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.

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.

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.

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. There will be a $25 reprint charge for any missing badge that needs to be replaced.

Identification at Registration

Attendees are asked to present a Photo ID at registration in order to collect registration materials. Unless you are 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 Conference 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.

**Membership Verification**

All memberships will be verified during the registration process. If you are registering onsite and you cannot provide proof of membership but wish to register at the member fee, you may visit the appropriate sponsor’s membership booth for assistance.

**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 on–site in order for press credentials to be issued. A complete list of materials required for registration can be requested.

**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 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 non–member registration category. No exceptions will be made.

**Payment Method**

Registrants that 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.

**Purchase Orders**

We do not accept purchase orders.
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, causes of action and liability related to said use of the material.

Recordings: Audio, Video or Digital Capture

For copyright reasons, recordings of any kind are strictly prohibited without prior written consent of show management. Consent forms are available at the registration desk.

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. Recording or audio/video capture of any kind during sessions or show floor activities by attendees is strictly prohibited. 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.
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.

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 for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.

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.

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.