

General Event Information

Accessibility for Attendees with Disabilities

The Arizona Department of Education is committed to making the event accessible and ensuring compliance with the Americans with Disabilities Act (ADA). Attendees with a disability, who need accommodations in order to participate to the fullest extent possible at the event, and prior arrangements were not made, should visit the registration area for assistance.

Attire

Business casual attire is recommended during our event. Session rooms are often cool, and attendees are advised to dress in layers. We will do our best to maintain a comfortable temperature for you throughout the event.

Badges

Name badges will be issued to all attendees, regardless of registration type, and must be worn at all times. Should you misplace your badge, we can issue a new one by going to the registration area.

Cell Phones

Talking on cell phones is strictly prohibited during all educational sessions and any other non-social events at the event. Cell phones should always be in silent mode during sessions. Recording and photography are prohibited during sessions without prior consent from the presenter.

Certificates of Attendance

Certificates of attendance will be available to all attendees. To retrieve your certificate, an email will be sent to you after the event and you will be asked to fill out an overall on-line survey. As soon as the survey is completed and submitted, you will receive your certificate. The certificate then can be printed for your records.

Children

The event is a professional development event and is not intended to be inclusive of children. Due to safety and liability issues, children under the age of 18 are not permitted in the event area or sessions. Due to space limitations and due to potential disruption, the presence of children in the event area or any of the sessions is not permitted. Children over the age of 18 may attend, however they would have to be a paid attendee to be allowed to partake in the event. Arizona Department of Education does not provide child care services; however, the hotel concierge can provide information about on-site child care services or other local options for child care.

Comments and Feedback

Feedback on the event is collected as part of the on-line survey you will be receiving. If you have suggestions or feedback that you would like to share while at the event, you may request a comment card at the registration area.

Lost and Found

Arizona Department of Education is not responsible for items lost during the event; however, items found can be turned in to the registration area for the remainder of the day; all items will be turned over to the venue at the end of each day. It is the responsibility of the attendees to follow-up with the venue to retrieve lost items.

Personal Security and Responsibility

Your safety and security are important to us, so please remember some general safety points during your stay.

- ✓ Answer your hotel room door only when you can identify the person knocking.
- ✓ Do not wear meeting badge outside event functions.
- ✓ Walk in groups when you are outside the venue.
- ✓ Always let someone know where you are going when you leave the venue.

Photography, Videos and Photo Release Policy

There may be photographs and videos taken throughout the event. By registering for the event, you have agreed to allow the Arizona Department of Education to use your photograph in Arizona Department of Education's related publications, website or other agency materials.

Exhibitors are prohibited from taking any photographs or video at any Arizona Department of Education events.

Personal photography is permitted at social functions at the event.

Recording Policy

Whether for personal or commercial use, audio, video, and digital recordings; live streaming or broadcasting; and photography are all strictly prohibited during all event educational sessions. If the presenter does not explicitly state you may record his/her session, assume this is not permitted. Any person that does not comply with policy will be asked to leave the session or event. Under no circumstances may presentations be rebroadcast.

Session Room Behavior

Extensive planning goes into scheduling sessions in appropriately sized rooms; however, overcrowding occasionally occurs. If a session room reaches its capacity, attendees must follow the instructions by the Arizona Department of Education staff, hotel staff or security staff. Attendees must be instructed not to stand against walls, block aisles or doors, or they may be denied entry if the room is too crowded. The Arizona Department of Education is obligated to abide by the guidelines established by the Fire Marshall. The Fire Marshall has the authority to delay or even terminate the session until the problem is satisfactorily resolved.

Social Media Policy

Arizona Department of Education encourages the use of social media and blogging at the event as a way for attendees to summarize, highlight, and promote presentations or share their thoughts on their experience in general, provided that the presentation content and materials are not shared in full and authors or presenters are referenced and cited where appropriate. Please keep in mind that presenters hold the intellectual property rights and copyrights to their materials.

