

IMPORTANT: PLEASE READ THE FOLLOWING BEFORE YOU SUBMIT YOUR REGISTRATION.

IN CONSIDERATION OF THE OPPORTUNITY TO ATTEND THE ALC VIRTUAL SUMMIT AND BY SUBMITTING YOUR REGISTRATION, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS (“Terms and Conditions”):

CANCELLATION

You understand that if you wish to cancel your registration, you must contact ALC Headquarters via email at info@alcus.org to confirm cancellation. Cancellation notices received prior to September 1, 2020, will receive a 75% refund for their registration. You understand that if you choose to cancel after September 1, 2020, you will not receive a refund.

CONFIDENTIALITY

You understand that the subject matter and all content at the ALC Virtual Summit constitutes the confidential and proprietary information (“Confidential Information”) of the Association of Language Companies and its subsidiaries and affiliates (collectively, “ALC”) and any unauthorized disclosure of any Confidential Information will have a material an adverse effect and ALC and the speakers of the Virtual Summit.

ALC VIRTUAL MEETING CODE OF CONDUCT

ALC is committed to providing a safe, productive, and welcoming environment for all meeting participants and ALC staff. All participants, including, but not limited to, attendees, speakers, volunteers, sponsors, ALC staff members, service providers, and all others are expected to abide by this Virtual Meeting Code of Conduct (“Code”). This Code applies to all ALC events on public or private platforms.

ALC has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. Please report harassment or unacceptable behavior to ALC’s Executive Director (currently Mary Connor, mary.connor@alcus.org), or the ALC’s President (currently Rick Antezana, rick@dynamiclanguage.com) so that we can take the appropriate action.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, sponsor, ALC staff member, service provider, or other meeting guest.
- Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, sponsor, ALC staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, or at other events organized by ALC during the virtual meeting. All participants must comply with the instructions of the moderator and any ALC virtual event staff.

ALC reserves the right to take any necessary or appropriate action, including immediate removal from

the meeting, without warning or refund, in response to any incident of Unacceptable Behavior, and ALC reserves the right to prohibit attendance at any future meeting, virtually or in person, by any person found to have engaged in Unacceptable Behavior.

If you have questions about these guidelines, contact the ALC staff. In order to preserve a climate that encourages both civil and fruitful dialogue, ALC reserves the right to delete posts or terminate accounts for members who violate these rules.

RULES FOR POSTING

ALC has a Social Media Policy that includes “ALC Social Media and Online Community Rules and Etiquette,” which must be followed by all participants in the Virtual Summit. The relevant rules for posting are included below:

- Don't post any defamatory, abusive, profane, threatening, offensive, or illegal statements or materials. All such statements or materials are strictly prohibited and may be removed.
- Don't attack others. The discussions on the community platforms are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post any information or other material protected by copyright without the permission of the copyright owner.
- Don't post commercial messages. Contact people directly with product and service information if you believe it would help them. Likewise, posts should not contain promotional material, special offers, job offers, product announcements, or solicitation for services. ALC reserves the right to remove such messages and potentially ban sources of those solicitations. Notwithstanding the foregoing, ALC Virtual Summit Sponsors will be permitted to post promotional materials at the discretion of ALC and according to the terms of their Sponsorship Agreement with ALC.
- Don't post content if it encourages or facilitates members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.
- Don't post content that encourages or facilitates an agreement about the following: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

Community Etiquette

Please use caution when discussing products. Information posted on any platform is available for all to see, and comments are subject to libel, slander, and antitrust laws.

Remember that ALC and other participants have the right to reproduce postings. Here are some general tips to help you maintain good etiquette when reproducing content:

- o Be courteous. Please ask participants for permission to republish their words elsewhere (especially if elsewhere would be a publicly viewable setting).
- o When citing discussions, please include a link back to the original discussion.
- o Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.

- o Send your message only to the most appropriate platforms.

ALC does not actively monitor all online communications among attendees or guests at the Virtual Summit for inappropriate postings and does not exercise editorial control of postings. However, in the event that any inappropriate posting is brought to ALC's attention, ALC will use commercially reasonable efforts to take appropriate action. ALC in any case reserves the right to block any users who do not abide by these guidelines.

