

## CLEO 2018 Registration Policies and Terms

All policies and Terms of Registration are adopted in consideration of and in the best interest of conference attendees, exhibitors, event co-sponsors and the conference host facilities. As a condition of registration, you agree to all of the terms and policies contained herein, as well as all other reasonable policies promulgated by the management of CLEO.

### Code of Conduct

All Conference guests, attendees, and exhibitors are subject to the Code of Conduct policy, the full text of which is available at CLEO <http://www.cleoconference.org/home/about-cleo/code-of-conduct/>. Conference management reserves the right to take any and all appropriate actions to enforce the Code of Conduct, up to and including ejecting from the Conference individuals who fail to comply with the policy.

### Badges

Conference attendees are reminded to wear their badge to access conference events. However, for safety reasons, please remember to remove your badge when you are outside of the CLEO events and facilities. There will be a \$25 reprint charge for any missing badge that needs to be replaced.

### Personal Information / Badge Scanning

Registration information will be part of a database that is accessible only to CLEO and the CLEO co-sponsors. CLEO and its co-sponsors uses your contact information to provide you with up-to-date information about the Conference as well as about related CLEO and co-sponsors' goods and services. CLEO will make registrants' contact information available to Exhibitors and Supporters based upon registrant opt-out preferences provided during registration. CLEO will not give your contact information to anyone without your consent. Attendees who wish to stop receiving communications from Exhibitors or co-sponsors must opt-out with them directly.

Exhibitors or co-sponsors may ask to scan your badge at exhibit booths and session rooms. Please note that the scanning of your badge is optional. When you allow your badge to be scanned by exhibitors and/or co-sponsors during CLEO Conferences, you are opting-in to receiving communications from them. You will be subject to those entities' communications and privacy policies and must opt-out with them directly. CLEO is not responsible for their use of your information.

### Identification at Registration

Attendees are asked to present a Photo ID at registration in order to collect registration materials and may only collect their own individual registration packet. This procedure is in place to protect registration materials from getting lost and to allow CLEO to monitor accurate attendance. Registration materials will not be provided without a Photo ID. Furthermore, registrants agree not to allow any other individual to participate in their place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

### Membership Verification

All memberships will be verified during the registration process. If you are registering on-site and you cannot provide proof of membership but wish to register at the member fee, you may visit the appropriate co-sponsor's membership booth for assistance.

## Payment Method

Registrants that do not provide a method of payment will not be completed. Individuals with incomplete registrations will not be able to attend the conference until payment has been made. Checks, VISA, Diners Club, MasterCard, Discover, JCB and American Express are accepted.

## Pricing and Refund Information

Registration prices increase after Thursday, 19 April 2018, 23:59pm EST.

For those registering by fax or mail after the Thursday, 19 April 2018 at 23:59 pm EST, please add the appropriate additional fees to your total. Online registration will automatically display price increases.

There is a \$75 non-refundable administration fee for processing any refunds. Requests for refunds must be received prior to Thursday, 26 April 2018. All registration fees are non-refundable after this date.

## Purchase Orders

CLEO does not accept purchase orders.

## Registration Substitution Policy

Replacement of a registered attendee by a business colleague/co-worker will be accepted without substitution fee. The new attendee must be named in the written notification by the original registrant. If the original registrant was registered as a member, the new member must also be a member or join before registering to receive the discounted rate.

## Conference Accessibility

The organizers and co-sponsors of CLEO embrace accessibility and full participation and are dedicated to providing ADA-compliant accommodations to people of all abilities.

In order to accommodate the environmental sensitivities of some of your peers, if at all possible, please consider that moderation and restraint in the use of perfume, cologne, or scented products in sessions and events greatly enhances the ability of individuals who suffer from chemical sensitivities to fully participate in the CLEO program.

CLEO management staff will assist attendees with any accessibility accommodations to ensure a full experience for all. In order to plan effectively, we respectfully ask that individuals needing special accommodations provide our management staff with advance notice and pertinent information during the registration process. You may indicate your desire for a member of the CLEO staff to contact you directly to discuss your individual needs. CLEO staff will continue to make every effort to accommodate requests we receive on-site. To easily locate accessibility services, look for the ADA symbol throughout the conference, on our website, and in attendee materials.

## Event Cancellation

In the event that CLEO is cancelled, Conference attendees will be returned the registration fee only. Any fees associated with cancellation of travel or housing reservations is the exclusive responsibility of Conference attendees.

Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all CLEO sponsored events will make non-alcoholic drinks available. Conference participants are responsible for their own well-being and you agree that neither CLEO and/or its sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness or negligence.

## Exhibitor

Each contracted exhibitor is entitled to one complimentary technical badge and unlimited personnel badges per 10'x10' or tabletop space rented. Access to the exhibit hall during set-up and tear-down hours as well as extended hours on exhibit days is permitted with these badges. If exhibit space is cancelled for any reason, all paid technical upgrade badges will be converted to full conference registrations, and all other badges may be cancelled or converted to Exhibits Pass Plus badges. It is the exhibitor's responsibility to register their outside contractors for the appropriate badges. Each person who is registered as an exhibitor is responsible for picking up their own badge. Primary contacts are not automatically registered when signing up for their Booth.

## Force Majeure

The organizers and co-sponsors of the Conference shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics, the availability of the Venue or other similar causes beyond its reasonable control and without the fault or negligence. For one or more of such reasons, the organizers and any co-sponsors of the Conference may postpone, reschedule or cancel the event without liability on the part of organizers and co-sponsors of the Conference. In the event the conference cannot be held or is postponed pursuant to this section, the organizers and co-sponsors of the Conference shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses.

