



## Professional Code of Conduct for Online/Virtual Conferencing

**Course:** 50 Years: Setting the Gold Standard

**Date:** October 22, 23, 24, 2021

**Location:** Online/Virtual

My consent on the following conference registration form and submitting payment online indicates that I agree to the following terms:

1. No refunds are available in part or full once I'm registered for the conference event. Special requests can be submitted for review but not guaranteed in any refund. See submission process below.
2. Non-Disclosure/Agreement to Protect Course Content: My acknowledgement of checking the **Professional Code of Conduct for Online/Virtual Conferencing** indicates that I agree to and understand that:
  - a. As a course participant, I acknowledge that the course materials, including but not limited to digital, audiovisual, and print are copyrighted and I agree not to share, transmit, or reproduce any course materials without the express permission of the International Association of Orofacial Myology (IAOM) and/or from the course presenter themselves.
  - b. Course content may include confidential client information, and course participants may ask questions or offer information about their own personal, professional, or clinical situations and as a participant I am to uphold the privacy of such disclosures and will refrain from sharing any and/or all content
  - c. I am not able to audio, video, or by any other means screen capture or record any content of this course, including for my own personal use
3. Course Participation. I agree to the following:
  - a. I will not abuse, harass, intimidate, judge, shame, embarrass or otherwise cause concern with other participants during group or question and answer sessions, and will honor that all participants want a mutually beneficial online learning environment
  - b. I will not post or transmit any obscene, offensive, libelous, defamatory, pornographic, or abusive content, or any content that infringes on the intellectual property rights of others
  - c. I will not use the online event platform in any way to post or transmit spam, unwanted or unsolicited content, nor will I in any way attempt to promote or sell my own content, services, or products to anyone else during the course.
  - d. I agree to keep all interactions, communications, attendance, and participant information private.
  - e. I will not share my course log-in or password information to any other person for any purpose and will keep it private and confidential for only my use.

I understand all the above as stated and that any failure to abide by these rules can be cause for immediate dismissal from the conference event and any CEUs that I submitted may be revoked.



## **Cancellation, Refund Policy and Complaint Resolution**

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### **Cancellation:**

In the event of the organization (IAOM) cancelling the conference event, the organization will notify each registered participant on the cancellation. Communication will be provided to the course participant with the email address used for registration. It is up to the organization to deem how to transfer monies/payment received towards a rescheduled event in its place and/or by issuing a full refund.

### **Refund Policy:**

Once you registered for the live event with payment received to the IAOM, no refunds are available in part or full once registered for the conference event. To apply for a special request/exemption, please email the Executive Coordinator at: [info@iaom.com](mailto:info@iaom.com) your request and reason for refund. The Executive Coordinator will take your special request for refund to the Board of Directors, BOD, for further review. Please ensure you provide the Executive Coordinator any documentation necessary for the BOD to review with your email request. There is no guarantee that you will receive a refund.

### **Complaint Resolution:**

As a conference participant you will have the opportunity to evaluate each speaker that you attend for feedback. The speaker evaluations will go directly to the speaker that presented along with the IAOM Education Committee, Convention Committee and Board of Directors who will review each speaker evaluation. The same will hold true for an overall evaluation and feedback form on the conference event.

The IAOM appreciates constructive feedback in order to improve future speakers, platforms and delivery methods in education and continuing education units for those that attend. This helps in the planning process for future speakers, topics, location(s), and course content.

The IAOM is a volunteer run Non-Profit. If you want to get involved and “be the change” please email the Executive Coordinator at [info@iaom.com](mailto:info@iaom.com) how you can volunteer, contribute, and help improve future program events.