

National Recreation and Park Association (NRPA) Policies and Terms of Registration 2024

All NRPA Policies and Terms of Registration are adopted in consideration of and prepared in the best interest of conference attendees, NRPA, and the conference host facilities.

Children and Infants

Due to the nature of the NRPA conference, children under the age of 18 are not permitted access to the NRPA Annual Conference (general sessions, education sessions, meals, meetings, or social events). Additionally, no one under the age of 21 will be served alcohol at NRPA events and attendees may be asked to produce identification to confirm their age. Children may visit the exhibit hall during exhibit hall hours only but must be accompanied by a parent or guardian; additionally, children 5 years of age and younger must be secured in a stroller or carried by a parent or guardian at all times. The parent or guardian must also sign a release of liability form before the child/children are allowed to enter the exhibit hall. Anyone 18 years old or older will need to purchase an Exhibit Hall Only pass in order to enter the exhibit hall. Parents traveling with small infants are ultimately responsible for making all necessary arrangements for the care and wellbeing of children or infants. Please plan ahead so that you are able to fully participate in an NRPA conference or educational program. Children and infants will not be permitted into educational sessions. This is to protect the interests of all attendees, the quality of our sessions and learning environments, and the overall value returned by our programs to participants. To obtain advance information on local support services, we recommend you contact your hotel's front desk or concierge and inquire directly for assistance and information. Some hotels may offer day care or babysitting services that may be scheduled in advance. NRPA offers a private lactation room(s) at the Conference venue. Parent or Guardian are responsible for refrigeration and proper storage options.

Code of Conduct

NRPA is dedicated to providing a safe, productive, and welcoming environment for all conference participants including, but not limited to, attendees, speakers, volunteers, exhibitors, NRPA staff members, service providers and all others involved. Conference participants are expected to abide by this Code of Conduct throughout all NRPA live events, virtual events, webinars, and across NRPA blogs, online forums, and social media.

Personal Accountability Commitment: By registering and attending the NRPA Annual Conference in Atlanta, Georgia , participants agree to abide by, and engage in specific health and safety protocols and beneficial conduct while attending the event. This includes, but is not limited to, submitting to daily health screenings and temperature checks, always wearing a mask in public areas, engaging in appropriate physical distancing behaviors, and not attending the event if you feel ill or have been recently exposed to the coronavirus (COVID-19).

NRPA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff members at our events. If you notice that someone else is being subject to unacceptable behavior, or have any other concerns, please notify a conference organizer as soon as possible. The NRPA team will be available to assist those experiencing unacceptable behavior so that all participants feel safe for the duration of the conference.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form
- Physical or Verbal abuse of any attendee, speaker, volunteer, exhibitor, NRPA staff member, service provider or other event guest
- Examples of abuse include, but are not limited to, verbal comments related to race, gender, sexual orientation, disability, physical appearance, body size, religion, and national origin; inappropriate use of nudity and/or sexual images in public spaces and in presentations; and threatening or stalking any attendee, speaker, volunteer, exhibitor, NRPA staff member, service provider or other event guest
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by NRPA throughout the Conference (All participants must comply with instructions given by the room host, moderator(s) and any NRPA or Convention Center staff)
- Presentations, postings and messages should not contain promotional materials, special offers, job offers, product announcements or solicitation for services - NRPA reserves the right to remove such messages and to ban sources of those solicitations
- Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space

If a participant engages in harassing behavior, whether in person or virtually, NRPA reserves the right to take any action deemed necessary and appropriate including the immediate removal of participants from the event without warning or refund. Breaches of this Code of Conduct may result in disqualification from participating in future live and virtual events and from engagement across NRPA blogs, online forums, and social media channels.

Conference Accessibility

As a national organization serving an industry that embraces accessibility and universal participation in all of our programs, NRPA is dedicated to providing access and reasonable accommodations to people of all abilities that meet ADA guidelines. All NRPA-sanctioned events are accessible. NRPA staff will assist attendees of our programs with any reasonable accessibility accommodations to ensure a full experience. In order to plan effectively and without disclosing medical information, NRPA respectfully asks that individuals needing accommodations provide us with advanced notice, when possible, and pertinent information **during the registration process**. You may also indicate your desire for a member of the NRPA staff to contact you directly to discuss your individual needs. NRPA will continue to make every effort to accommodate requests we receive on site.

Conference Badges

Conference attendees are reminded that it is important to wear your badge at all times during conference hours, sessions, and events. This allows you uncomplicated access to all Conference events permitted by your registration package purchased. **Please remember to remove your badge when you are outside of the NRPA Annual Conference and events.**

Conference Etiquette

To make the conference experience an enjoyable event for all attendees, we ask that you please keep the following in mind:

As a courtesy to our speakers, please refrain from talking on your cell phones during presentations and turn off the ringer. Please keep in mind that participants of this Conference are in attendance to learn. Therefore, in consideration of all attendees we ask that you please take any conversations that are unrelated to the program outside the session rooms.

