

The Optical Society Policies and Terms of Registration

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 Optical Society (OSA) management.

Limitation of Liability

You agree to release and hold harmless OSA and any sponsors or co-sponsors of the program or event you are registering to participate in from any and all claims, demands, and causes of action arising out of or relating to your participation and use of any associated conference center, venue and lodging facilities.

Event Cancellation

In the event that Management must cancel the conference, exhibit or event, registrants will be returned the respective registration fee only. Any fees associated with cancellation of travel or housing reservations is the exclusive responsibility of registering attendees.

Alcohol at OSA Sponsored Events

Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all OSA sponsored events will have non-alcoholic drinks available. Participants are responsible for their own well-being and agree that neither OSA and/or sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness or negligence on the part of the participant.

Identification

Attendees are asked to present a government-issued Photo ID at registration in order to collect registration materials. Unless an exhibitor whose company has arranged for an advance group pick-up of badges, individuals may only collect their own individual registration packet. This procedure is in place to protect registration materials from getting lost and to allow management to monitor accurate attendance. 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.

All Students **must** present a valid student identification card in order to register as a Student. Student ID Cards **must** show "Valid Thru" date. Student ID cards will be checked onsite at registration. Failure to produce a valid Student ID will result in the transfer of a student registration to a regular member or non-member registration category and the difference in fees must be paid. No exceptions will be made.

Presenter / Presider

Important Registration Note: Each accepted paper for oral or poster sessions must have at least one listed author registered in order to be presented and included in OSA's OpticsInfoBase. In addition, the paper must be presented during the conference to be included in OSA's OpticsInfoBase.

Exhibitor

Each contracted exhibitor is entitled to one complimentary technical badge and unlimited personnel badges per 10'x10' or tabletop space rented. Access to the exhibit hall during set-up and tear-down hours as well as extended hours on exhibit days is permitted with these badges. If exhibit space is cancelled for any reason, all paid technical upgrade badges will be converted to full conference registrations, and all other badges may be cancelled or converted to Exhibits Pass Plus badges. It is the exhibitor's responsibility to register their outside contractors for the appropriate badges. Each person who is registered as an exhibitor is responsible for picking up their own badge unless the primary exhibit contact has arranged in advance for a Group Badge Pick-up.

Student Registration

The Optical Society and its Co-Sponsors are pleased to offer many valuable benefits for student participation at this event, including discounted registration fees. These benefits are available exclusively to students. All Students **must** present a valid student identification card in order to register as a Student. Student ID Cards **must** show "Valid Thru" date. Student ID cards will be checked onsite at registration. Failure to produce a valid Student ID will result in the transfer of your student registration to a regular member or non-member registration category. No exceptions will be made.

Refunds

In order to receive a refund, cancellation requests must be in writing and sent by the published deadline and will incur a \$75 processing fee. No refunds will be issued on requests postmarked after the published deadline. Submit cancellations by:

Mail to: The Optical Society
 Attn: Customer Service - Refunds
 2010 Massachusetts Avenue, NW
 Washington DC, 20036

Fax to: +1.202.416.6140 Email to: custserv@osa.org

Payment Method

Registrants not providing 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. The Optical Society accepts checks, VISA, Diner's Club, MasterCard, and American Express

Purchase Orders

The Optical Society does not accept purchase orders.

Badges

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

Photographs/Videos

You hereby grant The Optical Society an irrevocable, worldwide, royalty-free, paid-in-full license to reproduce, copy, display, perform, or otherwise use any photos, videos or audio recordings taken of you by Staff or Management's designated vendor(s) during a conference, meeting, event or activity to which you are registered 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 its sponsors and/or co-sponsors and their agents from all claims, demands, causes of action and liability related to said use of the material.

The use of personal cameras or other photo/video devices is not permitted in any session room or in exhibit halls without express written permission from The Optical Society management. Any offences will be promptly handled by Management and may lead to film or storage devices being confiscated.

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.

Children and Infants

Due to the nature of OSA's conferences and events, children under the age of 18 are not permitted access to education sessions, exhibit hall set-up, or ticketed social events (receptions, etc). Additionally, no one under the age of 21 will be served alcohol at any OSA events, and attendees may be asked to produce identification to confirm their age. Depending on the specific requirements of each OSA conference and event, children *may* be allowed to visit the exhibit hall during exhibit hall hours only, but must be accompanied by a parent or guardian. If allowed, the parent or guardian must also sign a release of liability form before the child/children are allowed to enter the exhibit hall. No strollers are allowed in the exhibit hall at any time.

Anyone 18 years old and above will need to register for an exhibit hall only pass in order to enter the exhibit hall. Parents traveling with small infants 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 an OSA conference or educational program. 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.

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 using pagers or cell phones during presentations.
- 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.

Conference Accessibility

The Optical Society embraces accessibility and full participation and we are dedicated to providing ADA-compliant accommodations to people of all abilities. OSA 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. You may indicate your desire for a member of OSA's staff to contact you directly to discuss your individual needs. OSA staff will continue to make every effort to accommodate requests we receive on site.

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 programming.



To easily locate accessibility services, look for the ADA symbol throughout our conferences, on our website, and in attendee materials.