

Registration Policies and Terms

All policies and Terms of Registration are adopted in consideration of and in the best interest of conference attendees, exhibitors, event co-sponsors and the conference host facilities. As a condition of registration, you agree to all of the terms and policies contained herein, as well as all other reasonable policies promulgated by the event management.

Code of Conduct

All Conference guests, attendees, and exhibitors are subject to the Code of Conduct policy, the full text of which is available at http://www.osa.org/en-us/meetings/code_of_conduct/. Conference management reserves the right to take any and all appropriate actions to enforce the Code of Conduct, up to and including ejecting from the Conference individuals who fail to comply with the policy.

Conference Accessibility

The organizers and co-sponsors of the Conference embrace accessibility and full participation and are dedicated to providing ADA-compliant accommodations to people of all abilities. In order to accommodate the environmental sensitivities of some of your peers, if at all possible, please consider that moderation and restraint in the use of perfume, cologne, or scented products in sessions and events greatly enhances the ability of individuals who suffer from chemical sensitivities to fully participate in the program. The Conference management staff will assist attendees with any accessibility accommodations to ensure a full experience for all. In order to plan effectively, we respectfully ask that individuals needing special accommodations provide our management staff with advance notice and pertinent information during the registration process. To easily locate accessibility services, look for the ADA symbol throughout the conference, on our website, and in attendee materials.

Conference Etiquette

To make the conference experience an enjoyable event for all attendees, we ask that you please keep the following in mind:

- As a courtesy to our speakers, please refrain from the use of pagers or mobile devices of any kind during presentations. These devices should be powered down or, at a minimum, set to silent.
- Please keep in mind that participants of this conference are in attendance to learn. Therefore, in consideration of all attendees we ask that you please take any conversations outside session rooms.

Event Cancellation

In the event that the Conference is cancelled, attendees will be returned the registration fee only. Any fees associated with cancellation of travel or housing reservations is the exclusive responsibility of attendees. Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all sponsored events will make non-alcoholic drinks available. Conference participants are responsible for their own well-being and you agree that neither the Conference management and/or its sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness or negligence.

Force Majeure

The organizers and co-sponsors of the Conference shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics, the availability of the Venue or other similar causes beyond its reasonable control and without the fault or negligence. For one or more of such reasons, the organizers and any co-sponsors of the Conference may postpone, reschedule or cancel the event without liability on the part of organizers and co-sponsors of the Conference. In the event the conference cannot be held or is postponed pursuant to this section, the organizers and co-sponsors of the Conference shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses.

Identification at Registration

Attendees are asked to present a photo ID at registration in order to collect registration materials. Registration materials will not be provided without a photo ID. Furthermore, registrants agree not to allow any other individual to participate in their place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Laser Pointer Safety Information/Policy

OSA Show Management supplies tested and safety approved laser pointers for all conference meeting rooms and for short course rooms if instructors request one. For safety reasons, OSA Show Management requests that presenters use our provided laser pointers available in each meeting room.

Limitation of Liability

You agree to release and hold harmless The Optical Society, all Conference sponsors and management from any and all claims, demands, and causes of action arising out of or relating to your participation in the meeting and all events, including but not limited to the use of the conference center and lodging facilities.

Membership Verification

All memberships will be verified during the registration process.

Payment Method

Registrants who do not provide a method of payment will not be completed. Individuals with incomplete registrations will not be able to attend the conference until payment has been made. Checks, VISA, Diners Club, MasterCard, Discover, JCB and American Express are accepted.

Photographs/Videos

The use of personal cameras or other photo devices is not permitted in any session rooms or in the exhibit hall without express written permission from Conference management. Any offences will be promptly handled by management and may lead to film or storage devices being confiscated and possible expulsion from the conference or exhibit.

You hereby grant The Optical Society an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos, videos or audio recordings taken of you

by Management's designated vendor(s) during the event for promotional use (i.e. brochures, association publications, web-based media – blogs, websites, e-newsletters). You hereby release and hold harmless The Optical Society and their agents and assigns from all claims, demands, and causes of action and liability related to said use of the material.

Purchase Orders

We do not accept purchase orders.

Registration Refund/ Cancellation Policy

All requests for refunds must be received in writing by the Refund Deadline. A US \$75 service charge will be assessed for processing refunds. All registrations received after the Refund Deadline are NON-REFUNDABLE. Special events and ticketed activities may follow a different cancellation policy.

