



ASBA 26th Annual (Virtual) Meeting and Conference

Terms & Policies

Registration Policy

I understand that each person who accesses and/or views any programming associated with the 26th Annual ASBA Meeting and Conference (this online event) must be individually registered. Registration is valid for the named registrant only. I will receive a unique access code to the event which is valid only for me. I understand that any other individual that will view any or all of the conference programming will be required to register individually. Registration is non-transferable.

Change/Cancellation Policy

I understand that I may change or cancel my registration until 48 hours prior to the opening of the event and that the *Base Registration Fee* is non-refundable. *Program Fees* may be refundable. No refunds within 48 hours of the opening of the event. ASBA reserves the right to alter the programming, substitute instructors or change sessions if needed.

Intellectual Property Acknowledgement

I understand that the instruction and demonstration provided during master artists demonstrations is the intellectual property of the instructors, that material presented during programming is the intellectual property of the presenters and that all artwork displayed during the event is covered by copyright. I agree not to record, retain, or redistribute any portion of programming presented as part of this event.

Technology/Online Access

To participate in this virtual conference, I understand that I will need to have access to the Zoom online conferencing platform (either through my web browser or via the Zoom application installed on my personal computer, tablet or mobile device). It is my responsibility to ensure I am able to access and use Zoom and that ASBA is not responsible, and will not be able to provide refunds if I experience technical

difficulties, whether due to the internet, my internet service provider, my web browser, my personal computer, tablet or mobile device settings, Zoom or otherwise during the event.

Browser Access

I understand that the Zoom web client has limited features and functions best on Google Chrome, Mozilla Firefox and Chromium Edge. I understand that if I will be accessing through my web browser, that it is my responsibility to ensure that my web browser is up-to-date and compatible.

Zoom Application Access

I understand that if I am accessing using the Zoom software application, that it is my responsibility to download and install the application (available free from zoom.com) and ensure that my Zoom installation is up-to-date and that I am running the most current version of the software.

Test Check

I understand that ASBA will offer a "Test Check" period prior to the event during which I may test access of my hardware and software. Details of the "Test Check" period will be posted on ASBA's website at <https://asba-art.org/conference/2020-virtual>. If I am unable to connect during the "Test Check", I may cancel the programs for which I have registered and receive a refund on *Programming Fees* (not including the non-refundable *Base Registration Fee*) up until 48 hours prior to the start of the event.

Privacy on Zoom

I understand that I will need to agree to Zoom's terms of service and privacy policy (which can be found at www.zoom.com). I understand that anything I type into the Zoom chat or ask in the Q & A sessions may be visible to hosts, presenters, and other participants. If I choose to participate in the *Meet, Mix & Mingle* virtual socials or the *Juror Training* session I hereby consent to displaying my name and live video stream from my computer webcam or other electronic device, through the Zoom platform.

ASBA Privacy Policy

American Society of Botanical Artists, Inc. (ASBA) Statement of Privacy.

American Society of Botanical Artists, Inc. is committed to protecting your privacy. This Statement of Privacy applies to the ASBA website and governs data collection and usage at all ASBA sites and services; it does not apply to other online or offline sites, products, or services. Please read the ASBA Statement of Privacy. ASBA is a general audience website, intended for users of all ages. Personal information of all users is collected, used, and disclosed as described in this Statement of Privacy.

Collection of your Personal Information

As an E-commerce website, ASBA collects personal information, such as your e-mail address, name, home or work address or telephone number. Information collected by ASBA is used solely for the purpose of fulfilling your membership benefits such as mailing your journal and emailing the monthly E-Highlights, billing and shipping your online purchases. ASBA does not collect any information about your computer hardware and software.

ASBA encourages you to review the privacy statements of websites you choose to link to from ASBA so that you can understand how those websites collect, use and share your information. We are not responsible for the privacy statements or other content on websites outside of the ASBA website.

Use of your Personal Information

ASBA and its operational service partners collect and use your personal information to process your membership payments, donations, product orders and deliver the products requested. It is possible that ASBA may also use personal information to inform you of other products or services available from ASBA and its affiliates. ASBA may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

ASBA does not sell, rent, or lease its customer lists to third parties. ASBA may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your personal information (e-mail, name, address, telephone number) is not transferred to the third party.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, providing customer support, processing transactions, or performing statistical analysis of our services. We will only provide those companies the personal information they need to deliver the service. They are required to maintain the confidentiality of your information and are prohibited from using that information for any other purpose.

ASBA does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

ASBA may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on ASBA or the site; (b) protect and defend the rights or property of ASBA, including its website; or (c) act under exigent circumstances to protect the personal safety of users of ASBA or the public.

Personal information collected on this site may be stored and processed in the United States or any other country in which ASBA or its affiliates, subsidiaries or agents maintain facilities, and by using this site, you consent to any such transfer of information outside of your country. ASBA abides by the safe harbor framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of data from the European Union.

Control your Personal Information

ASBA offers its customers choices for the collection, use and sharing of personal information. You may notify us of your preferences by emailing memberservices@asba-art.org. Please be sure to provide complete account information so we can identify you in our records.

You may also stop the delivery of future promotional e-mail from ASBA by responding directly to any email you receive with a request to remove you from the mailing list.

Security of your Personal Information

ASBA is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access that are located in controlled facilities. When we transmit highly confidential information (such as a credit card number) over the Internet, we use a secure payment gateway so your information is protected.

Changes to this Statement

ASBA will occasionally update this Statement of Privacy to reflect company and customer feedback. If there are material changes to this Statement or in how ASBA will use your personal information, ASBA will prominently post such changes prior to implementing the change. ASBA encourages you to periodically review this Statement to be informed of how ASBA is protecting your information.