



## **ANNUAL FALL CONFERENCE POLICIES**

### **Registration & Name Badges**

Conference registration includes access to all educational sessions, provided speaker handout materials, and scheduled meals.

If you registered but are unable to attend, you may provide us with a substitute from your organization by e-mailing [info@caltransit.org](mailto:info@caltransit.org). If you do not have a substitute for your registration and need to submit a cancellation request, you may do so in one of the following ways:

- By e-mail: [info@caltransit.org](mailto:info@caltransit.org)

The following refund cancellation policies apply:

- Cancellation requests received at least three weeks prior to the first day of the conference will receive a full refund.
- Cancellation requests received less than three weeks prior to the start of the first day of the conference will not be subject to a refund.

Name badges are non-transferable, cannot be shared, and are required for admission to all conference sessions, the exhibit hall, special events, and all areas reserved for California Transit Association annual fall conference participants at the hotel.

The California Transit Association annual fall conference sells full conference registrations and a one-day passes. Two-day passes are not available.

### **Presentation Proposals & Speakers**

The Conference Committee reserves the right to select topics for the conference program. Outside speaking proposals may be submitted to Janneh Johnson by October 31 for the following year's conference. These will be presented to the Conference Committee for review and are subject to the committee's discretion. Only the most relevant topics to benefit our audiences will be seriously considered, and self-promotion is prohibited.

General/concurrent session speakers and moderators will be offered a complimentary conference registration, should their schedule allow them to participate beyond their presentations. Speakers/moderators must complete the online speaker registration form to provide name badge information and indicate their level of participation.

If a confirmed speaker/moderator is unable to participate, he/she must inform their Conference Committee liaison immediately and suggest a replacement for the approval of the liaison.

All speakers shall be responsible for their own hotel and travel arrangements and expenses. The California Transit Association will consider covering one night's lodging and coach travel expenses for general session speakers upon request. If a speaker is offered two nights' lodging, travel expenses will not be reimbursed.

### **Photo Reproduction Policy**

The California Transit Association reserves the right to use any photo or video image recorded at the California Transit Association annual fall conference. By registering for the conference, you hereby acknowledge and agree that the California Transit Association 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.

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

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

Exhibitors acknowledge that the California Transit Association annual fall conference sells 10' x 10' exhibit spaces and includes a six-foot draped table, two chairs, one wastebasket, one exhibitor full conference registration, and an electronic pre-show attendee list with names, titles, email, and mailing addresses. Up to two additional exhibitor representative registrations may be purchased for \$300 per person.

Each exhibit must fit within the confines of the 10' x 10' space. Each exhibitor will have pipe and drape to separate them from the neighboring exhibit. Any exhibit that encroaches upon a neighboring exhibit or does not adhere to these guidelines will be told by California Transit Association staff to downsize.