



Terms and Conditions

Payment must be made at the time of registration. NCMA accepts MasterCard, Visa, American Express, Discover, and personal/company checks. NCMA will continue to accept online in-person registrations through **March 14, 2022**. After **March 14, 2022** you will need to register in person if capacity limits have not been reached.

FOREIGN PAYMENT: Registration fees may be paid by credit card or by checks drawn on U.S. banks in U.S. (\$) dollars. NCMA does not accept purchase orders from foreign governments and will not invoice them for payment.

CANCELLATIONS, SUBSTITUTIONS AND REQUESTS FOR REFUNDS: All cancellations, substitutions, and requests for refunds must be done in writing and e-mailed to meetings@ncmahq.org. Substitutions are welcome! There is no charge for substitutions, but additional fees may apply based on the substitute's membership status. Registrants who are unable to attend the meeting/ training must fax or e-mail their cancellation or refund request on or before **March 14, 2022**. A \$75 administrative fee will be applied to all cancellations received before March 14, 2022. No refunds will be issued for cancellations received after 5:00pm Eastern Time, March 14, 2022. Refunds will not be issued for no-shows. Registration switching/ sharing is prohibited. Virtual Registrants: Please make sure your system meets all the technical requirements prior to registering for virtual SubCon as refunds will not be issued

If you do not receive an email on accessing the platform,, please contact meetings@ncmahq.org In-Person Registrants: If you get sick prior to SubCon, please notify NCMA (meetings@ncmahq.org) written notice at least 24 hours prior to March 23, 2022, and we will switch your registration to virtual and will refund you the difference between the in-person and virtual registration.

NCMA CODE OF ETHICS

The NCMA Code of Ethics applies to NCMA meetings and events participation. NCMA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NCMA reserves the right to prohibit attendance at any future meeting, virtually or in person. This includes:

- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by NCMA throughout the meeting. All participants must comply with the instructions of the moderator and any NCMA event staff.
- Presentations, postings, and messages should not contain promotional materials, political messages, special offers, job offers, product announcements, or solicitation for services. NCMA reserves the right to remove such messages and potentially ban sources of those solicitations.

Please contact NCMA at meetings@ncmahq.org if you have a concern about a member or the association.

EVENT PRIVACY POLICY

NCMA does not sell contact information of meeting registrants, although we do provide some basic contact information to exhibiting companies and sponsors for their marketing purposes of the conference. The following information is provided to them for a one-time usage in a spreadsheet format: name, title, company, email and mailing address. Note that your full contact information (name, title, organization, mailing address, phone, email) is encoded in your online profile. By visiting virtual exhibit booths or attending sponsored webinars, you grant permission to that company to contact you



regardless of the privacy policy option.

[NCMA Privacy Policy](#)

BE WELL AGREEMENT FOR IN-PERSON ATTENDEES

NCMA is requiring all in-person participants to show proof of COVID-19 vaccination or a negative PCR test (for those granted an exception) taken within 3 days of arrival at SubCon on March 23.

Any public space where other people are present holds an inherent risk of exposure to COVID-19 and other communicable diseases. By attending this event, I agree to voluntarily assume all risk related to exposure and agree to not hold NCMA or any of their affiliates including partners and sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues liable for illness. I will take necessary precautions while at the NCMA event including, but not limited to, engaging in appropriate social distancing, wearing a mask in public areas when not consuming food or beverage, minimize face touching, frequently washing hands and avoiding risky environments such as overcrowded bars or restaurants. I agree to not attend any NCMA event if I feel ill or had recent exposure to a COVID-19 case.