

# 2020 MCLE Spectacular Registration Policies

Updated 9.21.2020

## Virtual Events Code of Conduct

As a 2020 MCLE Spectacular (“SPEC”) attendee, speaker, sponsor, volunteer, or service provider (“participant”), you agree to adhere to the Virtual Events Code of Conduct. Please reference the link herein to review the agreement. ***CCCBA Virtual Events Code of Conduct***

You will acknowledge your receipt, review, and acceptance via your online registration. Any violation of the CCCBA Virtual Events Code of Conduct will result in the revocation of your 2020 MCLE Spectacular access with no refund. We thank you for respecting your all fellow participants colleagues, peers, and clients.

## Payment

Payment in full is required to process online registrations. We regret that we are unable to accommodate requests for invoices. We welcome payments in the form of American Express, Discover, MasterCard, Visa and checks payable to CCCBA.

## Confirmation

You will receive an email confirmation of your registration from the CCCBA. If you have not received a confirmation within 10 business days after registering, please contact Jennifer Comages at (925) 370-2542 or [jcomages@cccba.org](mailto:jcomages@cccba.org)

## Access

Invitations with a link to access the virtual platform Pathable, where the SPEC will take place, will be sent out approximately a week before, to the email address members have on file with CCCBA at the time of registration. If you need to change your email information please contact Jennifer Comages at [jcomages@cccba.org](mailto:jcomages@cccba.org). She will assist you in adjusting the information in your member profile. Non-Members’ invitations will go to the email address supplied during registration.

Please note, this login can only be used by the registrant and cannot be shared. CCCBA will be monitoring access during the event and those found sharing a login will be removed from the SPEC and will not receive a refund as this violates our policy.

## **Cancellation/Refunds**

**All registration cancellations and refund requests must be made in writing no later than November 6, 2020 via email to Jennifer Comages at [jcomages@cccba.org](mailto:jcomages@cccba.org) for processing.** A refund of the full conference fee, minus a \$25 administrative fee, will be given for cancellations received by that date. CCCBA regrets that refunds will not be given for no-shows.

## **Consent**

Participation in the SPEC constitutes an agreement by the registrant to allow CCCBA to use and distribute (both now and in the future) the registrant's image or voice in recordings, (both live and on-demand) photographs, videotapes, electronic reproductions, and audiotapes of the SPEC by CCCBA and other third parties. CCCBA will use technology that monitors your activities throughout the meeting. The analytics provided by the monitoring technology will be used by CCCBA to track your attendance and your visits to sponsor booths.

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Any violation of the CCCBA Virtual Events Code of Conduct or other policies will result in the revocation of your 2020 MCLE Spectacular access with no refund.

We thank you for respecting your all fellow participants and the event staff.

If you have any questions and/or concerns regarding any of the above mentioned Policies, please contact Theresa Hurley, Executive Director at [thurley@cccba.org](mailto:thurley@cccba.org)

## **2020 MCLE Spectacular**

# **Virtual Events Code of Conduct**

Updated 9.21.2020

At the 2020 MCLE Spectacular (“SPEC”), attendees, speakers, sponsors, volunteers, staff and service providers (“Participants”) are expected to conduct themselves with integrity, collegiality and care while participating in or conducting business during a CCCBA virtual event. Virtual events are defined as any online platform used to curate educational sessions, meetings, or social events business functions. All Participants are required to agree with the following code of conduct. CCCBA will enforce this code throughout the event. Cooperation from all participants to help ensure a safe environment for everybody is required. Expected acceptable conduct includes the following:

- Acting in a professional and appropriate manner at all times during a CCCBA virtual event, whether for educational, business or social purposes.
- Refraining from any activity or action that could adversely reflect upon CCCBA or that is inconsistent with treating all CCCBA employees, attendees, exhibitors, and sponsors with dignity and respect.
- Respecting the opinions of fellow virtual event attendees, exhibitors, sponsors, and CCCBA employees, leaving personal prejudices out of all discussions.
- Representing your organization in a positive and supportive manner.
- Showing respect and courteous conduct on and off the virtual platform.
- Complying with CCCBA’s zero-tolerance policy for harassment on and off virtual platforms, and at all CCCBA educational, business and/or social functions online.

CCCBA is dedicated to providing a comfortable and inclusive virtual experience for every Participant. CCCBA has a zero-tolerance policy for harassment of Participants in any form, including, but not limited to offensive actions or verbal comments related to gender, gender identity, gender expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion or technology choices. In addition, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of presentations or meetings, inappropriate physical contact, and unwelcome sexual or racist attention is not tolerated as well. Sexual language and imagery are not appropriate in any aspect of the event. Participants violating these rules are subject to any action CCCBA may deem appropriate, including giving verbal and written warnings, as well as expelling the offender from the event with no refund. Participants asked to stop any harassing behavior are expected to comply immediately.

We encourage you to report any behavior that makes you or others feel uncomfortable. Harassment, discrimination, and disrespect are not only not tolerated, but we encourage anyone who witnesses any such behavior to report it to a CCCBA staff member.