Institute Policies & Terms of Registration

Irving, Texas 2027

Accessibility

TRAPS is committed to providing equitable opportunities to people with disabilities. If you require a modification to participate in the TRAPS Institute, or any TRAPS program or service, **please note that in the registration process** or contact the TRAPS State Office at traps@traps.org or 512-267-5550.

We may not be able to accommodate modification requests made less than 2 weeks prior to the date needed.

Badges

It is important to wear your badge at all times during Institute hours, sessions, and events. This allows you uncomplicated access to all Institute events permitted by your registration package purchased. **Please remember to remove your badge when you are outside of the TRAPS Annual Institute and events.**

Code of Conduct

Personal Accountability Commitment: By registering for and attending the TRAPS Annual Institute in Irving, Texas, attendees agree to abide by, and engage in beneficial conduct while attending the event.

TRAPS is dedicated to providing a safe, productive, and welcoming environment for all Institute attendees including, but not limited to, attendees, speakers, volunteers, exhibitors, TRAPS staff members, service providers and all others involved. Institute attendees are expected to abide by this Code of Conduct throughout all TRAPS meetings and related events to include, but not limited to, live events, virtual events, webinars, and across TRAPS blogs, online forums, and social media. This Code of Conduct also applies to meetings and events sponsored by organizations other than TRAPS but held in conjunction with TRAPS events.

Code of Ethical Conduct

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow attendees. Alert TRAPS staff if you notice a dangerous or harassing situation or someone in distress.

Unacceptable Conduct

Unacceptable behavior includes:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any attendees at or in relation to the TRAPS meeting or related events. All who participate in the TRAPS meeting and related events deserve respectful treatment, regardless of the capacity in which they are attending or participating. Discussion of opposing or different viewpoints is appropriate but is expected to be conducted in a respectful tone and manner that avoids personal attacks.
- Verbal or physical abuse, intimidation, or efforts to annoy others, which in any way creates a disturbance that is disruptive or dangerous or creates reasonable apprehension in a person.
- Harassing behavior (including, but not limited to, offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in TRAPS-sponsored spaces or in presentations, yelling at or threatening attendees,

stalking or unwelcome following, harassing photography or recording, or unwelcome physical or verbal contact or sexual attention.)
- Disrupting a meeting or related event. All attendees must comply with the instructions of the moderator and any TRAPS staff.

Additional Rules
In addition, attendees must adhere to the following rules:
- Presentations should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. TRAPS reserves the right to ban sources of those solicitations.
- Any direct selling of products/services offered by speakers, industry partners, or consultants in any TRAPS-sponsored spaces is prohibited without prior written approval from TRAPS.

What to do if you witness or experience conduct that violates this Code of Conduct
Conduct in violation of this Code of Conduct should be promptly brought to the attention of TRAPS Staff so appropriate action can be taken. If onsite during Institute, ask for TRAPS Staff at the Registration Booth or email traps@traps.org.

Consequences of Unacceptable Behavior
Unacceptable behavior will not be tolerated at TRAPS meetings or related events.

Anyone asked to stop unacceptable behavior is expected to comply immediately. TRAPS reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and TRAPS reserves the right to prohibit attendance at any future meeting, virtually or in person.

Attendees must also cooperate with any TRAPS investigation into reports of a violation of this Code of Conduct by providing information requested by TRAPS that is relevant to TRAPS' investigation. TRAPS will also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct; the information provided to those individuals will be limited to whether TRAPS found a violation of the Code, whether any sanctions or corrective actions were imposed, and, in TRAPS' discretion, the nature of those sanctions or corrective actions.

Etiquette

Please keep in mind that the Institute is a learning environment. Therefore, in consideration of all attendees, we ask that you take any conversations, including phone calls, that are unrelated to the program outside the session rooms.

Host Facility Rules and Regulations

Attendees, under the terms of registration, agree to abide by and follow all rules, regulations, policies, and procedures, as well as direction and guidance given by officials of the Institute host facility.

Media Release: Photography/Videography

Registration and attendance at, or participation in, TRAPS meetings and other activities constitutes an agreement by the registrant to the use and distribution of the registrant or attendees' image or voice in recordings (both live and on-demand), photographs, videotapes, electronic reproductions and audiotapes of such events and activities

by TRAPS and other third parties, including but not limited to the vendors, the host city, and the host CVB. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and exhibit booths visited.

