



# AIR Forum Virtual Terms and Conditions

These are the terms that govern your attendance at and/or participation in The Association for Institutional Research Forum Virtual (AIR Forum Virtual). By registering for AIR Forum Virtual, you are agreeing to these terms. If you are registering on behalf of another it is your responsibility to ensure that the person attending is aware of these terms and accepts them, and by completing the registration you are warranting that you have made the attendee aware of these terms and that they have accepted these terms.

## Code of Conduct

AIR invites you to attend AIR Forum Virtual, in the collegial spirit of learning, sharing, and networking with open-mindedness and respect.

Attendees must behave responsibly at all events. Threatening physical or verbal actions; disorderly or disruptive conduct; and harassment, sexual or otherwise, will not be tolerated. Such behavior may result in removal from the meeting, denial of access to meeting facilities, and other penalties.

These behaviors do not belong at the AIR Forum Virtual:

- Disrespecting, heckling, or disrupting a session.
- Being disruptive or drinking excessively at social functions.
- Stalking, following, threatening, or disrespecting the boundaries of other attendees.
- Abuse of power (including abuses related to position, wealth, race, or gender).
- Any behavior that discriminates against a group or class of people or an individual
- Harassment of any kind.
- Aggressively advocating your own services, products, or causes.

## Privacy

AIR Forum Virtual sponsors are provided with personal attendee information. This is limited to attendee name, title, institution, and physical mailing address. AIR does not provide attendee email addresses to sponsors. Attendees may opt in to receive email communications from select sponsors during the registration process.

## Visual/Audio/Image Release

AIR reserves the right to use any photographs, recordings, electronic images or publicity material received by or obtained by AIR in the course of AIR Forum Virtual, for whatever use deemed proper.

## Cancellation Policy

### AIR Membership:

AIR membership cannot be canceled once it is ordered.

### AIR Forum Virtual Registration:

In order to receive a full refund, all cancellations must be submitted to [AccountsReceivable@airweb.org](mailto:AccountsReceivable@airweb.org) with the subject line "Forum Virtual Cancellation Request" by Thursday, May 20, 2021. Cancellations received after the deadline will not be eligible for refund or forgiveness of amount due. An AIR Forum registration is transferable to another person from the same institution until Thursday, May 20, 2021. If the original registrant is a member and the new registrant is a nonmember, your institution will receive an invoice requiring payment for the difference between the member and nonmember attendance rate or for the cost of membership (professional membership: \$170 or graduate student membership: \$50). All cancellations are assessed a \$35 administration fee per refund transaction. If cancelling for more than one person, submit all requests in the same email to avoid multiple fees.