



# FASEB

Federation of American Societies  
for Experimental Biology

*Representing Over 130,000 Researchers*

301.634.7000  
www.faseb.org

9650 Rockville Pike  
Bethesda, MD 20814

## **FASEB Science Research Conferences (SRC) Policies, Terms and Conditions**

All policies and terms of registration are adopted in consideration of and in the best interest of FASEB conference attendees, conference organizers and the conference host facilities. As a condition of registration, you agree to all of the following terms and policies contained herein:

### **Code of Conduct**

Participants agree to abide by the terms of the FASEB SRC code of conduct. To review the code of conduct, please [click here](#).

### **FASEB Fees**

All registration payments are final. The following fees apply if a participant requests changes to his/her registration; splits payment between two or more credit cards; or cancels their registration. You may be subject to additional fees through your lodging provider.

- Charge fee for using two or more credit cards: \$50.00 USD
- Change modification fee: \$50.00 USD
- Cancellation fee: \$300.00 USD (Before cancellation deadline)

### **Change Policy/Substitution**

All registration changes and modifications must be requested prior to the cancellation deadline. FASEB reserves the right to reject any requested registration changes or modifications. Substitutions are allowed, but the conference organizers must agree to the substitution. To request a registration change, please contact the FASEB SRC office at [src@faseb.org](mailto:src@faseb.org). The fee to change, modify or substitute is \$50.00 USD.

### **Cancellation by a Participant**

Please send your cancellation request to [SRC@faseb.org](mailto:SRC@faseb.org). A \$300.00 USD cancellation fee will apply if cancelled prior to the cancellation deadline. Registration cancellations received after the cancellation date will not receive a refund. Refunds will be processed within 5-7 days of the request.

### **Attendee Qualification**

Qualification for participation is determined by the conference organizer(s). An organizer may use their discretion to determine that an attendee is not qualified to attend the conference. In that case, FASEB will contact that registrant to cancel their registration, and issue a full refund of the price paid for registration.



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## **Event Cancellation**

In the event the conference is cancelled, the full registration fee will be returned to each registrant. Travel or housing reservation cancellations are the responsibility of the attendee.

## **Confirmation of Registration**

Upon registering for a conference and submitting payment, the credit card will be charged the full conference fee immediately after payment is submitted. Once the credit card is successfully processed, a confirmation email, receipt of payment, and Visa letter (if applicable), will be sent to the email address entered at the time of registration.

## **Drinking Policy**

Alcoholic beverages may be offered at selected conference activities. FASEB and the conference venue encourage responsible drinking. Alcohol will only be served to those over the age of 21 and some participants may be required to provide photo identification. Alcoholic beverages are allowed only in specific areas and must not be taken out of those immediate areas. Please do not bring outside alcohol to hosted events.

## **Guests**

Paid guests of attendees will receive access to the opening reception, and access to all official meals. Guests are not permitted to attend conference lectures, discussion groups, or poster sessions. Guests must wear their FASEB provided name badges during all meal functions.

## **Publication/Confidential Material Dissemination Policy**

Written approval is required from the author, and FASEB to quote, or publish any scientific works presented at the conference. FASEB SRCs encourage scientists to discuss and share new discoveries and unpublished research during each conference. To maintain privacy, all participants agree not to release other participants' research material or data that is proprietary, copyrighted, unpublished, or otherwise not available in the public domain to anyone that did not participate in the conference. FASEB staff will take reasonable steps to enforce the restrictions against recording and photographing conference presentations; each conference attendee assumes sole responsibility for the protection and preservation of any intellectual property rights from their scientific work.

## **Personal Information and Data**

Registration information will be part of a database that is accessible only to FASEB employees and conference organizers. FASEB SRCs use your contact information to provide you with up-to-date information about current conferences as well as future SRCs. A participant list is available online to registered conference participants that includes your name, and institution/company.



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Your name, email address, (lodging type and roommate, if applicable), and conference you registered to attend are shared with hotels, for Nova Scotia conferences only. If you stated special accommodation needs during registration, that information will be sent to the hotel if applicable. A survey company receives your name, email address, and conference you registered to attend so participants can receive an online evaluation form. For those participants that are reimbursed for their participation at the conference, contact information is sent to our internal FASEB accounting database, and any bank or wire transfer institution that accounting uses in order to facilitate the payment. If participants request information from a FASEB member or non-member society, or another FASEB department, via the FASEB SRC department, contact information will be shared to facilitate the request. FASEB SRC does not sell your contact information to third parties.

