

## NPACE Conference Terms & Policies

NPACE provides nationally approved continuing medical education activities for advanced practice providers (APPs) per event, using evidence-based criteria independent from commercial influence, to improve the professional practice of APPs and to positively impact patient, system, and/or population outcomes. NPACE is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. All events will carry category 1 CME accredited through AAPA, pending application. See individual conference Educational Requirements page for more information.

### Outcomes to Educational Activities

- Report that objectives of each individual educational session are met.
- Demonstrate acquisition of clinical and/or professional knowledge.
- Identify an intent to change their clinical practice and/or professional performance based on information gained from this event.
- Take a moment for themselves, find wellness, connect, and experience overall satisfaction with the event.

### Registration Cancellation Policies

**FEES:** All registrations must be paid in full by credit card (Visa, MasterCard, American Express, or Discover) at the time of registration. If using a Letter of Credit or complimentary registration, please contact the NPACE accounting office at 774-270-5426 for registration information.

**CANCELLATION BY REGISTRANT:** Refunds are processed through CVENT and can be done by the attendee themselves with the original registration email and confirmation number. "Modify or Cancel" can be accessed from that email. Refunds are processed to the *original form of payment* (minus the \$75 non-refundable administrative fee). No refunds will be issued for cancellations received within 2 weeks of the conference start date. If you need assistance in cancellation, please reach out to [npaace@npaace.org](mailto:npaace@npaace.org) and title your email appropriately. Include the conference name, registration type, your name, and contact information.

**Discount Policy:** NPACE will provide discounts for live events and online continuing medical education programs on occasion. We encourage prospective attendees to utilize discounts when available to register for events.

1. Only one discount allowed per registrant.
2. Discounts may not be combined.
3. Once a registrant has checked in at a conference or started an online program, the price paid for the conference or online program may not be changed.
4. A registrant can apply a discount to their own registration by canceling that registration and re-registering for the event with the discount code. However, the \$75 administration fee applies. NPACE will not apply the discount for the registrant internally without the difference of the \$75 administration fee which applies to time, software costs, and credit card transaction costs.

5. NPACE will not retroactively apply a discount to any registrant who has completed their registration for an event or online program.
6. Discounts only apply during the time of the discount and to the designated audience intended for the discount. For example, a sale for NEW REGISTRANTS ONLY\*

**CANCELLATION OF EVENT:** In the event NPACE cancels/postpones a conference due to circumstances beyond its control, NPACE's liability shall be limited to refund of paid registration fees.

**Requirements for Successful Completion:** To obtain CE/CME credit for any activity, participants must be present at the CE/CME activity and complete all components of the CE/CME certification process as instructed, including any pre-, post-tests, and evaluations. Attendees are expected to attend or watch 100% of each learning activity whether in-person or virtual. Certificates for live events will be sent via email to participants after completion of all components. NPACE routinely conducts audits of registrations and certificates of completion to ensure compliance. NPACE cannot provide CE/CME credit for any activity when the above requirements for successful completion are not met.

**Non-CE Product Theaters:** Product Theaters are provided by a commercial interest and therefore contact hours are not awarded. NPACE offers product theater meal programs through our industry partners as part of the conference agenda whenever possible. Available meal programs are listed as sessions on the program agenda. Meals offered during these sessions are for attendees only. NPACE orders food based on expected attendance and badge scanning is required prior to the start of the program.

**Sponsored CE/CME Programs:** NPACE offers Sponsored CE/CME Programs through health care education partners as part of the conference when possible. These programs will be disclosed to participants in compliance with accreditation guidelines.

**Commercial Support & Sponsorship:** Learners are informed if any entities have provided commercial support or sponsorship for educational activities on the Disclosure of Commercial Support and Sponsorship document included in the conference app.

**Exhibitors & Sponsors:** NPACE will have several exhibitors & sponsors present at each event to conduct exhibit booths and programs relevant to their company's portfolio of products/offerings. NPACE reserves the right to change the schedule, move exhibit booths, and make any necessary changes to exhibitor and sponsor opportunities to provide the best overall conference experience. Any exhibitor or sponsor who conducts activity detrimental to the continuing education conference environment will be subject to removal from the event without refund.

