

# Canadian Critical Care Nursing Conference Policies

Delegates will be requested to agree with the conference policies prior to completing the registration.

## Cancellation Policy – deadline September 5, 2024

- Refund of conference registration fees/taxes will be issued less a 30% administration fee on the full value of the registration fees paid. Social and special event purchases, if applicable are non-refundable.
- Refunds will be issued if written notice of cancellation is received prior to **September 5, 2024 @ 1600 hrs. ET.**
- Refund requests should be emailed to [caccn@caccn.ca](mailto:caccn@caccn.ca).
- Refunds will not be issued for cancellation after September 5, 2024.
- CCCNC2024 and CACCN will not be responsible for refund requests that do not reach CACCN by the cancellation deadline.
- Eligible refunds will be issued by cheque **by October 31, 2024.**
- Refunds for international attendees will be issued via PayPal **by October 31, 2024.**
- In the event of cancellation of the conference, CCCNC2024 and CACCN will be responsible for the refund of tuition fees only.

## What is the conference Code of Conduct?

- All delegates, exhibitor representatives, and staff are requested to conduct themselves in a considerate, respectful, and collaborative manner.
- Attendees are requested to refrain from demeaning, discriminatory or harassing behaviour, materials, and speech.
- Please be mindful of your surroundings and of your fellow participants.

## Can I bring a guest to the conference with me?

- Conference activities, including educational sessions, exhibit reception, exhibit hall, social events, meal functions, etc. are **exclusively** reserved for registered conference attendees.
- We are unable to accommodate **non-registered guests**, including spouses, children, family members, colleagues, etc. during the conference day.

## **Scent Free Environment**

- Scented products can cause allergic reactions and respiratory distress.
- CCCNC2024 strives to be a scent-free environment.
- Attendees are encouraged not to wear or use any scented products while at CCCNC2024.
- In reaction to an exposure, attendees are requested to remove yourself from the exposure area and report the exposure to the registration desk as soon as possible.

## **Consent to Photography/Videography**

- Photography and possibly videography may be used at CCCNC2024.
- Registration and attendance at CCCNC2024 educational and social events constitute an agreement by the registrant for CACCN to use and distribute the registrant's image in photos.
- Attendees are asked to move from the photography space if they do not wish to be photographed.

## **Delegate Contact Information / Lead Retrieval**

- CCCNC2024 does not provide delegate contact information to attendees and/or exhibitors.
- However, your information will be available on the conference app/portal.
- Information may also be available via QR code on delegate name badges for lead retrieval for exhibitors.
- If provided, exhibitors should request permission to scan badges.
- Allowance of the badge scanning constitutes an agreement by the registrant for exhibitors to use the information to contact attendees regarding their products/services.