registrant to the use and distribution of the registrant's image or voice in photographs, video recordings, electronic reproductions and audio recordings of such events by AILA. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and booths visited.