

- (1) Fees Include:** Access to all sessions, workshops and networking functions. Digital access to instructor materials, action item worksheets and anonymous live polling results. Refreshments and luncheons.
- (2) Payment Terms:** Payment must be made at the time of registration. Due to limited availability, space cannot be held without full payment at registration.
- (3) Attendee Substitution:** Attendee substitutions must be submitted in writing via email a minimum of 48-hours prior to the date of the scheduled event. Substitutions are granted at no extra cost, provided the full fee has been paid prior to or as of the date of the requested substitution. Substitutions should be e-mailed to info@elsforum.com.
- (4) Attendee Cancellation:** If Attendee is unable to attend, a full credit can be applied to an alternative Executive Leadership Support (ELS) Forum within 18 months of the original forum date. For changes in your registration or to receive a credit, attendee must submit a written request to info@elsforum.com or to a Client Relations Manager. Cancellations must be submitted a minimum of 48-hours prior to the date of the scheduled event otherwise attendee will be deemed a no-show and will not be eligible for a credit.
- (5) Credit Policy:** If unable to attend, Attendee can request a credit to an alternative Executive Leadership Support (ELS) Forum. The credit must be used within 18 months of the original forum date. Based on location and timing, difference in event pricing may apply. Credits can only be applied to one (1) Attendee and one (1) event.
- (6) Intellectual Property Rights:** Video or audio recording of the scheduled event is strictly prohibited. All intellectual property rights in all materials produced or distributed by Executive Leadership Support (ELS) in connection with the event are expressly reserved, and any unauthorized duplication, publication, or distribution of any such recordings is prohibited. Executive Leadership Support (ELS) reserves the right, without penalty, to confiscate any recording device used in violation of this Agreement, and any improperly recorded or copied intellectual property.
- (7) Data Protection:** Attendee understands, agrees, and confirms that he/she has requested and consented to Executive Leadership Support (ELS) retaining its information on Executive Leadership Support (ELS) group companies databases to be used by Executive Leadership Support (ELS) group companies, and distributed to selected third parties, to assist in communicating products and services to Attendee which may be of interest to Attendee. If Attendee does not wish to receive such information, Attendee must inform Executive Leadership Support (ELS) by providing Attendee's name, address, and affiliation via e-mail to: info@elsforum.com a minimum of 48 hours prior to the scheduled event.
- (8) Photo Release:** This agreement grants permission to use Attendee in a photograph, video, or other digital media ("photo") in any and all of Executive Leadership Support (ELS) publications, including web-based publications, without payment or other consideration. All photos are property of Executive Leadership Support (ELS), and will not be returned. This agreement authorizes Executive Leadership Support (ELS) to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, this agreement waives any right to inspect or approve the finished product. Additionally, the Attendee waives any right to royalties or other compensation arising or related to the use of the photo. This agreement holds harmless, release, and forever discharge Executive Leadership Support (ELS) from all claims, demands, and causes of action which heirs, representatives, executors, administrators, or any other persons acting on the Attendees behalf or on behalf of the Attendees estate have or may have by reason of this authorization.
- (9) Modifications and Event Cancellation:** While every reasonable effort will be made to adhere to the advertised package, event program content is subject to change without notice. Executive Leadership Support (ELS) reserves the right to change event dates, sites or locations, omit event content or features, or merge the scheduled event with another event, as it deems necessary, without penalty. In such situations no partial or full refunds, or alternative offers, shall be made. In the event that Executive Leadership Support (ELS) permanently cancels the event for reasons outside of its control, the Attendee shall receive a credit note for the full amount paid as of the cancellation date to such permanently cancelled event. Such credit note shall be valid for eighteen (18) months from the date of the canceled event, to be applied towards the cost of another Executive Leadership Support (ELS) event. Attendee further understands and agrees that in the unlikely event Executive Leadership Support (ELS) should cancel or postpone the scheduled event, Executive Leadership Support (ELS) is not responsible for any expenses that the Attendee might have incurred, including but not limited to, airfare, hotel, food, or other miscellaneous travel costs.
- (10) Governing Law:** In the event of any litigation arising out of or in connection with this Agreement, including, but not limited to, its enforcement, validity, interpretation, performance, termination, or breach thereof, the prevailing party shall be entitled to recover against the other party, in addition to any available remedies at law or in equity, all costs, including reasonable attorney's fees, and collection costs incurred thereby. The parties agree that the laws of the State of Illinois shall govern this Agreement and that the Circuit Court of Cook County shall have exclusive jurisdiction over the adjudication of this Agreement. If any term, condition or provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement, other than such term, condition or provision, shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.
- (11)** Attendee acknowledges that she/he has read and understands all terms of this Agreement, including, without limitation, the cancellation and substitution provision.
- (12)** This Agreement supersedes all prior agreements and understandings between the parties and represents the entire agreement of the parties with respect to the subject matter hereof.