

POLICIES AND PROCEDURES

Conference Payment Policy

Early Bird registrations must be paid in full by no later than 5:00 PM, Thursday, May 5, 2022. All advanced registrations must be paid in full no later than 5:00 PM, Monday, May 31, 2022

Attendees who have not paid their invoice will have to pay at Walk-Up registration to be given their conference credentials. Avoid payment lines and pay your registration in advance of arriving in Sacramento.

Cancellation and Refund Policy

- CLA does not guarantee all refund requests will be approved. CLA has already expended resources and staffing costs related to the Conference.
- If someone tests positive for COVID they should not attend the conference and upon request will be given a full refund.
- All cancellation/refund requests MUST be submitted to execdir@cla-net.org no later than 5:00 PM, June 7, 2022. No refunds that are approved for a refund or partial refund will be processed until after June 15th.
- Refunds will be issued in the same format as payment: checks for payments made by check, credit card refund for payments made by credit card.
- Please send a request for refund with reason to Beth Wrenn-Estes at execdir@cla-net.org.

Processing Fees

The following administrative processing fees apply to all refund requests **except** the COVID exception:

- One Day or Full Conference administration processing fee is \$100 and will be deducted from refund amount before refund is processed.
- Special Event administrative processing fee of \$50 and will be deducted from refund amount before refund is processed.

Attendance Policies

Presenter Registration Requirements

- All attendees must be registered to attend the conference.
- All poster and program presenters are required to obtain a full one-day conference registration or a full conference registration by the close of the Early Bird registration (April 28th) period to participate at conference.

Children

To maintain a professional atmosphere throughout the conference, as well as to ensure the safety of CLA members, speakers, personnel, and exhibits; CLA allows children only if accompanied by an adult that is registered for the conference at all times. CLA requires children and their guardians to maintain a professional, disturbance-free environment in educational programs, conference activities, and in the Exhibit Hall at all times. If a child is unaccompanied at any time during the conference, especially in educational programs or conference activities, the child and their guardian may be asked to leave the conference. Special Events will not allow children to attend.

Photos

Your attendance at the conference constitutes permission to utilize photos and video taken of you at the event for news, promotion, and similar purposes.

Conference Code of Conduct

CLA has adopted a [Statement of Appropriate Conduct](#) expected of all attendees, presenters, and exhibitors. A [printable version of the code](#) is available. All attendees must agree to the code in order to attend the 2022 CLA Conference in Sacramento, CA.

By registering for the conference you accept all of the CLA Statement of Appropriate Conduct.