

## Virtual Conference Terms and Conditions

**Content Presented at ASME Conferences:** All intellectual property rights to papers and presentations made at the virtual conference will be the property of ASME. Participants are reminded to present information associated with approved papers and abstracts and not to present any information that may be considered proprietary, confidential or restricted in any way.

**Registration Fees:** ALL conference participants must register and pay the advertised fee including authors; presenters; chairs; co-chairs; topic and session organizers, sponsors, exhibitors and general attendees.

Non-member fees include a one-year complimentary membership to ASME.

**Student Registration Fees:** Student registration rates are only available to undergraduate and graduate students who are enrolled full time and have not yet received their Ph.D. Post-docs may not register as students.

**Payment Method:** Individuals with incomplete registrations will not be able to attend the conference until payment has been made and registration is completed. ASME accepts VISA, MasterCard, American Express and Discover.

**Presenter Policy: Paper & Poster Presentation:** Each accepted paper and poster must have at least one listed author registered at the Full Conference Author/Presenter fee in order to be presented. In addition, accepted papers must be presented during the virtual conference by an author to be included in the official conference proceedings.

**Presenter Substitution:** Each paper has a primary author identified who is responsible to present the paper at the conference. Should the primary author not be available to present the paper, a co-author may be nominated to present the paper as a substitution. Any proposed substitution must be approved one week in advance by the conference chair and must notify the Event Management staff one week in advance of the presentation.

**Refunds/Cancellation Fee:** Requests for conference registration fee refunds or substitutions must be received at least 30 days prior to the event and are subject to a \$50 non-refundable administrative fee, this fee applies to refunds not substitutions. All registration fees are non-refundable if less than 30 days before the event.

**Registration Substitutions:** Registrations may not be transferred or substituted at any time.

**Photographs/Video/Audio Recordings:** Participants are reminded that material presented at ASME conferences is the intellectual property of ASME. As a result, participants are prohibited from recording presentations in their entirety with the intent to distribute to others. The use of personal smart phones, cameras or video devices should be limited to recording snapshots or snippets for personal use, such as taking snapshots throughout the conference venue to support ASME's efforts to convey the excitement of the event through posting on social media.

**Limitation of Liability:** You agree to release and hold harmless ASME from any and all claims, demands, and causes of action arising out of or relating to your participation in this event.

**Event Cancellation:** If the event is cancelled, conference attendees will be returned the registration fee only. Any fees associated with cancellation of travel or housing reservations is the exclusive responsibility of Conference attendees.