## Laser Pointer Safety Information/Policy

CLEO supplies tested and safety approved laser pointers for all conference meeting rooms and for short course rooms if instructors request one. For safety reasons, CLEO requests that presenters use our provided laser pointers available in each meeting room.

If using your personal laser pointer:

- Please have it tested at your facility to make sure it has <5 mW power output. Laser pointers in Class II and IIIa (<5 mW) are eye safe if power output is correct. Labeling may not be accurate so testing the device is important. Commercially available laser pointers may incorrectly label their wavelength and power output.
- We require that you to come to the Speaker Ready Room on-site and test your personal laser pointer on our power meter. If the pointer fails the safe power level you may not be able to use the pointer at the conference. All presenters using personal laser pointers will be required to sign a waiver releasing CLEO of any liability for use of potentially non-safe laser pointers.
- Use of a personal laser pointer at an CLEO event represents user's acceptance of liability for use of a non-CLEO supplied laser pointer device. Misuse of any laser pointer could lead to eye damage. In California, it is a criminal misdemeanor to shine a laser pointer at individuals "who perceive they are at risk."

## Limitation of Liability

You agree to release and hold harmless CLEO, The Optical Society, IEEE Photonics Society and American Physics Society (APS) from any and all claims, demands, and causes of action arising out of or relating to your participation in CLEO and all CLEO events, including but not limited to the use of the conference center and lodging facilities.

## Media

Media registration for CLEO is offered on a limited basis and is reserved for editorial members of the working media and for analysts. All members of the media and analyst community must present proper identification on-site in order for media credentials to be issued.

## Photographs/Videos

The use of personal cameras or other photo devices is not permitted in any session rooms or in the exhibit hall without express written permission from CLEO management. Any offences will be promptly handled by management and may lead to film or storage devices being confiscated and possible expulsion from the conference or exhibit.

You hereby grant CLEO, The Optical Society, IEEE Photonics Society and American Physics Society (APS) an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos, videos or audio recordings taken of you by Management's designated vendor(s) during CLEO for promotional use (i.e. brochures, association publications, web-based media – blogs, websites, e-newsletters). You hereby release and hold harmless CLEO, The Optical Society, IEEE Photonics Society and American Physics Society (APS) and their agents and assigns from all claims, demands, causes of action and liability related to said use of the material.

## Presenters: Session & Poster

Important Registration Note: Each accepted CLEO 2018 paper and poster must have at least one listed author registered in order to be presented and included in IEEE Xplore Digital Library and OSA Publishing. In addition, the paper must be presented during the conference to be included in IEEE Xplore Digital Library and OSA Publishing.

## Recordings: Audio, Video or Digital Capture

For copyright reasons, recordings of any kind are strictly prohibited without prior written consent of show management.

CLEO captures a select number of plenary, technical and show floor sessions and events. These recordings are noted with a symbol on signage and in the conference program. Any presenter being recorded during sessions or at the conference must file a signed written consent form. Technical attendees of the conference may access online content for a limited time following the conference. Recording or audio/video capture of any kind during sessions or show floor activities by attendees is strictly prohibited. Any offences will be handled promptly and may lead to film or storage device confiscation as well as expulsion from the conference or exhibit.

## Smoking

For the comfort and health of all attendees, smoking is not permitted at any CLEO sponsored functions. This includes general sessions, concurrent sessions, workshops, luncheons, receptions, and in the exhibit hall. Attendees should adhere to any signage preventing or authorizing smoking in certain locations. Please note that smoking is also strictly prohibited by the Convention Center.

## Students

CLEO and its Co-Sponsors are pleased to offer many valuable benefits for student participation at this event, including highly discounted registration fees. These benefits are available exclusively to undergraduate and graduate students who are enrolled full time and have not received a Ph.D. Post-docs may not register as students. All Students **must** present valid student identification that includes an ID number and "Valid Thru" date. Student identification will be checked on-site at registration. International student identification must be presented in Roman alphabet. If your ID is not in this format, you may present a letter from your university on university letterhead as a second form of ID. Failure to produce a valid Student identification will result in the transfer of your student registration to a regular member or non-member registration category. No exceptions will be made.

## Unauthorized Solicitation Policy

Any company or representative of a supplier who is not an exhibitor and is observed to be soliciting business in the exhibit hall, in another company's exhibit space, in the aisles of the exhibit hall or any other area of the conference deemed inappropriate by CLEO management, will be asked to leave immediately. Unauthorized solicitation in the Exhibit Hall or Technical Program is strictly prohibited.

## Underage Persons - Children and Infants

Due to the nature of CLEO, children under the age of 18 are not permitted access to CLEO education sessions, exhibit hall during set-up and tear-down, or ticketed social events (receptions, etc.). Additionally, no one under the age of 21 will be served alcohol at CLEO events and attendees may be asked to produce identification to confirm their age. Children may visit the exhibit hall during exhibit hall hours only, but must be accompanied by a parent or guardian. The parent or guardian must also sign a release of liability form before the child/children are allowed to enter the exhibit hall. Anyone 18 years old and above will need to register for an Exhibits Pass Plus badge in order to enter the exhibit hall. Parents traveling with small infants are ultimately responsible for making all necessary arrangements for the care and well-being of children or infants. Please plan ahead so that you are able to fully participate in a CLEO conference or educational program. To obtain advance information on local support services, we recommend you contact the front desk or concierge at your hotel and inquire directly for assistance and information. Many hotels offer day care or babysitting services that may be scheduled in advance.

## Unsecured Items Policy

Personal belongings such as briefcases, backpacks, purses, coats, book bags, laptops, tablets or mobile devices, etc. should not be left unattended in meeting rooms or public areas. These items are the responsibility of their owner and CLEO management will not be held responsible for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.