

WICANYS 2025 Conference Policies

By registering for this conference, you agree to adhere to the policies outlined below.

General Policies

- Attendees and/or organizations are strictly prohibited from electronically recording or live-streaming conference sessions without prior written permission from WICANYS.
- Members of the press must register, obtain a Press Pass, and receive approval from WICANYS for any photo or recording activities.
- Seating for sessions and events is on a first-come, first-served basis.
- Information presented in sessions and posters reflects the views of individual presenters and may not represent the official views of WICANYS.
- WICANYS assumes no responsibility for non-refundable travel costs or hotel deposits.
- WICANYS is not liable for additional fees or fare increases.
- Attendees are responsible for all fees related to cancellations or "no-show" attendance.
- WICANYS is not responsible for recovering lost items or returning them to attendees.
- WICANYS cannot guarantee an allergen-free environment. Attendees should take necessary precautions for potential allergen exposure.

Cancellation & Refund Policy

- **Cancellation Deadline:** Cancellations must be submitted in writing to wicassociationofnys@gmail.com, including the registration ID and attendee name(s). Phone cancellations are not accepted.
- **Refunds:**
 - **100% Refund:** For cancellations received before January 31, 2025.
 - **50% Refund (minus a \$50 processing fee):** For cancellations received from February 1, 2025, to March 15, 2025.
 - **No Refunds:** For cancellations received after March 16, 2025.
- Refunds are not available for no-shows.
- **Payment Due:** Full payment must be received within four weeks of registration submission.

- **Check Payment Policy:** Check payments for registration fees are accepted up to 14 business days before the conference date.
- **Overnight Accommodations:** WICANYS has secured a discounted room block at the Crowne Plaza Albany - The Desmond at a rate of \$117.00/night (plus taxes and fees). Nonprofits should bring tax-exempt documentation if applicable. Reservations can be made here: ([HOTEL RESERVATION LINK HERE](#))

Space is limited and reservations are on a first-come, first-served basis. The deadline for booking at the discounted rate is April 3, 2025, at 12:01 a.m.

WICANYS reserves the right to cancel or reschedule conference events due to circumstances beyond our control (e.g., natural disasters, health crises, or other "Force Majeure Events"). In such cases, WICANYS may retain the registration fee as a credit toward a future event or offer a refund minus incurred costs.

COVID-19 Policy

Our priority is to provide a safe conference experience. WICANYS cannot fully eliminate COVID-19 risk, but we have established measures to reduce exposure:

- Mask-wearing at sessions and events is recommended but optional.
- We encourage attendees to follow CDC guidelines to reduce infection risks. For updates, please visit CDC COVID-19 Guidelines.
- Attendees who test positive or exhibit COVID-19 symptoms are advised not to attend. Proof of a negative test is not required, but we trust attendees to act responsibly.

These policies may change based on COVID-19 trends and updated guidance from health authorities.

Privacy Policy

WICANYS values your privacy and data security. By registering, you consent to WICANYS processing your data as necessary for event coordination and community engagement.

Liability Waiver

Attending an in-person event involves risks, including potential COVID-19 exposure. I, on behalf of myself and my guests, release WICANYS, its sponsors, exhibitors, employees, and agents from any claims related to illness, injury, or other risks associated with event

attendance. I will take precautions, including practicing social distancing, hand hygiene, and avoiding high-risk settings, and will not attend if feeling unwell or recently exposed to COVID-19.

Code of Conduct

WICANYS is committed to a respectful, engaging, and inclusive conference environment. All attendees, guests, speakers, and staff are expected to:

- Act professionally and courteously in all conference areas.
- Refrain from harassment or discrimination of any kind. We aim to maintain an inclusive environment and do not tolerate inappropriate language, offensive imagery, or any behavior that could detract from a welcoming experience.

Participants violating these guidelines may be asked to leave at WICANYS's discretion. Thank you for fostering a positive environment for all attendees.

Media Disclaimer

WICANYS may record, photograph, or film conference events for educational and promotional use in various media, including print and digital formats. By participating, you grant WICANYS the right to use any image, photograph, or recording without compensation. All media becomes the property of WICANYS and may be used for future purposes.