

PRIVACY

Ellucian will maintain the privacy of any personal information you provide in registering for Ellucian Live consistent with its Privacy Statement (<http://www.ellucian.com/privacy>) and any consents you provide.

You acknowledge and agree that:

1. Ellucian may use the information you provide to send you communications, announcements, and other information about Ellucian Live 2019, Degree Works Forum, Pre-Conference Training, and the Executive Forum, if applicable.
2. Ellucian may share your information with its employees with a need to know, speakers/presenters, CVENT (whose privacy policy is available [here](#)), the mobile app provider, Ellucian's event agency(ies) involved in planning and producing Ellucian Live 2019, and the Ellucian Live 2019 program committees, which consist of Ellucian personnel and personnel from Ellucian customers.
3. For purposes of processing your registration, Ellucian may transfer your personal information to, and maintain your personal information in, the United States or any other country in which Ellucian and its affiliates or agents operate.

The information you provide in this tool will be retained by Ellucian for up to three years unless a longer period is required for legal or regulatory requirements.

ATTENDANCE POLICY

Because all programs and trainings are customer-focused events, attendance is restricted to:

- Current Ellucian customers on valid maintenance or subscription agreements
- Ellucian employees
- Third-party (i.e., outside) consultants working full time in a managerial role with a current Ellucian customer (Third-party consultants can register but will require approval by Ellucian, must sign a non-disclosure agreement when registering, and must pay a registration fee. Third-party consultants are not permitted to enroll in pre-conference training sessions.)

- Exhibitors, industry analysts, press, special guests, prospects, business partners that have been invited by Ellucian.

Questions? Send an email to ellucianlive@ellucian.com

CANCELLATION/REFUND POLICY—ELLUCIAN LIVE, DEGREE WORKS™ Forum, Pre-Conferences, and Executive Forum

Cancellation of a registration must be submitted via email (ellucianlive@ellucian.com) and must be received by February 15, 2019. **There are no refunds on cancellations received after February 15, 2019. No adjustments on any registrations after April 1, 2019.** In the case where this is an event of force majeure, the fee will remain non-refundable.

There is a \$100 processing fee on all cancellations that require the processing of a refund, regardless of the date the cancellation is received. Credit card payments will be refunded within 45 days. If a credit card has expired at the time of refund, the refund will be made by check. Refunds for payments made by check will be processed within 45 days.

Please remember that canceling your registration does not automatically cancel your hotel and travel arrangements. Individuals are responsible for canceling their own hotel and travel reservations.

SUBSTITUTION POLICY

A full conference, single day, pre-conference, or Degree Works Forum substitution may be made at any time for a paid-in-full registrant from the same institution.

Substitutions are not permitted for the Executive Forum.

There is a \$100 processing fee on all substitutions. The substitution fee must be paid via credit card at the time the substitution is processed.

PAYMENT

Your registration must be paid in full by the Early Bird Price (November 30, 2018), Advance Price (December 1, 2018-January 25, 2019), Standard Price (January 26, 2019-April 3, 2019), and the

On-site Pricing (effective April 4-April 10, 2019) deadlines in order to receive the pricing for those discounts. Failure to pay during that price period results in your registration fee being automatically adjusted to the next higher price point. If you are paying by check, please note that the check must be postmarked by the corresponding deadline date in order to receive that pricing.

You may pay any balance online via credit card by accessing your account. If you are paying by check, a copy of your invoice must accompany any payment made to Ellucian. If your institution is paying for multiple invoices with one check, a copy of each invoice being paid must accompany the payment.

A purchase order is not an accepted form of payment. **If you arrive on-site with a balance due, you will be required to pay the full on-site price for the package selected.**

Please note if you are with an organization that pays for your hotel stay in advance of the event by check, you should speak to our housing bureau ConferenceDirect for specific payment instructions for your hotel. **Do not send hotel payments to Ellucian.** You can reach ConferenceDirect at (877) 855-6287

DISCOUNTS

Only *ONE* (1) discount may be applied to an individual registration. Under no circumstances can any of the discounts be combined.

AGE LIMITATION

Attendees must be 21 years of age to attend Ellucian Live and all related events, including any receptions or special events. Requests for any exception to this term must be made in writing to conference management at ellucianlive@ellucian.com, and approved.

Guests of attendees must also be 21 years of age.

SESSION ATTENDANCE

All sessions have maximum attendance capacities in compliance with local safety regulations pertaining to the venue; therefore, session attendance is on a first-come, first-served basis. If applicable, registrants who have reserved a seat on or before March 1 for a session will take priority over all other attendees.

BADGE SCANNING

You may be asked to have your badge scanned at exhibit booths and/or session rooms. For sessions where seat reservations are required or recommended, attendees who have reserved a seat must have their badge scanned in order to take their reserved seat. If you do not consent to having your badge scanned, you will not be able to attend the session. Attendees who would like to receive professional continuing education credit for attendance must have their badges scanned in order for Ellucian to be able to verify attendance. Badge scanning at session rooms is optional except as noted above.

Please note that scanning your badge at exhibit booths is entirely optional. Scanning transmits to the vendor your name, contact information, and other information collected in your registration that the vendors may use to contact you, or for other business purposes. Ellucian assumes no responsibility for vendor use of scanned information.

RFID

Radio Frequency Identification (RFID) technology may be deployed at some or all session rooms. Conference management will use data collected in this manner to plan for future conferences, and Ellucian may use this data to provide attendees with targeted information based on their interests during the conference and for a period of up to three year(s) thereafter.

PHOTOGRAPHY, AUDIO, AND VIDEO RECORDING

Please honor the requests of no photography, video or audiotaping of Ellucian Live sessions when asked. Ellucian Live reserves the right to use images and recordings taken at the Conference with your photograph, voice, and/or likeness in future marketing materials and presentations or for training or other internal Ellucian purposes.

The views expressed by any Conference attendee, speaker, exhibitor, or sponsor are not necessarily those of Ellucian or Ellucian Live. All conference attendees, speakers, exhibitors, and sponsors are solely responsible for the content of any and all individual or corporation presentations, marketing collateral, advertising, and online web content.