



Policies & Procedures Related to Events & Meetings

Registrations

Unless otherwise advertised or communicated, advance registration for AFP events is required and may be subject to ticket fees and capacity constraints. For invitation-only events, the invitations are considered non-transferable. APF will clearly communicate the registration/attendance process and any associated constraints or fees when listing events in a public format.

Refunds

All event-related sales are non-refundable. APF will clearly communicate via event advertisements and communications that refunds for cancellations or inability to attend will not be granted. If the event is rescheduled, all purchases will be honored for the next event date. If the event is canceled, all purchases will be refunded in full.

Cancellation

In the event that APF cancels an event the President and Staff will determine one of the following courses of action and clearly communicate the decision to all currently registered parties:

- a) Registration/Ticket Fees will be returned to the registrants. Communications to registrants will include the expected refund time frame and method.
- b) Registration/Ticket Fees will be considered an undesignated contribution. The financial services team will transfer any funds held in deferred revenue for the event into the general fund.
- c) Registration/Ticket Fees will be held in a fund pending the rescheduling of the event and/or a new event for which they can be applied.

Note: in some cases, APF may decide to offer attendees the choice between items a and b above.

Decorum

APF will clearly convey any dress code requirements to attendees in the communications and advertising related to the event.

In the event that an attendee's dress, behavior, or language are deemed inappropriate, a representative of APF will attempt to remedy the situation by escorting the individual to a private area of the event or away from the event entirely. If there is any concern for the safety of an individual or the venue, an APF committee or team member should contact the authorities immediately.

Accessibility

The [Americans with Disabilities Act \(ADA\) § 36.203\(a\)](#) states that *A public accommodation shall afford goods, services, facilities, privileges, advantages, and accommodations to an individual with a disability in the most integrated setting appropriate to the needs of the individual.*

All advertising, invitations, and brochures for an APF event should have an access statement that describes the level of accessibility at an event and includes multiple forms of contact, such as:

If you are an individual with a disability and need a reasonable accommodation to attend, please contact (name, phone number, email).

When planning for accessibility at an event, APF will refer to the [following ADA guidelines](#) and select venues and vendors who are most able to provide services within these guidelines.

Video and Photo Release

APF will clearly communicate the potential use of photos, video and audio recordings to prospective attendees during the registration process for the event. For events where there is no registration required, this will be communicated in the advertising of the event. The following language will be provided to attendees:

APF regularly records programs and special events. By confirming your participation in the event as a speaker, panelist, presenter, award recipient, honoree, or guest, you acknowledge that APF may record, livestream, and/or share the content publicly during and following the event. You also acknowledge that APF and its designees will maintain the rights to include your image, likeness, voice, actions, and statements, or other documents or information in any live or recorded audio, video, film, webinar, stream, or other transmission, exhibition, simulcast, or reproduction made of, or at, the program in any medium or context for any purpose, including commercial or promotional purposes, without further authorization or otherwise.

Recording and Photography (by attendees)

APF reserves the right to (1) restrict or prohibit audio or video recording, streaming or transmission of an event or the taking of photographs, and (2) remove anyone conducting unauthorized recording or photography, particularly at private or “off the record” events. For those events at which recording will be limited or prohibited, advance notice will be given to attendees.

Liability

The Events Committee will work with the President to evaluate the need for special liability coverage for events. For events where the venue does not provide liability coverage for bar service, APF will secure a separate liability policy if alcohol is to be served.

Health & Safety

APF will abide by all state and federal laws regarding event safety requirements. In the event of a COVID-19 or socially transferable illness breakout, APF will follow CDC and WHO guidelines and publish the following guidance for event attendees:

APF seeks to minimize the risk of infection exposure, specifically COVID-19 and its variants, by establishing health and safety protocols. These health and safety protocols may be modified at any time by APF based on its professional judgment about how best to protect the health and safety of event participants. Such changes will consider CDC and WHO guidance, emerging scientific evidence, and existing event rules and APF policy. APF's health and safety protocols will be based on federal, state, and local regulations, but APF will set its own protocols based on the aforementioned input. APF strongly encourages COVID vaccination and boosters, as vaccines are proven to prevent the threat of critical illness. APF also strongly encourages attendees to get an annual flu shot to further reduce the threat of illness.