



## Trainers' Symposium Policies

### Registration and Attendance

- Registration fee is non-refundable and non-transferrable
- Attendees must use their own Zoom account to access the Symposium. (Tip: If you do not already have a Zoom account, you can set up a free Zoom account at <https://zoom.us>)
- Attendees must access the virtual platform using their unique link. In order to ensure accurate attendance records and to optimize the interactive design of this event, group viewing via a single shared link is not permitted.
- Attendees who meet completion requirements for symposium sessions will receive an email verifying their participation. This email will serve as the "certificate of attendance" for the attendees' records.
- Attendees will have access to all recorded content for a period of 6 months after the close of the symposium.

### Recordings

- All or part of the event may be recorded by NCIHC and attendees' name, image, and voice might be included in the recording. Attendees agree that NCIHC may use all and any recordings per NCIHC discretion.
- Attendees are prohibited from capturing video, audio, still images, or any recording of presentations on their own device. Capturing still images of content hosted in the virtual event platform, exhibitor/sponsor interactions, chat interactions, or webcam videos, including those involving other attendees, without permission from the party or parties involved or affected is also prohibited.

### Code of Conduct

- NCIHC is committed to providing an inclusive, safe, professional, and welcoming environment for all meeting participants. Our goal is to create an environment where everyone feels welcome to participate, speak up, ask questions, and engage in conversation. We invite all those who participate to help us create a safe and positive

experience for everyone. We do not tolerate harassment of participants in any form. In registering for and attending the NCIHC Training of Trainers Symposium, participants affirm their agreement to adhere to behavior expectations and guidelines included in the [Code of Conduct](#). NCIHC has zero tolerance for any form of discrimination or harassment, and unacceptable behavior will not be tolerated during any portion of NCIHC's virtual meetings or events.