**Statement of Liability from NPACE:** NPACE reviews presentation content to ensure it is based on the most current evidence, which may include but is not limited to evidence-based practice, literature/peer-reviewed journals, clinical guidelines, best practices, and content expert opinion but does not independently research and verify information provided by presenters. However, healthcare evidence rapidly evolves. Participants are advised to carefully consult the instruction and information guidelines for clinical practice and to stay abreast of clinical updates. NPACE disclaims any liability, loss, injury or damage incurred as a consequence, directly or indirectly, of the use and application of any information given in a presentation.

**Consent Use of Photographic Images:** Registration and participation at NPACE conferences constitutes consent for NPACE to use and distribute (both now and in the future) the registrant's image in photographs and video recordings for any lawful purpose.

**Non-Endorsement of Products:** NPACE's status as an accredited provider of continuing nursing education does not imply endorsement by NPACE or accrediting agency of any commercial products discussed or displayed in conjunction with this program, including within the Exhibit Hall.

**Presence or Absence of Conflicts of Interest:** All planners, presenters, faculty, and content reviewers of this activity must disclose any relationships with commercial interests, or lack thereof, in relation to the educational activity. See the Educational Requirements page per event.

**Conference Name Badge:** All attendees must wear their conference name badge for entrance into NPACE programs, including workshops, meeting spaces, product theaters and Exhibit Halls to help maintain security of the meeting space.

**Seating Policy:** Due to safety issues, NPACE will not allow aisles in the meeting space to be obstructed in any way. All attendees must be seated in chairs, at tables while programs are in progress. No obstructions such as electric cords or bags shall be in walkways. Please plan to arrive a little early so that you can be seated, otherwise members of the NPACE staff will assist you in finding a seat while the program is in progress.

**Guests:** Only registered attendees are allowed entry to NPACE meeting rooms and Exhibit Hall. Guests are not permitted. This includes spouses or other family members of the attendee, including infants or children. Any attendee requiring a helper or assistant during the conference should contact NPACE in advance of the conference to obtain an exception to this policy. Non-registered attendees are not permitted, even if the non-registered attendee does not want contact hours or handouts as part of participation.

**Food and Beverage Provided by NPACE:** NPACE may provide amenities such as food and beverage when possible. These refreshments are available for registered attendees only; food and beverage provided by NPACE are not available for guests of the attendee.

**Special Food Allergies:** Please alert NPACE on your conference registration if you have food allergies. NPACE cannot accommodate religious or other meal needs and will attempt to provide meal options to attendees based on availability. (You must contact the hotel directly to make accommodations related to your individual hotel stay.) NPACE will make every effort to work with participants and the conference venue to accommodate any disclosed food allergies. However, there is always a risk of contamination and participants concerned with food allergies need to be aware of this risk. NPACE is not directly involved in the preparation or service of any of the food at the conference and as such cannot control matters associated with food allergies. NPACE is not responsible for adverse reactions to foods consumed while at any NPACE event.

**Storage of Luggage and Personal Belongings:** NPACE does not provide luggage storage for attendees who are checking out of the conference hotel. Due to safety concerns, luggage may not be stored in the meeting space or other conference areas including the Registration Desk. Attendees needing luggage storage prior to departure should contact the hotel's Front Desk for arrangements. NPACE cannot store other personal belongings at the Registration Desk or in any other conference area.

**Meeting Space Disruptions:** With cell phone use, loud talking, or other activities that are disruptive to other attendees NPACE reserves the right to ask any attendee creating a disruption to leave the meeting room. If an attendee is asked to leave, no refund for the event will be issued.

**Wi-Fi and Charging Electronic Devices:** NPACE welcomes attendees to bring mobile devices (including tablets and laptop computers). Please note that NPACE makes every effort to provide Wi-Fi accessibility for its participants. NPACE cannot provide access to charging stations or outlets within the meeting room. Charge your device before arriving at the conference.