

**Attendee Registration**

Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone (with country code) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Is this your first Conference in the Americas?  Yes  No

**2021 Conference Rates**

	<b>EARLY BIRD</b> Through January 26, 2021	<b>REGULAR</b> After January 26, 2021
<b>New! Conference Plus (Includes One Year AHRD Membership)</b>		
Current Member	<input type="radio"/> \$375	<input type="radio"/> \$450
Student Member / HDI	<input type="radio"/> \$260	<input type="radio"/> \$335
New Member	<input type="radio"/> \$375	<input type="radio"/> \$450
<b>Conference Only</b>		
Member	<input type="radio"/> \$175	<input type="radio"/> \$250
Student Member	<input type="radio"/> \$150	<input type="radio"/> \$225
Non-Member	<input type="radio"/> \$275	<input type="radio"/> \$350

**Payment**

Check (made payable to AHRD)  Visa  Mastercard *All credit card fields are required.*

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_

Cardholder Phone (with country code) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**Credit Card Billing Address**  Same as Above or

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

(For office use only)

initials	fin.	CK/CC
date		paid

**Mail or fax to:** AHRD 1000 Westgate Drive, Suite 252  
St. Paul, Minnesota 55114 USA **Fax: 1+(651)290-2266**

**⇒ Grand Total: \$ \_\_\_\_\_**

By registering for the AHRD Virtual Conference, you are agreeing to the following terms and conditions.

## Registration Information

Online registration requires credit card payment; AHRD accepts Visa and Mastercard. If you want to pay by check, please download the form here. Payment is required prior to the event. AHRD will not allow participation in this event if there is an outstanding receivable to AHRD.

To edit your registration, please contact the AHRD office at office@ahrd.org or 1+ (651) 290-7466.

Both members and nonmembers need to log in to register for events. If you are a member or have previously created an account on the AHRD website, login here. If you are a nonmember, please create a guest account in the system; we will require your first and last name, organization, email, username and password.

## Join AHRD

If you are not a member and would like to join to receive reduced conference rates, please [join here](#). To renew your membership and receive member rates, [log into your profile](#), renew, then return to register for the event. These will be two separate transactions. You also have the option to pay for both by downloading forms.

## Attendee Cancellation

All cancellation requests must be submitted through the [Cancellation/Refund Request Form](#) on or before February 10th, 2021, to be eligible to receive a refund of the registration fee. All cancellations are subject to a \$50 per person administrative processing fee. No-shows will not be refunded. Cancellations received prior to February 10 will be refunded in full, less a \$50 administrative processing fee. Requests for refunds after the February 10 deadline will be reviewed by the AHRD Board of Directors on an individual basis two to three weeks after the conference. Special requests must be received before March 1 through the Cancellation/Refund Request Online Form. Please include an explanation of any extenuating circumstances and upload supporting documents. Refund requests will be reviewed two to three weeks after the conference. Refund requests received after March 1, will not be reviewed.

Registrations can be transferred to another person within your organization with the same membership status by contacting office@ahrd.org.

## Conference Modification or Cancellation

AHRD reserves the right to modify the course's schedule or program as necessary. AHRD also reserves the right to cancel this conference, in which case a full refund of the registration fee will be provided.

## Data Privacy/GDPR

We host events throughout the year, including our annual conference, webinars, and trainings (collectively "events"). If you are a member and register for one of our events, we will access the information in your member account to provide you with information and services associated with the event. If you are not a member and you register for one of our events, we will collect your name and contact information, which we will store in our database and use to provide you with information and services associated with the event. If you are a presenter at one of our events, we will collect information about you including your name, employer and contact information, and photograph, and we may also collect information provided by event attendees who evaluated your performance as a presenter. As an attendee, speaker, or sponsor/exhibitor, we will keep a record of your participation to provide you with post-event information including details on upcoming events you may be interested in. Your contact information may be shared via an event mobile app or attendee list as part of your participation in the event.

## PCI Compliance

Please do not email forms with credit card information. To protect your data and to comply with PCI standards, the AHRD office will not accept emailed credit card information.

## Photo/Audio/Video Release

Registration for or attendance at this event acknowledges consent to be recorded. This includes video or screenshots of recordings, written text or verbal comments/questions on the virtual platform, etc. We reserve the right to use any of the video recordings or screenshots of the recordings taken at our events, without the expressed permission of those included within the video/recordings. We may use the video/recordings in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

## Code of Conduct

### AHRD Event Code of Conduct

The AHRD leadership and staff are committed to providing a vibrant learning environment at all of our events, welcoming people from as many diverse backgrounds as possible. We expect our events to be a respectful, harassment-free environment for people of all races, gender and trans statuses, sexual orientation, ability, nationality, ethnicity, socioeconomic status and beliefs.

We're grateful that our community is positive, friendly and supportive of one another — it's what makes our events such a draw each year.

In that spirit, the staff, supporters, volunteers, attendees and speakers at AHRD events are expected to:

- Exercise consideration and respect in your speech and actions.
- Keep conversations professional, respectful and consider other parties' points of view. In short, don't make it personal. Passionate conversations are part of solving problems. Disagreements happen all the time, and are necessary to consider difficult questions.
- Remember that the boundaries of good taste, humor, personal space and physical interaction differ from person to person; if you sense someone feels uncomfortable — whether they explicitly state it or not — be respectful of those boundaries.
- Refrain from demeaning, discriminatory or harassing behavior. Harassment and inappropriate behavior may include, but are not limited to:
  - Sexist, racist, homophobic, transphobic or otherwise discriminatory jokes or language physical intimidation, stalking or following sustained disruption of talks or events.
  - Posting or displaying sexually explicit or violent material; if for any reason you may need this material for an educational session, please contact AHRD staff first and we can discuss how to give an appropriate warning to participants.
  - Unwelcome sexual attention. This includes sexualized comments or jokes; inappropriate touching, groping and unwelcomed sexual advances.
  - Advocating for, or encouraging, any of the above behavior.

Be mindful of your surroundings and of your fellow participants. Alert emergency services if you notice what you assess to be a dangerous situation or someone in distress. For other violations of this Code of Conduct, you can email office@ahrd.org