Registration Substitution Policy

Replacement of a registered attendee by a business colleague/co-worker will be accepted without substitution fee. The new attendee must be named in the written notification by the original registrant. If the original registrant was registered as a member, the new member must also be a member or join before registering to receive the discounted rate.

Personal Information / Badge Scanning

Registration information will be part of a database that is accessible only to OSA. OSA uses your contact information to provide you with up-to-date information about the Conference as well as about related OSA goods and services. OSA will make registrants' contact information available to Exhibitors and Supporters based upon registrant opt-out preferences provided during registration. OSA will not give your contact information to anyone without your consent. Attendees who wish to stop receiving communications from Exhibitors or Sponsors must opt-out with them directly.

Exhibitors or Sponsors may ask to scan your badge at exhibit booths and session rooms. Please note that the scanning of your badge is optional. When you allow your badge to be scanned by exhibitors and/or sponsors during OSA Conferences, you are opting-in to receiving communications from that entity. You will be subject to those entities' communications and privacy policy and must opt-out with them directly. OSA is not responsible for their use of your information.

Press

Press registration is offered on a limited basis and is reserved for editorial members of the working press and for analysts. All members of the press and analyst community must present proper identification onsite in order for press credentials to be issued. A complete list of materials required for registration can be requested.

Recordings: Audio, Video or Digital Capture

For copyright reasons, recordings of any kind are strictly prohibited without prior written consent of show management. The Conference captures a select number of plenary, technical and show floor sessions and events. These recordings are noted with a symbol on signage and in the conference program. Any presenter being recorded during sessions or at the conference must file a signed written consent form.

Technical attendees of the conference may access online content for a limited time following the conference. Any offences will be handled promptly and may lead to film or storage device confiscation as well as expulsion from the conference or exhibit.

Smoking

For the comfort and health of all attendees, smoking is not permitted at any sponsored functions. This includes general sessions, concurrent sessions, workshops, luncheons, receptions, and in the exhibit hall. Attendees should adhere to any signage preventing or authorizing smoking in certain locations.

Students

Conference management is pleased to offer many valuable benefits for student participation at this event, including highly discounted registration fees. These benefits are available exclusively to undergraduate and graduate students who are enrolled full time and have not received a Ph.D. Post-docs may not register as students. All Students must present valid student identification that includes an ID number and "Valid Thru" date. Student identification will be checked onsite at registration. International student identification must be presented in Roman alphabet. If your ID is not in this format, you may present a letter in English from your university on university letterhead as a second form of ID. Failure to produce a valid Student identification will result in the transfer of your student registration to a regular member or nonmember registration category. No exceptions will be made.

Unauthorized Solicitation Policy

Any company or representative of a supplier who is not an exhibitor and is observed to be soliciting business in the exhibit hall, in another company's exhibit space, in the aisles of the exhibit hall or any other area of the conference deemed inappropriate by event management will be asked to leave immediately. Unauthorized solicitation in the Exhibit Hall or Technical Program is strictly prohibited.

Underage Persons – Children and Infants

Children under the age of 18 are not permitted access to education sessions, exhibit hall during set-up and tear-down, or ticketed social events (receptions, etc.). Additionally, no one under the age of 21 will be served alcohol at conference events and attendees may be asked to produce identification to confirm their age. Children may visit the exhibits during exhibit hours only, but must be accompanied by a parent or guardian. The parent or guardian must also sign a release of liability form before the child/children are allowed visit the exhibits. Anyone 18 years old and above will need to register for an Exhibits Pass badge in order to visit the exhibits. Parents traveling with children are ultimately responsible for making all necessary arrangements for the care and well-being of children or infants. Please plan ahead so that you are able to fully participate in conference or educational programs. To obtain advance information on local support services, we recommend you contact the front desk or concierge at your hotel and inquire directly for assistance and information. Many hotels offer day care or babysitting services that may be scheduled in advance.

Unsecured Items Policy

Personal belongings such as briefcases, backpacks, purses, coats, book bags, laptops, tablets or mobile devices, etc. should not be left unattended in meeting rooms or public areas. These items are the responsibility of their owner and Conference management will not be held responsible. Additionally, any unattended items may be subject to removal by security upon being discovered.

Wearing of Badges

Conference attendees are reminded that it is important to wear your badge at all times. This allows you uncomplicated access to conference events. However, for safety reasons, please remember to remove your badge when you are outside of the events and facilities.