



# **MCBA** Bay Area MCLE Conference **Registration Policies**

## **Virtual Events Code of Conduct**

As a 2022 Bay Area MCLE Conference attendee, speaker, sponsor, volunteer, or service provider (“participant”), you agree to adhere to the Virtual Events Code of Conduct.

You will acknowledge your receipt, review, and acceptance via your online registration. Any violation of the 2022 Bay Area MCLE Virtual Events Code of Conduct will result in the revocation of your 2022 Bay Area MCLE access with no refund. We thank you for respecting your fellow participants colleagues, peers, and clients.

## **Payment**

Payment in full is required to process online registrations. We welcome payments in the form of Discover, MasterCard and Visa.

## **Confirmation**

You will receive an email confirmation of your registration from the Marin County Bar Association (MCBA). If you have not received a confirmation within 10 business days after registering, please contact Denise Belli at [events@marinbar.org](mailto:events@marinbar.org)

## **Access**

Invitations with a link to access will be sent a few days prior and a reminder on the day of the programs to the email address registered with our event software and on file with the MCBA at the time of registration. If you need to change your email information please contact Denise Belli at [events@marinbar.org](mailto:events@marinbar.org). She will assist you in adjusting the information in your member profile. Participating Bar Association Members/Non-MCBA Members’ invitations will go to the email address supplied during registration.

Please note, this login can only be used by the registrant and cannot be shared. MCBA will be monitoring access during the event and those found sharing a login will be removed from the conference and will not receive a CLE or refund as this violates our policy.

## **Cancellation/Refunds**

**All registration cancellations and refund requests must be made in writing no later than FRIDAY, November 4, 2022 via email to Denise Belli at [events@marinbar.org](mailto:events@marinbar.org) for processing.** A refund of the full conference fee, minus a \$25 administrative fee, will be given for cancellations received by that date. MCBA regrets that refunds will not be given for no-shows.

## Consent

Participation in the 2022 Bay Area MCLE Conference constitutes an agreement by the registrant to allow MCBA to use and distribute (both now and in the future) the registrant's image or voice recordings (both live and on-demand,) photographs, videotapes, electronic reproductions.

Any violation of the 2022 Bay Area MCLE Virtual Events Code of Conduct or other policies will result in the revocation of your 2022 Bay Area MCLE Conference access with no refund.

MCBA and participating Bar Associations are not responsible for substitution of speakers who are unable to attend due to circumstances not in control of the host.

We thank you for respecting your fellow participants and the event staff. If you have any questions and/or concerns regarding any of the above mentioned Policies, please contact Mee Mee Wong, Executive Director [at mwong@marinbar.org](mailto:mwong@marinbar.org).

At the 2022 Bay Area MCLE Conference, attendees, speakers, sponsors, volunteers, staff and service providers ("Participants") are expected to conduct themselves with integrity, collegiality and care while participating in or conducting business during the Bay Area MCLE virtual event. Virtual events are defined as any online platform used to curate educational sessions, meetings, or social events business functions. All Participants are required to agree with the following code of conduct. MCBA will enforce this code throughout the event. Cooperation from all participants to help ensure a safe environment for everybody is required. Expected acceptable conduct includes the following:

- Acting in a professional and appropriate manner at all times during a MCBA virtual event, whether for educational, business or social purposes.
- Refraining from any activity or action that could adversely reflect upon MCBA or that is inconsistent with treating all MCBA employees, attendees, exhibitors, and sponsors with dignity and respect.
- Respecting the opinions of fellow virtual event attendees, exhibitors, sponsors, and MCBA employees, leaving personal prejudices out of all discussions.
- Representing your organization in a positive and supportive manner.
- Showing respect and courteous conduct on and off the virtual platform.
- Complying with MCBA's zero-tolerance policy for harassment on and off virtual platforms, and at all MCBA educational, business and/or social functions online.

MCBA is dedicated to providing a comfortable and inclusive virtual experience for every Participant. MCBA has a zero-tolerance policy for harassment of Speakers or Participants in any form, including, but not limited to offensive actions or verbal comments related to gender, gender identity, gender expression, age, sexual orientation, disability, physical appearance, body

size, race, ethnicity, religion or technology choices. In addition, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of presentations or meetings, inappropriate physical contact, and unwelcome sexual or racist attention is not tolerated as well. Sexual language and imagery are not appropriate in any aspect of the event. Participants violating these rules are subject to any action MCBA may deem appropriate, including giving verbal and written warnings, as well as expelling the offender from the event with no refund. Participants asked to stop any harassing behavior are expected to comply immediately.

We encourage you to report any behavior that makes you or others feel uncomfortable. Harassment, discrimination, and disrespect are not only not tolerated, but we encourage anyone who witnesses any such behavior to report it to a MCBA staff member.