In order to accommodate environmental sensitivities, please refrain from wearing perfumes or colognes, while attending the conference, especially the general sessions or education sessions. Some individuals may suffer from chemical sensitivities, such as Multiple Chemical Sensitivity (MCS), and are in attendance to participate in this valuable educational forum and social events.

Conference Host Facility Rules and Regulations

Attendees, under the terms of registration, agree to abide by and follow all rules, regulations, policies, and procedures, as well as direction and guidance given by officials of the Conference host facility.

Firearms and Weapons

All individuals attending or coming to Association-sponsored events, are prohibited from carrying, maintaining, or storing a firearm or weapon in Association event spaces (trade show floor, education sessions, general sessions, receptions, or meetings) even if the owner has a valid permit. This prohibition also applies to all Association events where people congregate in any public or outdoor areas.

Guests and Spouses

Guest and spouse registration is available to individuals who are not in the field of parks and recreation who would like to accompany a registered individual to Annual Conference events. This registration type includes attendance at the General Sessions, participation in NRPA sponsored receptions and daily admission into the exhibit hall. Guests and spouses are not permitted to attend educational sessions, or to assist at a booth in the exhibit hall. Members and Exhibit booth personnel are not eligible to register as guests.

Health and Safety

NRPA's Annual Conference Entry Policy is subject to change based on COVID-19 community levels and any updated guidance from CDC and/or federal or state officials in the host city/state. Guidance on COVID-19 is continually updated, and NRPA appreciates the understanding of its stakeholders and participants as we strive to provide a valuable, in-person event while prioritizing the health and safety of all participants. Conference participants are strongly encouraged to take an at-home COVID-19 rapid antigen test before traveling to any NRPA event and should not attend if they test positive or have symptoms of COVID-19.

By registering to attend the NRPA Annual Conference in Atlanta, Georgia, the registrant agrees to abide by, and engage in specific health and safety screening protocols and beneficial conduct while participating at the event. In accordance with state and federal law to protect public health, this may include (but is not limited to): providing proof of a coronavirus (COVID-19) vaccination card or negative test result prior to attending the Conference, submitting to daily health screenings and temperature checks, wearing a mask in public areas, engaging in appropriate physical distancing behaviors, and not attending the event

if you feel ill or have been recently exposed to the coronavirus (COVID-19). Protocols are subject to change and will be communicated in advance of the Conference.

Official Housing Block

Hotel contracts are negotiated for the benefit of housing NRPA Conference attendees and their guests/spouse, exhibitors, sponsors, speakers, and volunteers. These contracted rooms are placed in an Official Housing Block and sold ONLY through NRPA's official Housing Bureau: **MCI USA**.

For the 2024 Annual Conference, NRPA requires that attendees register for the conference and exhibitors sign a booth contract *prior* to booking rooms at certain hotels. Once the registration process is complete, a unique registration **RECORD ID number** will be provided which can be used to book a room within the following hotel properties: Signia by Hilton Atlanta*, Omni Hotel at CNN Center**, Embassy Suites Atlanta at Centennial Olympic, Glenn Hotel, Hilton Garden Inn - Atlanta Downtown and the Hyatt Place Atlanta Centennial Park.

**NRPA official headquarter hotel*

***NRPA co-headquarter hotel*

Attendees who wish to register for the conference *at a later date* due to fiscal calendars or for other reasons, but who would like to reserve a room prior to registering, may opt to house at the following hotel properties: AC Hotel Atlanta Downtown, Aloft Atlanta Downtown, The American Hotel Downtown Atlanta, The Candler Hotel (Curio Collection by Hilton), Courtyard Atlanta Downtown, Ellis Hotel (Tribute Portfolio Hotel by Marriott), Hampton Inn and Suites Atlanta Downtown, Hilton Atlanta, Holiday Inn Express and Suites Atlanta Downtown, Home2 Suite Atlanta Downtown, Hyatt Regency Atlanta, Reverb by Hard Rock Downtown Atlanta, The Ritz-Carlton Atlanta and the Westin Peachtree Plaza.

NRPA reserves the right to remove anyone who has not registered for the Conference from the Official Conference Housing Block.

Payment Methods

Registrations which are not provided with a method of payment will be considered incomplete registrations and registrants will not be able to attend NRPA conferences until payment has been made. NRPA accepts Checks, VISA, MasterCard, Discover, American Express and *Purchase Orders, as valid forms of payment.

