

NEFMA MEETING POLICIES

PHOTOGRAPHY/VIDEOGRAPHY

Photographs and/or video recordings will be taken throughout all in-person and virtual events and conferences, including photographs and/or video recordings of attendees. By attending a NEFMA event, you grant NEFMA the perpetual right to use such photographs and/or video recordings containing your image or likeness in any medium for promotional and other reasonable purposes without compensation, and you hereby release NEFMA from any claims or liability in connection with such use.

CANCELLATIONS*

VIRTUAL CONFERENCE CANCELLATIONS

Substitutions are accepted at any time with no extra fee.

To obtain a refund of your registration fee (minus a \$50 processing fee), you must notify the New England Financial Marketing Association and receive a notification of confirmation at least thirty days before the event begins.

IN PERSON EVENT CANCELLATIONS

*All cancellations due to COVID-19 will result in a *full or transferred refund*. COVID related cancellations **must be made prior to the first day of the conference**.

To cancel a registration, contact NEFMA immediately at office@nefma.org for a confirmation notice. Substitutions are available at any time, free of charge.

EVENT REGISTRATIONS

30+ DAYS PRIOR TO EVENT: Refund available, minus a \$50 processing fee.

15-29 DAYS PRIOR TO EVENT (SPRING OR FALL CONFERENCE): Refund available, minus a \$250 processing fee. Members may instead opt to move their registration to the next meeting. Please note that members can move a registration only once.

14 OR FEWER DAYS PRIOR TO EVENT: Substitution only.

NEW ENGLAND FINANCIAL MARKETING ASSOCIATION

EVENT CODE OF CONDUCT

Revised January 14, 2022

POLICY

NEFMA is dedicated to a pleasant event experience for attendees. All participants, including but not limited to NEFMA staff, speakers, officers, directors, committee chairs and members, other volunteers, sponsors, and other attendees, are expected to adhere to this Event Code of Conduct ("Code of Conduct"). This Code of Conduct applies to all in-person and virtual NEFMA events, including without limitation the spring and fall conferences, and meetings of the Executive Committee, Board of Directors, committees, and membership.

ALCOHOL USE

At many NEFMA events alcoholic beverages are served. NEFMA expects participants at its events to consume alcoholic beverages responsibly. NEFMA reserves the right to deny service to participants for any reason and may require a participant to leave the event.

UNACCEPTABLE BEHAVIOR

NEFMA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment, by participants at NEFMA events. This includes:

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse, including unwelcome touching, of any attendee, NEFMA staff member, speaker, volunteer, exhibitor, hosting event staff, or other meeting guest.
- Unacceptable behaviors also include, but are not limited to, comments (including jokes) related to gender, sexual orientation, disability, physical appearance, body size, race, religion or national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or deliberate intimidation, unwanted photography/recording, threatening, or stalking of any attendee, NEFMA staff member, speaker, volunteer, sponsor, hosting event staff or other meeting guest.

ENFORCEMENT & REPORTING

1. Participants who are asked to cease any behavior(s) contrary to this Code of Conduct are expected to comply immediately.
2. NEFMA reserves the right to take any action deemed necessary, including immediate removal from the event without warning or refund, in response to any behavior deemed inappropriate under this Code of Conduct.
3. NEFMA reserves the right to prohibit attendance at any future event by any individual found to have acted in violation of this Code of Conduct.
4. Persons experiencing harassment or hearing of any incidents of unacceptable behavior in violation of this Code of Conduct are asked to contact a NEFMA staff member and ask for the President. If the President is not available, NEFMA's Vice President should be contacted. The NEFMA President or Vice President, as appropriate, is authorized to decide, based upon reasonably available facts, regarding whether a violation has occurred and, if so, to take appropriate action in response to the violation.
5. A decision made under paragraph 4 immediately above is appealable to the NEFMA Executive Committee, but only by a person determined to have violated the Code of Conduct.
6. NEFMA has no power whatever to prevent any person accused of improper behavior who believes such action has caused him or her legal harm from instituting legal action against the person he or she believes has caused the harm.