

# NJTESOL/NJBE Code of Conduct

NJTESOL/NJBE is committed to providing a safe and welcoming environment for all participants regardless of race, ethnicity, gender, sexual orientation, age, disability, physical appearance, body size, experience, or religion (or lack thereof). We expect everyone, including attendees, presenters, staff, and exhibitors, to:

- Act responsibly, behave courteously and respect the rights and dignity of others at all times while in attendance.
- Notify NJTESOL/NJBE staff of any concerning or unsafe situations as soon as possible.
- Provide clear, helpful, honest, and factual details of the situation.

## **The following actions are prohibited:**

- Harassment or intimidation by words, gestures, or body language
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting
- Sexually explicit conversation or behavior
- Solicitation or spam of uninterested participants

We want everyone to enjoy the NJTESOL/NJBE Annual Conference. In keeping with this goal, we reserve the right to refuse a new registration or cancel without refund an existing registration at our sole discretion. We also reserve the right to eject any registrant without any prior notice or refund if their behavior is deemed disruptive, offensive, dangerous, illegal or if they are found to be distributing unauthorized material.

If you are being harassed, notice that someone else is being harassed or have any other concerns, please contact a NJTESOL/NJBE staff member immediately.

## **Badge Use and Misuse**

In-Person attendee badges must be worn at all times at all events, including sessions, the Exhibit Hall, and meals. All attendees **MUST** be pre-registered and show a photo ID when picking their badge up onsite. If attending more than one day you must “check-in” to pick up your color-coded badge each day you attend. Please have your registration confirmation available at check-in onsite to receive your badge.

By attending and/or registering for the NJTESOL/NJBE Annual Conference, you agree not to sell, trade, transfer, or share your complimentary code or badge. Any persons wearing badges from

previous NJTESOL/NJBE events or falsified badges may be ejected from the event and banned from future events. Once you have received your badge onsite, it cannot be changed, substituted, or reissued to a different person without the express consent of NJTESOL/NJBE. If such conduct is discovered after an event, violators will be invoiced, according to onsite registration pricing, and will be required to pay their invoice in full.

### **Photography, Recording, and Videotaping**

Attendees, including a presenting author, may not record audio or video of any breakout, keynote, or invited speaker session at the NJTESOL/NJBE Annual Conference. Unauthorized recording (audio, video, still photography, etc.) of presentations is strictly prohibited.

NJTESOL/NJBE reserves the right to any approved audio and video production of presentations at the NJTESOL/NJBE Annual Conference.

Attendees, presenters, and exhibitors are encouraged to network and enjoy the conference experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed.

Those who do not comply with NJTESOL/NJBE's Photography, Recording, and Videotaping policy may be asked to leave the premises.

NJTESOL/NJBE Annual Conference attendance implies your consent to be photographed, filmed, and/or otherwise recorded for use by NJTESOL/NJBE in company reports, company media pieces, marketing materials, etc.

### **Non-endorsement Disclaimer**

While NJTESOL/NJBE strives to ensure that the content offered at its conference is as timely and accurate as possible, NJTESOL/NJBE makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of speakers' sessions, and expressly disclaims liability for errors and omissions by speakers. The views and opinions expressed at NJTESOL/NJBE conference events are those of the speaker and do not necessarily represent the views of NJTESOL/NJBE or its partners. Inclusion in the conference does not constitute NJTESOL/NJBE's endorsement or recommendation.

### **Personal Liability**

NJTESOL/NJBE is not responsible for loss, damages, or injury to persons or property as a result of attending this activity. This also applies to any other related activities if and to the extent you may be eligible to attend as part of your registration.