COPYRIGHT

By posting material, you grant to ALC and the members of this community the nonexclusive, world-wide, transferable right and license to display, copy, publish, distribute, transmit, print, and use such information or other material in any way and in any medium, including but not limited to print or electronic form.

PHOTO AND VIDEO RELEASE

By registering for and attending the Virtual Summit, you grant permission to the ALC to (i) record your image, likeness, and/or voice on a photographic, video, audio, digital, electronic, or any other medium, (ii) use, reproduce, modify, exhibit and/or distribute any such recording, in whole or in part, in any manner or medium now known or hereafter developed (including without limitation, print publications, DVDs and internet) for any purpose that ALC may deem appropriate, including without limitation promotional or advertising efforts; and (iii) use your name and biographical material in connection with any such recordings or uses. Such image, likeness, and/or voice may generally be used as educational and marketing materials for both ALC members and non-members within an unrestricted geographical area. You understand and agree that your image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein your likeness appears. You understand that ALC will be the owner of all such recordings and uses. Additionally, you waive any right to royalties or compensation arising from or related to the use of my image or recording.

Photographic, audio or video recordings may be used for ANY USE, which may include but is not limited to:

- Presentations;
- Courses;
- Online/Internet Videos;
- Media;
- News (Press).

This permission signifies that photographic or video recordings of you may be electronically displayed via the Internet or in the public educational setting.

By registering for and/or attending the Virtual Summit you agree to release and hold harmless ALC from liability for any violation of any personal or proprietary right I may have in connection with all such recordings and uses. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

PERSONAL INFORMATION

You understand that you are providing your personal information (and to the extent applicable, personal information of your guests) to the ALC in order to register you (and to the extent applicable, your guests)

for the ALC Virtual Summit. You understand that some of your personal information (and to the extent applicable, personal information of your guests) may be provided to third parties, including but not limited to ALC sponsors. You further understand that some of your personal information (and to the extent applicable, personal information of your guests) may be used by sponsors for promotional, marketing, and sales related information. Please review ALC's Privacy Policy for more information.

CREDIT CARD INFORMATION

If you provide your credit card information, you understand and acknowledge that your credit card information, if applicable, will be used by the ALC to process the fee(s) described on the Payment page.

DISCLAIMER AND LIMITATION OF LIABILITY

These social media pages, accounts and sites are provided as a service of ALC. ALC is not responsible for the opinions and information posted on these sites by others. ALC disclaims all warranties with regard to information posted on these sites, whether posted by ALC or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall ALC be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Each participant in ALC's social media outlets agrees to indemnify, defend, and hold ALC and the administrator of each group, website and/or account harmless from.

INDEMNIFICATION AND RELEASE

You agree to indemnify, defend, and hold harmless the ALC and its officers, directors, employees, agents, suppliers, vendors, agencies, guests, and attendees from and against any and all demands, claims, fines, investigations, penalties, damages, losses, liabilities, judgements, and expenses (including reasonable attorneys' fees and court costs) (collectively, "Claims") relating to your failure to comply with these Terms and Conditions and your participation in the ALC Virtual Summit, including but not limited to any Claims arising in any manner out of your posting of any message or your actions in response to any message posted to a group or site. Further, for yourself and your heirs, personal representatives and assigns, you hereby release, relinquish and discharge the ALC and its predecessors, successors, assigns, legal representatives, and its former, present and future agents, officers, directors and employees from any liability resulting from the negligence of the ALC or any of the foregoing parties.

GENERAL

ALC reserves the right to change, amend, add, or remove any of the above Terms & Conditions in its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all event participants (attendees, guests, speakers, sponsors, exhibitors).

The views expressed by any event attendee, guest, speaker, exhibitor, or sponsor are not necessarily those of ALC. All attendees, guests, speakers, exhibitors, and sponsors are solely responsible for the content of all individual or corporate presentations, marketing collateral, and/or advertising.

Any questions about the topics or guidelines covered in this policy, or additional topics not covered in this policy, should be directed to the ALC Executive Director (Mary Connor, mary.connor@alcus.org).

By registering for and/or attending the Virtual Summit, you affirm that you have read the above, understand the Terms and Conditions, agree with such Terms and Conditions and consent to the use of your image, likeness, and/or voice and to the collection, distribution, and storage of your personal information (and to the extent applicable, the personal information of my guests) and credit card information, all as stated above.