

# Annual Meeting Policies

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## Health and Safety

We will follow whatever masking protocols are necessary for health and safety, including adhering to the strictest standards set by the Centers for Disease Control, city and state public health officials, and the meeting hotels. Specific requirements can be found at [historians.org/health-and-safety](https://historians.org/health-and-safety).

## Code of Conduct

The AHA is committed to creating and maintaining a harassment-free environment for all participants in the Association's activities, regardless of their actual or perceived sex, gender, gender expression, gender identity, sexual orientation, marital status, race, ethnicity, nationality, ability, socioeconomic status, veteran status, age, or religion. All members and participants, including employers, contractors, vendors, volunteers and guests, are expected to engage in consensual and respectful behavior and to preserve AHA's standard of professionalism at all times. Details, including procedures for addressing violations of the code of conduct, are posted on the AHA website at [historians.org/conduct](https://historians.org/conduct).

## Refund Policy

Advance registrants who are unable to attend the meeting may request a refund of their registration fee. Cancellations and refund requests should be submitted by December 15. Refunds will be processed less a \$20 administrative fee. **No refunds will be issued for requests received after December 15.** Refunds will not be given for no-shows. Cancellations and refund requests should be emailed to [ltownsend@historians.org](mailto:ltownsend@historians.org). Proof of payment may also be required.

## Special Notice to Attendees under Age 21

Any attendee under the age of 21 agrees to not consume alcoholic beverages at any time during this event. The AHA expects all attendees to comply with applicable federal, state, and local laws relating to the consumption of alcoholic beverages. To prevent underage drinking, the AHA and/or hotel staff may check acceptable forms of identification and confirm attendees' underage status on badges, registration and related materials. Underage attendees' participation may be limited in certain events. Any violations of applicable local, state, and federal laws or hotel policy may be reported to local authorities, and the violating attendee's participation in the meeting may be revoked.

## **Recording Policy**

The AHA and the press occasionally record sessions for use in broadcast and electronic media, and film or photograph public areas at the meeting. Registration, attendance, or participation at the meeting constitutes an agreement to the use of the attendee's image in photographs, video, audio, and electronic communications. Presenters who do not wish for their session to be recorded may opt out by contacting [annualmeeting@historians.org](mailto:annualmeeting@historians.org). In order to encourage open debate and allow members to speak as freely as possible, the AHA does not permit audio or video recording of its business meeting. Anyone who wishes to conduct audio or video recording must obtain permission from participants in advance. The AHA is not responsible for unauthorized recording but does reserve the right to revoke registration of anyone who records sessions without appropriate permissions.

## **Badge Policy**

Registration badges will be required to use the AHA's professional services, including the Exhibit Hall.

## **Child Registration Policy**

Parents and guardians whose children, 15 years old and younger, will accompany them to the meeting may bring their own child into the Exhibit Hall at no extra charge. Attendees ages 16 and up must register at the appropriate registration rate. The AHA assumes that parents and guardians will provide appropriate supervision for their children.

## **Sign Interpreting Policy**

Members with hearing impairment who will need sign-interpreting service at the AHA annual meeting must notify the AHA Headquarters Office and register for the meeting by November 1. The request should include the sessions they plan to attend. The AHA will secure the services of appropriate interpreters. The AHA will assume the cost for up to nine hours of sign language interpreting service per member. An interpreter may also be provided upon request for the presidential address and the annual business meeting. Assistive listening devices are also available on request. Please contact [annualmeeting@historians.org](mailto:annualmeeting@historians.org) by November 1 if you would like to request an interpreter or assistive listening device.