



## ANNUAL EDUCATIONAL CONFERENCE POLICIES

The California Association for Nurse Practitioner's (CANP) core purpose is to advocate for nurse practitioners and their patients and to promote the profession of advanced practice nursing. Along with the program global objectives the conference seeks to maximize opportunities for attendees and participants at the conference. To promote this goal, the following policies have been established:

### Registration & Name Badges

Conference registration includes access to all educational sessions, scheduled meals, pre-determined special events associated with the conference and the exhibit hall. Guest pass registration includes access to scheduled meals, pre-determined special events and the exhibit hall.

Name badges are non-transferable and are required for admission to all conference sessions, the exhibit hall, special events, scheduled meal functions and all areas reserved for CANP conference participants at the conference location.

### Cancellation

Cancellation requests may be submitted in the following ways:

- By e-mail: [admin@canpweb.org](mailto:admin@canpweb.org)
- By U.S. mail: CANP, 1415 L Street, Suite 1000, Sacramento, CA 95814

The following refund cancellation policies apply:

- Cancellation requests received at least six weeks prior to the first day of the conference will receive a full refund minus a \$30 administrative fee.
- Cancellation requests received less than six weeks prior to the start of the first day of the conference are not eligible to a refund.
- Speaker cancellation requests received less than six weeks prior to the start of the first day of the conference are not eligible to a refund.

### Workshop Cancellation

We rely on accurate attendance counts to make appropriate arrangements for workshops, therefore workshop cancellations are subject to the refund cancellation policy. Workshops may be cancelled if less than 10 attendees register. Individuals who are registered and paid in full will be notified by CANP with the option to receive a refund or apply funds to another workshop.

### Presentation Proposals & Speakers

The CANP Conference and Education Committees reserve the right to select topics for the conference program. Topics will be determined through the *Call for Abstract* process and all applicable CEU accreditation requirements. Abstract submissions are subject to review and approval by the Conference and Education Committees. Only the most relevant topics that benefit our audiences will be seriously considered. Self-promotion is strictly prohibited.

General and concurrent session speakers will be offered a 50% discounted conference registration rate, should their schedule allow them to participate beyond their presentations.

Speakers must complete the online speaker registration form to provide name badge information and indicate their level of participation.

If a confirmed speaker is unable to participate, he/she must inform the CANP Events Director immediately.

PowerPoint presentations will be posted to the CANP website approximately two weeks prior and/or within a week after the conference. CANP employs environmentally responsible meeting practices and advocates for a “green” conference. CANP does not provide printed PowerPoint presentations or handout materials for attendees. Should a speaker choose to provide materials onsite at his/her expense, he/she may contact the CANP Events Director for the appropriate quantities and instructions for shipment details.

All speakers shall be responsible for their own hotel, travel arrangements, and expenses.

### **Photo Reproduction & Audio / Video**

CANP reserves the right to use any photo or video image recorded at the CANP Annual Educational Conference. By registering for the conference, you hereby acknowledge and agree that CANP may photograph you at this event, as well as use the photographs in any publication or media for future educational and promotional activities/materials, without further notification or any compensation to you.

You also acknowledge and agree to waive any right to inspect or approve any future educational and promotional activities/materials that may include photographs and/or video recordings of you.

For example, the selected images will assist in the promotion of future CANP events and may be used in professional displays, advertisements, printed publications, and/or on the CANP website.

No video or audio taping is permitted in session rooms by attendees or speakers.

### **Exhibit Hall Policies, Rules and Regulations**

Exhibitors acknowledge that the CANP Annual Educational Conference offers booth exhibits which are 10'x10' and/or 8'x10' based on availability. Exhibit hall booths include a six-foot draped table, two chairs and one wastebasket.

### **No Marketing**

Attendees, speakers and guests may not solicit or market any unauthorized products and/or services.

If you have questions regarding these policies, please contact Erin Meyer, Events and Education Director at [erin@canpweb.org](mailto:erin@canpweb.org) or by phone at 916 441-1361 ext. 1.