

## Speaker and Sponsor Policy

The views expressed in presentations made at International Literacy Association (ILA) conferences and events are those of the speaker and not necessarily of ILA. Likewise, sponsorship of ILA Intensives or other ILA events does not express or imply ILA approval or endorsement of the sponsor's products, services, and/or views.

## Privacy Policy

ILA shares conference and event registration lists with current exhibiting companies, who may contact participants about special meetings, social events, or other offers and invitations. Only postal and email addresses are rented; telephone numbers are never provided or rented to third parties. ILA carefully reviews all requests for mail and email list rentals from third parties to ensure that promoted products and events are relevant to ILA event attendees. If you do not wish to have your information shared, please indicate this at the time of registration.

## Photography/Video/Recording Policy

From time to time, ILA or its partners may make photographic, video, audio, or other electronic recordings of its conferences and events. These recordings may include images, likenesses, depictions, or representations and/or voices of event participants, including attendees, speakers, guests, invitees, exhibiting companies and its principals, employees, officers, directors, agents, representatives, spokespersons, or invitees as well as participant's trademarks, service marks, trade names, logos, merchandise, goods, or products that the participant may display, exhibit, present, or demonstrate at an event.

Furthermore, participants acknowledge, agree, and hereby grant to ILA by way of attendance at or participation in an event the irrevocable right, license, and authorization to use, publish, broadcast, translate, adapt, and develop into other mediums and formats (including video recordings, voice recordings, and electronic and computerized data) of such recordings and the contents therein, however received or obtained by ILA in the course of an event, for ILA's use in trade, marketing, advertising, promotion, publicity, and for any other lawful commercial purpose, without compensation or obligation to the participant or its principals, employees, officers, directors, agents, representatives, spokespersons, or invitees. ILA will retain the exclusive right, title, and interest (including all worldwide copyrights) to any such recordings, free of any claims by par-

ticipants or any other person deriving any rights or interest from the participants.

## Meetings & Events Code of Conduct

ILA is the champion of a vibrant literacy community that recognizes the importance of working together to drive sustainable change.

ILA's meetings and events offer literacy educators and professionals from around the globe an opportunity to connect with and learn from one another and other leaders in the field, as well as engage in thought-provoking conversations and discussions.

All participants are expected to behave with common courtesy and civility; conduct themselves in a businesslike, ethical, and appropriate manner; and avoid engaging in or facilitating any discriminatory or harassing behavior.

We are dedicated to providing a harassment-free and inclusive experience for all involved, regardless of race, religion, gender, gender identity and expression, sexual orientation, ability, physical appearance, age, or other marginalized or minoritized identity.

To ensure that the ILA conferences and other ILA meetings and events are safe spaces for all involved, there will be zero tolerance for inappropriate behavior, including but not limited to

- Offensive verbal comments
- Threats or demands
- Deliberate intimidation, stalking, or following
- Harassing or nonconsensual photography or recording
- Sustained disruption of talks or other events
- Lewdness or indecency
- Sexualized images in public spaces
- Inappropriate physical contact
- Unwelcome sexual attention

ILA expects all participants—staff, attendees, exhibitors, advertisers, sponsors, vendors, speakers, and volunteers—to follow the Code of Conduct not only at the conference, event, or meeting venue, but also at all conference-, event-, or meeting-related social events at off-site locations as well as in related online communities and social media channels.

ILA reserves the right to take appropriate action in its discretion to address any individual(s) or group(s) it believes fails to meet the standards set forth in this Code of Conduct, including but not limited to expelling

the violating parties from the conference, event, or meeting without refund and prohibiting attendance at future events.

If you believe you've experienced or observed a violation of this Code of Conduct, please contact [events@reading.org](mailto:events@reading.org), and ILA will work to assess the situation and to respond as soon as possible. Please remember that notifying ILA does not constitute or replace notification to local law enforcement.

All violations of the law should be reported to local law enforcement. For emergencies, immediately dial 911.

## Attendee Cancellation/ Substitution Policy

ILA is unable to provide full refunds if you are unable to attend an event, including due to illness or COVID exposure. However, you may transfer your registration to someone else by providing the substitute's first name, last name, and email address. Any substitution requests must be emailed to [customerservice@reading.org](mailto:customerservice@reading.org) no later than 24 hours before the start of the live event.

The payment accepted on the original attendee's registration will be transferred to the substitute's record. If the original attendee received ILA membership as part of their event registration, that membership will also transfer to the substitute.

## Attendee Purchase Order Policy

A purchase order is a legally binding contract. To use this method of payment, your employer must provide you with an approved and signed purchase order to accompany your registration. After emailing the purchase order to [customerservice@reading.org](mailto:customerservice@reading.org), an invoice will be sent to your employer. Payment is due upon receipt of the invoice. Invoices more than thirty (30) days past due may be subject to a monthly finance charge of 1.5%. ILA reserves the right not to accept purchase orders in lieu of payment on-site at the conference.

## Clock Hours Policy

ILA provides a customizable letter of attendance for each event with clock hours earned. Due to the varying requirements of each employer and state, ILA cannot guarantee acceptance of clock hours; please check with your school district or administration to determine if the clock hours are applicable.