Official Housing Block

Hotel contracts are negotiated for the benefit of housing TRAPS Institute attendees and their guests/spouse, exhibitors, sponsors, speakers, and volunteers. These contracted rooms are placed in an Official Housing Block and sold ONLY through TRAPS official Housing link. **TRAPS reserves the right to remove anyone who has not registered for the Institute from the Official Institute Housing Block.**

Payment Methods

Registrations which are not provided with a method of payment will be considered incomplete registrations, and registrants will not be able to attend TRAPS Institutes until payment has been made. TRAPS accepts Checks, VISA, MasterCard, Discover, and American Express as valid forms of payment. No Purchase Orders will be accepted.

Onsite payments via check or credit card will be accepted for point-of-sale activities. Cash payments are permitted, however TRAPS onsite point-of-sale activities are cashless, so no change will be provided.

Refund, Cancellation and Substitution Policy

Registration refund and cancellation requests must be made in writing via email to traps@traps.org by **January 15, 2027**, and will incur a 20% administrative fee. **Absolutely NO refunds will be issued if requested after January 15, 2027**.

- Refunds are only applicable to Institute Packages.
- Individual/Extra special event, exhibit hall, and meal tickets are nonrefundable.
- Military deployments are the ONLY exceptions for a refund past the cancellation deadline.

A substitution of your full registration is permitted prior to the conference by submitting a written request to traps@traps.org by February 9, 2027. Only one substitution is permitted per the original registrant. ***Badge sharing, splitting, and reprints are strictly prohibited.***

- Attendees needing to transfer their registration to a colleague after January 29, 2027 will incur a $15 change fee per transfer.
- Onsite transfers must be accompanied by proof of the original confirmation letter.

Refunds will not be given for no-shows. All requests for exceptions to the cancellation/refund policy must be submitted in writing by the registrant with appropriate documentation no later than **January 29, 2027**. After that time, no refund considerations will be made.

Statement of Liability

TRAPS and sponsors of the 2027 Annual Institute claim no liability for the acts of any exhibitors at or for this meeting, or for the safety of any attendee while in transit to or from this event. TRAPS and sponsors of this function shall not be liable for any delays or failure in performance or interruptions of services resulting

directly or indirectly from any cause or circumstance beyond the reasonable control of the organization including but not limited to: Acts of God, acts of public enemy, war, accidents, fires, electrical, mechanical or structural failures or breakdowns, strikes, labor disputes, postal delays, explosions, governmental order or regulations, curtailment of airline services, and public health epidemics.

TRAPS reserves the right to cancel this function without penalty. Attendees who purchase non- refundable airline tickets do so at their own risk. The total amount of any liability to TRAPS will be limited to a refund of the attendance fee.

TRAPS cannot be held liable for COVID-19 cases arising due to event attendance. TRAPS expects all Institute attendees to take responsibility themselves for following guidance from the Centers for Disease Control (CDC) on measures to reduce infection from COVID-19 or other communicable diseases. TRAPS urges all Institute attendees to follow the CDC's recommendations. For more information, please review the guidelines at: www.cdc.gov (http://www.cdc.gov/)

All TRAPS sponsored events will offer non-alcoholic drinks. **No alcohol will be served to anyone under the age of 21.** Institute attendees are responsible for their own wellbeing and neither TRAPS nor sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness, or negligence on the part of any Institute attendee.

TRAPS and attendees of this function, under the terms of registration, agree to defend, indemnify, and hold harmless each other, to include officers, employees, and agents from and against any and all liabilities, loss, claims, expense, actions, or causes of action, arising out of or resulting from any act taken or committed by the attendees or organizers of this function or any third party except for the willful misconduct or gross negligence of the other party. Furthermore, attendees and guests participating in optional tours, events, or education programming that may include or allow participation in physical, strenuous, or dangerous activities which could create the potential for injury or death, acknowledge that participation is voluntary and is done at their own risk. All attendees must sign a separate waiver for each tour/event/program or activity prior to participating in the event. The waiver of liability will be provided by the tour operator at the event location.

Attendees are required to present a Photo ID at check-in to collect registration materials. You may only collect your own individual registration packet. This procedure is in place to protect your registration materials from getting lost and to allow TRAPS to monitor accurate attendance. Furthermore, you agree not to allow any other individual to participate in your place either at the Institute.

Students

Students must be full-time (12 hours undergraduate, 8 hours graduate).

Volunteers

TRAPS Volunteers may receive a discounted registration based on the number of hours they volunteer at the Institute. If a volunteer does not complete all assigned hours, they will be held accountable and will be invoiced for the remainder/balance for any registration fees.

Texas Recreation and Park Society (TRAPS)
PO Box 5188
Jonestown, TX 78645
PH: 512.267.5550
www.TRAPS.org
Email Us (traps@traps.org)

TRAPS Policies and Terms of Registration are adopted and prepared in the best interest of Institute attendees, TRAPS, and the Institute host facilities.