



## **Meetings Code of Conduct and Disclaimer**

All Southern Association of College and University Business Officers (SACUBO) event participants agree to comply with this Code and all published rules and conditions at the meeting and meeting-related events, whether in-person or virtual (collectively, “events”).

Participants in any in-person events must wear the official meeting name badge. Name badges are required for admission. Participants in virtual events must properly identify themselves.

Participation may not be used for advertising, promotions, giveaways, sweepstakes, or other trade purposes without the express written consent of the SACUBO President. Presentations, postings, and messages may not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. SACUBO reserves the right to remove messages and potentially ban sources of those solicitations.

Participants must behave responsibly at all events and comply with all posted signage concerning safety and conduct. Harassment (in any form including verbal, written, visual, implied or otherwise stated), threatening physical or verbal actions, and disorderly or disruptive conduct will not be tolerated. If you experience harassment or learn of any incidents of unacceptable behavior, please inform the SACUBO Administrative Director or SACUBO President.

Participants may not conduct any live or recorded audio, video, or photographic activities for advertising, promotions, giveaways, sweepstakes, or other trade purposes without the express written consent of the SACUBO President. Participants may not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.

Photographs, audio recordings, and videos may be taken onsite or in virtual formats by SACUBO or its agents and employees. By registering or attending, participants grant permission to SACUBO to utilize, crop, edit, and enhance any such photographs, audio recordings, and videos, including the attendee's name, image, likeness, voice, statements, and surroundings (including exhibitor booths), for commercial or promotional purposes, in any medium or context now known or later developed, without further authorization. Participants have no right of approval, no claim to compensation, and no other claim arising out of such use of the attendee's name, likeness, image, voice, statements, and/or surroundings.

SACUBO reserves the right to take any action it deems necessary and appropriate to enforce these rules and conditions, including immediate removal of any person from an event without warning or refund, in response to any incident of unacceptable behavior and any violation, and SACUBO reserves the right to prohibit attendance at any future meeting, virtually or in person.

**Participants hold harmless SACUBO, its staff, officers, and contractors, and voluntarily assume all risk, arising from personal injury (including death) from, or related in any way to, the meeting, whether occurring prior to, during, or after, and including injuries from physical and other harms such as communicable disease. Participants acknowledge there is an inherent risk to participating in any in-person event, including the risk of contracting a virus, pathogen, or other communicable disease, and attendees assume all such risk.**

These rules and conditions are subject to revision as necessary. The most recent version of this policy will be posted on the SACUBO website, and its terms are accepted by either or both registration and attendance.