

2020 VIRTUAL ANNUAL MEETING
“CHAMPIONING ITS FOR 25 YEARS”

November 5, 2020

VIRTUAL CONFERENCE & TRADE SHOW

REGISTRATION TERMS & CONDITIONS

1. Registration Fee

- a. Registration for this virtual event is personal to Participant. Viewing and materials may not be shared with non-registered individuals without express consent from ITS MIDWEST.
- b. Each participant is limited to maximum of two (2) devices to access/login into the virtual event.
- c. Registration is non-transferable without written notification to ITS MIDWEST.
- d. Registration of participation will only be confirmed upon receipt of full payment or an acceptable employer's letter of guarantee.
- e. ITS MIDWEST reserves the right to cancel the registration if no payment is received prior to or on the date of the virtual event.
- f. Full fee is charged regardless of the length of time the Participant attends the virtual event and cannot be pro-rated.
- g. Students are eligible for free registration. Students communicating from their personal university email their interest in attending the event to ITS MIDWEST will be helped to get a personal free registration for the event.

2. Cancellation Policy

- a. Cancellation must be notified in writing to ITS MIDWEST. Email your cancellation request to 2020registration@itsmidwest.com.
- b. Participants who failed to attend without prior notification will not be eligible for a refund.

3. Code of Conduct

- a. ITS MIDWEST is committed to providing a professional, friendly, and safe environment for all participants at its events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin or other protected class.
- b. This code of conduct outlines the ITS MIDWEST expectations for all participants, including attendees, speakers, sponsors and exhibitors. Cooperation is expected from everyone, and ITS MIDWEST will actively enforce this code throughout this virtual event.
- c. Participants will be provided with personalized credentials allowing them access to the virtual event. These credentials are personal and non-transferable. Non-registered individuals and minors will not be able to access the virtual event, unless upon prior agreement with ITS MIDWEST.
- d. ITS MIDWEST expects all event participants to help ensure a safe and positive experience for everyone. Unacceptable behavior will not be tolerated during any portion of a meeting or event. Unacceptable behavior includes but is not limited to:
 - i. Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
 - ii. Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability or other personal characteristics, including those protected by law.
 - iii. Inappropriate contact including via electronic communications.
 - iv. The production or non-consensual sharing of harassing non-consensual photography or unwanted recording, including nudity and/or sexual images in virtual event (in any format, electronic or otherwise).
 - v. Real or implied threat of professional or financial damage or harm.
 - vi. Inappropriate and sustained disruption of sessions, meetings and/or events.
 - vii. Photographing, video or audio recording of slides, oral or presentations without prior written permission from ITS MIDWEST.
 - viii. Violating the rules and regulations of the virtual event platform.
 - ix. Cybercrime and dubious online practices include but not limited to phishing, spamming, spoofing and cyberstalking.
 - x. Inappropriate self-presentation or attire. Business casual dress code is preferred.

Reporting of harassment and disruptive behaviors can be made to 2020registration@itsmidwest.com.

Consequences of misconduct may include:

- i. Immediate removal from meetings and/or events without warning.
 - ii. Restrictions from future ITS MIDWEST events.
- e. ITS MIDWEST reserves all rights to take any action to prevent and report violations of the Code of Conduct, including blocking access to ITS MIDWEST events. ITS MIDWEST cannot investigate reports of harassment or other misconduct during the virtual event but will inform the appropriate departments of the accused person's host institution about any such filed report.

4. Copyright

All content contained within the ITS MIDWEST events is copyrighted either by ITS MIDWEST or other providers and its capture in any format, use and/or reproduction outside the portal is strictly prohibited without express permission from the content owner(s).

5. Privacy Policy

REGISTRATION TERMS & CONDITIONS

- a. ITS MIDWEST cares about the protection of participants' personal information. ITS MIDWEST's Privacy Policy describes participants' rights and choices regarding the personal information that Participants provide to ITS MIDWEST.
 - b. ITS Midwest uses 123Signup to automate online registration and record keeping. Data submitted via this form will be entered in our record keeping database at 123Signup. 123Signup complies with the Payment Card Industry Data Security Standard, offering multiple levels of protection to ensure your data is never compromised.
 - c. ITS MIDWEST's Privacy Policy describes the practices regarding how ITS MIDWEST collects, uses, discloses, or transfers the personal information that participants share with ITS MIDWEST or that ITS MIDWEST collect about participants when they attend one of ITS MIDWEST events, or visit ITS MIDWEST websites, or use ITS MIDWEST mobile applications.
 - d. ITS MIDWEST collects and processes data for the purposes of fulfilling participants' registration order, managing membership, analyzing how the ITS MIDWEST site performs and is used, and marketing for future related ITS MIDWEST events. All Participants maintain the right of erasure and can withdraw their consent at any time. Please visit ITS MIDWEST website at <https://www.itsmidwest.com/privacy/> for further details on ITS MIDWEST's Privacy Policy.
 - e. ITS MIDWEST uses emails for membership record keeping and communications about upcoming ITS MIDWEST events and of interest in the ITS field. All Participants who opted-in to receive email communications from ITS MIDWEST can opt-out at any time. Please visit ITS MIDWEST website at <https://www.itsmidwest.com/membership/> for further details on ITS MIDWEST's Communications Policy.
 - f. By engaging with sponsors, participants are consenting to sponsoring companies having access to the personal data that is public in their personal profile. Participants will need to contact the sponsoring companies regarding their privacy policies and to request erasure.
 - g. ITS MIDWEST reserves the right to transmit a list of event participants to sponsors and exhibitors.
 - h. ITS MIDWEST reserves the right to amend the ITS MIDWEST Privacy Policy at any time and will place the latest version on ITS MIDWEST website.
- 6. Disclaimer**
- a. ITS MIDWEST reserves the right to change the speaker(s), date(s) and/or to cancel the virtual event should circumstance beyond its control arises.
 - b. ITS MIDWEST will not be liable to participants for any damages, costs, losses or expenses of any kind incurred or suffered by participants as a result of or in relation to ITS MIDWEST modifying, postponing or cancelling the virtual event or any part of the virtual event.