



2016 CONFERENCE ATTENDEE POLICIES

REGISTRATION POLICIES

Payment and Inclusions

Full payment of the registration fee must be made via PayPal at the time of registration. The conference fee does not include travel, accommodation, or personal expenses.

For 2016, there is a two-payment plan available during Early Bird registration only (February 1-March 15).

ICF Global members-1st payment \$249 due at time of initial registration; 2nd payment \$248 due by March 15 (will be invoiced through Paypal March 11, 2016). If second payment is not received by March 15, registrant will be charged regular conference pricing (second payment of \$348).

Non ICF Global members-1st payment \$311 due at time of initial registration; 2nd payment \$310 due by March 15 (will be invoiced through Paypal March 11, 2016). If second payment is not received by March 15, registrant will be charged regular conference pricing (second payment of \$410).

Attendance and participation at the conference is limited to registered attendees who have purchased a Full Conference Registration or One-Day Pass.

The Full Conference registration includes participation in any session from June 23 to June 25, 2016, including the Evening Reception on Thursday, June 23, breakfasts, lunches and snack breaks.

The One-Day Pass registration includes participation in the Evening Reception on Thursday, June 23, 2016, as well as any session on the day for which the One-Day Pass is purchased, including breakfasts, lunches and snack breaks.

The Evening Reception Ticket includes participation in the Evening Reception on Thursday, June 23, 2016 only. Tickets will only be sold on-site.

All payments will be done via PayPal on the Conference website.

ICF Global Member discount

ICF Global members are eligible for the "ICF Global Members" pricing outlined on the registration form. In

order to be eligible for this pricing, please note the following:

- Registrants must be a member of ICF Global at the time of registration (note: a membership with a local ICF chapter does not mean an individual is a member of ICF Global) . Please direct questions regarding membership with ICF Global to icfheadquarters@coachfederation.org
- Registrants must enter their ICF Global membership number in the appropriate field on the registration form at the time of registration. Membership numbers may be obtained at www.coachfederation.org
- All ICF Global memberships expire on March 31, 2016. To remain eligible for the ICF Global member discount, memberships must be renewed by 11:59 p.m. on Thursday, June 2, 2016. Conference registrations for lapsed ICF Global memberships will remain in place; however, the difference between the discounted ICF Global member rate and the non-discounted rate will be required. The difference paid will correspond with the rate paid at time of registration (e.g. those who registered for the discounted Early-Bird rate - \$497.00 – will have to pay the difference between it and the non-discounted Early-Bird rate - \$621.00).
- ICF Global membership renewals for the discounted rate will be accepted until 11:59 p.m. on Thursday, June 2, 2016 and you are encouraged to renew your membership regardless.
- Conference leadership will verify your eligibility for the ICF Global member rate with ICF Global after June 3, 2016.

Split Registrations

Conference registration is for the person who registered only; one registration cannot be split between two people.

Conference Attendee Cancellations/Refunds

The cancellation and refund policy is as follows (note: all times Eastern Daylight Time):

- Cancellation on or before 11:59 p.m., May 15, 2016 - 100% refund.
- Cancellation on or before 11:59 p.m., June 5, 2016 - 50% refund.
- Cancellation on or after 12:00 a.m., June 6, 2016 - no refund.
- Refunds will not be given for any on-site registration option.
- Early-Bird registrations that are cancelled and then re-registered will be subject to the rate in effect at the time of re-registration.
- Refunds or partial refunds will not be given if an attendee attends the conference but – for whatever reason – has to leave before it is over. This applies to Full Conference registrations and One-Day passes.

Transferring Registration

Attendees who pay for a Full Conference Registration or a Day Pass Registration may complete a onetime transfer of it to another person. Please email the Registration Chair (registration@icf-midwest.com) for information. Transfers will not be accepted after 11:59 p.m. on June 12, 2016. Other restrictions may apply.

Wait List

If the Conference is close to selling out, a wait list will be utilized. Policies regarding the wait list will be published at that time on the Conference website.

ADDITIONAL CONFERENCE ATTENDEE POLICIES

Handouts

Conference handouts as provided by the speakers will be made available for download

from the Conference website approximately 30 days prior to the start of the conference and will be accessible for approximately 15 days after the conference ends. Please note that not all speakers will provide handouts for their sessions.

Program/Schedule Changes

For reasons beyond the control of the Conference, it may be necessary to change program content, speakers and/or time blocks. The Conference is not liable for any changes.

ICF CCE Units

ICF CCE Units are awarded only for those conference sessions that are attended. Attendees must be present for the entire session to receive CCE Units. It is the attendee's responsibility to get their passport stamped before leaving the session room. Passports will not be stamped retroactively.

Badge/CCE Unit Passport

Attendees must wear their Conference badge to all official Conference events and sessions; no exceptions will be granted. There will be a charge of \$50 USD to replace lost badges/CCE Unit passports. New CCE Unit passports issued will not be stamped retroactively for any sessions you attended.

Photography, Videography & Audio Recording

Due to speaker contracts and copyright laws, photography, videography, and/or audio recordings of presenters and speakers during their sessions is strictly prohibited.

NOTE: Participant photos will be taken at the Conference and will be used in Conference marketing and promotional publications.

Cell Phones and Pagers

With respect for colleagues and speakers, all cell phones and pagers should be turned off during education sessions and meetings.

Sharing of Information

Participant contact details will be kept on the Conference database, which will only be used for Conference purposes and not distributed.

Sale of Public Display of Merchandise

Sale or public display of any merchandise or products at any location other than that specifically permitted by the Conference is prohibited. Violators will be subject to cancellation of their room reservations and revocation of their Conference participation.

Disclaimer

Speakers alone are responsible for the content of their respective program, presentations and/or handouts, which are offered for informational purposes only. The views and opinions expressed in the sessions are not necessarily those of the ICF or the Conference and are not endorsed by the ICF or the Conference. The ICF and the Conference disclaims any and all legal liability or responsibility for the content expressed in the sessions or materials distributed as a part of the session.

Damages and Liability

The Conference accepts no liability whatsoever in respect to any loss or damage to the participant's property or injury or death to the participant's employees, agents or representatives arising from or in connection with this Conference.

Anti-Trust

The Conference recognizes all state and federal anti-trust laws.

Failure to Perform

The Conference shall not be liable for any failure to perform or any delay in performing its obligations if the failure or delay is due directly or indirectly to any cause beyond the reasonable control of the organization, its agents or representatives, which shall include, but are not limited to, the following Acts of God: fire, flood, explosion, accident, civil disturbance or emergency or periods of armed conflict.

NOTICE: The 2016 ICF Midwest Regional Conference (also referred to as "Conference") Steering Committee reserves the right to change these and any conference-related policies without notice. Any changes will be made with the utmost care for the purpose of creating a fair and enjoyable conference experience. Such changes will be effective immediately.