***Purchase Orders**

Registration form(s) or a copy of the online registration confirmation must accompany all purchase orders. All registrants will need to provide NRPA with (1) a valid Purchase Order number, and (2) a copy of the Purchase Order with clear instructions in order to process registration. NRPA has the right to contact the agency or organization issuing the purchase order to confirm its validity. ***All purchase orders and accompanying information must be received NO LATER than Friday, September 6th, 2024, and all payments will be due NO LATER than Friday, September 20th, 2024.** If any Purchase Order is not paid in full by the start of the conference registrants will not be able to obtain conference materials and will NOT be permitted to attend. Onsite payments via check or credit card will be accepted. Cash payments are permitted, however NRPA's onsite registration is cashless so no change will be provided.

Photographs/Videos

Any photos or videos taken during NRPA-sanctioned events may be used by NRPA for promotional use (i.e., brochures, association publications, web-based mediums – blogs, websites, E-newsletters). Participants are reminded of this condition of registration, and we appreciate your consent of use. **No cameras are permitted by attendees, exhibitors, sponsors, speakers, or volunteers in the exhibit hall without written permission from NRPA.**

Refund and Cancellation Policy

Any registration refund and cancellation requests must be provided in writing by **Friday, September 13th, 2024**, no later than 5:00 p.m. EDT, and will incur a \$100 administrative fee. **Absolutely NO refunds will be issued if requested/postmarked after September 13th, 2024.**

- Military deployments are the **ONLY** exceptions for a refund past the cancellation deadline.
- Attendees experiencing a Medical Emergency after the cancellation deadline may request to transfer their registration to a colleague OR to the next NRPA Annual Conference **ONLY**. If transferring to the next NRPA Annual Conference, attendee must pay the difference in registration fees

Requestors may submit cancellation/refund requests *prior to the indicated cut-off date* of Friday, September 13th, 2024, via the following:

Email: nrpa@mcievents.com

Mail: NRPA c/o MCI USA, 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093

Fax: 972.349.7715

Smoking

For the health and comfort of all attendees, smoking is not permitted at any NRPA sponsored functions. This includes general sessions, education sessions, workshops, luncheons, receptions, socials and in the exhibit hall. Attendees should adhere to any signage preventing or authorizing smoking in certain locations.

Statement of Liability

NRPA and sponsors of the 2024 Annual Conference claim no liability for the acts of any exhibitors at or for this meeting, or for the safety of any attendee while in transit to or from this event. NRPA and sponsors of this function shall not be liable for any delays or failure in performance or interruptions of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organization including but not limited to: Acts of God, acts of public enemy, war, accidents, fires, electrical, mechanical or structural failures or breakdowns, strikes, labor disputes, postal delays, explosions, governmental order or regulations, curtailment of airline services, and public health epidemics.

NRPA reserves the right to cancel this function without penalty. Attendees who purchase non-refundable airline tickets do so at their own risk. The total amount of any liability to NRPA will be limited to a refund of the attendance fee.

NRPA cannot be held liable for COVID-19 cases arising due to event attendance. NRPA expects all conference participants to take responsibility themselves for following guidance from the Centers for Disease Control (CDC) on measures to reduce infection from COVID-19 or other communicable diseases. NRPA urges all conference participants to follow the CDC's recommendations. For more information, please review the guidelines at: www.cdc.gov

Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all NRPA sponsored events will offer non-alcoholic drinks. **No alcohol will be served to anyone under the age of 21.** Conference participants are responsible for their own wellbeing and neither NRPA nor sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness, or negligence on the part of any conference participant.

NRPA and attendees of this function, under the terms of registration, agree to defend, indemnify, and hold harmless each other, to include officers, employees, and agents from and against any and all liabilities, loss, claims, expense, actions, or causes of action, arising out of or resulting from any act taken or committed by the attendees or organizers of this function or any third party except for the willful misconduct or gross negligence of the other party. Furthermore, **attendees and guests participating in optional tours, events, or off-site institutes (OSI's) that may include or allow participation in physical, strenuous, or dangerous activities which could create the potential for injury or death, acknowledge that participation is voluntary and is done at their own risk. All participants must sign a separate waiver for each tour/event/OSI or activity prior to participating in the event. The waiver of liability will be provided by the tour operator at the event location.**

Attendees are asked to present a Photo ID at registration in order to collect registration materials. You may only collect your own individual registration packet. This procedure is in place to protect your registration materials from getting lost and to allow NRPA to monitor accurate attendance. Registration materials will not be provided without a photo ID. Furthermore, you agree not to allow any other individual to participate in your place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Students

Students must be full time (12 hours undergraduate, 8 hours graduate) and must provide one of the following forms of verification of student status: (1) an original letter on the institutions' letterhead signed by any qualified representative from your university program, (2) a student id with valid dates, or (3) a current transcript. **Student registrations failing to submit a form of verification will be charged for the Young Professional Package registration fee.**

Volunteers

NRPA Volunteers receive a discounted registration based on the number of hours they volunteer at the conference. If a volunteer does not complete all assigned hours, they will be held accountable and will pay the remainder/balance for any registration fees. A valid credit card must be provided during the volunteer registration process. This card will only be charged if assignments are missed, or no-shows occur.