



AUG. 1-3, 2024

The Galt House

140 N. Fourth St., Louisville, KY 40202

# MEETING AND EVENT CODE OF CONDUCT

NCRA is committed to providing an environment that encourages the free expression and exchange of technical and professional ideas and promotes equal opportunities and respectful treatment for all participants. All meeting and event participants are expected to treat others with respect and consideration, follow venue rules, and alert NCRA staff or security of any dangerous situations or of anyone in distress. This Code of Conduct applies to all NCRA event-related functions, including those sponsored by organizations other than NCRA but held in conjunction with NCRA events. It also applies to virtual events hosted by or on behalf of NCRA.

NCRA prohibits and will not tolerate any form of harassment or bullying at its meetings and events. Harassment is unwanted and unwelcome attention or other conduct that creates an environment where a reasonable person would feel unwelcome, intimidated, excluded, or abused. Harassment based on gender, race, religion, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability, occupation, political affiliation, and any other personal characteristic is strictly prohibited. Bullying is defined as the activity of aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

NCRA also prohibits misconduct at its meetings and events. Misconduct includes, but is not limited to, threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest, or disruption of presentations during sessions, in the exhibit hall, or at other events organized by NCRA. All participants must comply with the instructions of the moderator and any NCRA staff or event staff.

All participants, which includes attendees, speakers, volunteers, exhibitors, sponsors, students, and others, are limited to people 18 years and older. Children under the age of 18 are strictly prohibited to attend any Conference events, including, but not limited to, classroom sessions, Expo Hall, and all networking events (Membership Gala, Awards Luncheon, Welcome Reception). Any special requests should be emailed to [meetings@ncra.org](mailto:meetings@ncra.org).

In addition, in-person event participants are asked to adhere to the following rules:

- All persons will be required to present a current government-issued identification, to include a clear photograph and the individual's full legal name, at the time of registration. No exceptions.
- All persons entering the event space must be a registered attendee or exhibitor and display Conference credentials at all times.
- Business casual attire is appropriate for all Conference activities. Certain networking events, like the Member Recognition Gala, may have an event theme and a costume or themed attire is acceptable.

- If you do not feel well, stay at home. If you do not feel well at the event and are experiencing flu-like symptoms, go to the first aid office (or equivalent).
- The recording or transmission of any keynote, education session, presentation, demo, video, or content in any format is strictly prohibited unless NCRA issues written permission in advance specifically for the requested content.
- Participants should not in any way disrupt presentations during sessions, in the exhibit area, or at other events organized by NCRA. All participants must comply with the instructions of NCRA event staff.
- The possession, use, or display of any weapons, including but not limited to firearms, explosives, and knives, is strictly prohibited except by authorized security personnel.

Violation of this Code of Conduct may result in the person committing the violation being asked to leave the event at which the incident occurred without warning or refund; being barred from attending NCRA events in the future; and, if relevant, being barred from or revocation of membership in NCRA. Event security and local police may be contacted in the event violators pose an imminent threat to others or are disrupting the event. If an NCRA staff member is found to be in violation, applicable NCRA employment policies will be followed. Action regarding an NCRA staff member may result in termination of employment.

This policy applies to all attendees, speakers, exhibitors, contractors, volunteers, and guests at NCRA-sponsored events. Anyone who experiences or witnesses' harassment or misconduct should contact NCRA staff or hotel staff.

## ASSUMPTION OF RISK AND WAIVER OF LIABILITY

Attending any in-person committee and/or board meeting may come with risks related to exposure to flu and communicable diseases. All attendees, staff, and guests voluntarily assume all risks related to such exposure and waive any claims against NCRA should they become sick. All attendees will be expected to review and follow any rules, regulations, or mandates put in place by federal, state, or local authorities and follow any safety conditions or protocols put in place by the hotel and/or NCRA.

## PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THIS MEETING AND EVENT CODE OF CONDUCT:

\_\_\_\_\_  
SIGNATURE OF REGISTRANT

\_\_\_\_\_  
DATE

*Thank you for your cooperation in making the  
2024 NCRA Conference & Expo a safe and enjoyable time for all.*