



National Programs

Registration Policies

In-Person Events & Meetings Guidelines Related to COVID-19

BBB National Programs takes the health and safety of our employees, guests, and partners seriously. We will continue to monitor the U.S. Centers for Disease Control and Prevention (CDC) and U.S. state and local health authorities for the latest public health updates, as well as applicable rules and guidelines on events and gatherings. BBB National Programs plans to hold this event hybrid, with an in-person component but reserves the right to cancel, reschedule, or convert to a virtual-only event if necessary. We will update the registrants and the website should the plans for this event change.

As part of the registration process, every in-person attendee is required to affirm their commitment to comply with the in-person event guidelines. Please review the requirements carefully prior to registering for the event. You will be asked to accept the following affirmations during the registration process:

- **By registering for and attending the event in-person, I affirm that I will provide, prior to the event, proof of full vaccination¹ that will be needed to attend.** I will wear my event badge (provided on-site after verification of vaccination) in event spaces at all times. I understand that proof of vaccination will be collected by a third-party provider and instructions will be emailed to me closer to the event date.
- By registering for and attending the event, in-person, I affirm that I will comply with all CDC, federal, state, local, and venue-specific laws, orders, directives, and guidelines related to COVID-19 and attending the event.
- I acknowledge that BBB National Programs cannot guarantee that attendees will not be exposed to or contract COVID-19 while attending an in-person event and that by attending they may be exposing or increasing their risk of contracting or spreading COVID-19.
- I understand that BBB National Programs will continue to closely monitor conditions related to COVID-19 between now and the start of the event and that BBB National Programs reserves the right to modify its COVID-19 related procedures and health screening protocols at any time. Registrants will be informed of any such changes on an ongoing basis. As a condition of in-person attendance and participation, I agree to follow the protocols as required by BBB National Programs and/or the event venue.
- Refusal to abide by BBB National Programs COVID-19 related procedures may result in ejection from the event and cancellation of my registration, without refund.

¹ For purposes of our external event protocols, BBB National Programs uses the Centers for Disease Control and definition of “fully vaccinated.”

- All stakeholders, partners, attendees, and employees will be required to wear facemasks, except when actively speaking or presenting, actively eating or drinking in designated areas, and/or as otherwise required by applicable laws and guidance.

By registering for and attending the event, I affirm that I have read and will comply with CDC and event venue guidance related to hand sanitation, social distancing, and the wearing of facemasks. I affirm that I will follow all travel restrictions in place at the location of my point of origin and at the event at the time of the event. I will not attend the event if I have tested positive for COVID-19 within three (3) days of the event, am experiencing symptoms of COVID-19, or have been in close contact with someone who has COVID-19, regardless of my vaccination status. If at any time during the event I begin to experience symptoms of COVID-19 or am in contact with someone experiencing symptoms, I will immediately leave the event and inform the BBB National Programs event team at events@bbbnp.org. If I test positive for COVID-19 within 10 days after the event, I will immediately inform BBB National Programs by emailing events@bbbnp.org.

Media Credentials Policy

Credentialed members of the press are invited to attend this event free of charge. To register for this event, contact press@bbbnp.org. All of the above COVID-19 policies apply.

Cancellation Policy

- Paid registrations cancelled in writing at least 30 calendar days or more prior to the start of the event will receive a full refund, less a 15% service fee.
- Paid registrations cancelled in writing between 29 -3 calendar days before the starting date of the event will receive a refund of 50% of the registration fee.
- No refunds or credit will be issued on cancellation requests received less than three calendar days before the event begins.
- Transfer of registration is permitted one time, without charge. After one time, the following fee will apply \$100.00 USD. Transfers may not be made less than three (3) calendar days before the event begins.

In-person registration may be converted to virtual at any time before the event starts. If there is a price difference, a refund will be granted if the conversion occurs 10 or more calendar days before the event starts. If converted less than 10 days out, no refund will be granted.