### **Photography Policy/Release**

You consent that any photographs taken by a FASEB photographer may be used in future FASEB SRC publications, on the website, or in other advertising materials. By registering to attend this conference, you hereby grant FASEB an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos taken of you by FASEB or its designated vendor(s) during SRCs for promotional use (i.e. brochures, association publications, web-based media –blogs, websites, e-newsletters). You hereby release and hold harmless FASEB from all claims, demands, causes of action and liability related to said use of the material.

### **Personal Recording, Photography, and Cell Phone Policy**

Per the **Publication/Confidential Material Dissemination Policy** FASEB SRC does not permit photography or the electronic capture of scientific sessions in meeting rooms without the express consent of the presenting author(s), organizers, and FASEB SRC staff. FASEB DOES permit recording/photographs of conference related activities that do not include proprietary materials. Events where scientific data is not being displayed may be recorded/photographed. You are asked to mute all cell phones and other electronic devices during sessions.

### **Speaker Disclosure Policy**

Statements or views expressed by speakers at FASEB SRCs are solely the views of the speaker. They do not necessarily represent the views of FASEB. FASEB SRCs do not guarantee the source, accuracy, completeness, or reliability of any statement, finding, data, or interpretation presented by any speaker or poster presenter.

**US Federal Employees only:** Any reimbursement of travel, subsistence and related expenses for participation as a speaker/attendee at a FASEB SRC must be done in accordance with federal travel regulations. Each participant acknowledges that it is his/her responsibility to be in



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compliance with the regulations, policies, and procedures established by their agency.

### **Unsecured Items Policy**

Personal belongings such as briefcases, backpacks, purses, coats, book bags, laptops, tablets or mobile devices, etc. should not be left unattended in meeting rooms or public areas. These items are the responsibility of their owner and FASEB will not be held responsible for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.

### **Force Majeure**

FASEB and the organizers of any SRCs shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics, the availability of the venue or other similar causes beyond its reasonable control and without fault or negligence. For one or more of such reasons, FASEB and the organizers may postpone, reschedule or cancel the event without liability on the part of FASEB and the organizers of the respective SRC. In the event the conference cannot be held or is postponed pursuant to this section, FASEB and the organizers shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses.

### **Waiver of Liability**

Each participant attending FASEB SRCs assumes all risks associated with his or her attendance and participation in all official and unofficial activities. Each individual attendee agrees to indemnify and hold harmless FASEB, and their governing bodies, officers, directors, and employees from all loss, damages, or liabilities arising out of or related to his or her attendance at an SRC.

### **Smoking**

Smoking is not permitted at any conference functions. Attendees should adhere to any signage regarding smoking.

### **Wearing of Badges**

Meeting badges should be worn at all times while at conference functions. However, for safety reasons, please remember to remove your badge when leaving the conference area.

### **Press Policy**

A substantial amount of unpublished research is presented at FASEB SRCs. Therefore, reporters/science writers are not permitted to attend the conferences for the purposes of news



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reporting. Conference organizers are permitted to prepare summary or review articles about their events and submit for publication or other news coverage; such articles must be reviewed and approved by FASEB.

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The American Physiological Society • American Society for Biochemistry and Molecular Biology • American Society for Pharmacology and Experimental Therapeutics  
American Society for Investigative Pathology • American Society for Nutrition • The American Association of Immunologists • American Association for Anatomy  
Society for Developmental Biology • American Peptide Society • Association of Biomolecular Resource Facilities • The American Society for Bone and Mineral Research  
American Society for Clinical Investigation • Society for the Study of Reproduction • The Society for Birth Defects Research & Prevention • The Endocrine Society  
The American Society of Human Genetics • American College of Sports Medicine • Biomedical Engineering Society • Genetics Society of America  
The Histochemical Society • Society for Pediatric Research • Society for Glycobiology • Association for Molecular Pathology • Society for Redox Biology and Medicine  
Society For Experimental Biology and Medicine • American Aging Association • U. S. Human Proteome Organization • Society of Toxicology • Society for Leukocyte Biology