



## Southern Chiropractic Conference Event Policies & Procedures

Your safety, when attending TCA events continues to be our number one priority and focus. In an effort to ensure the health and well-being of our attendees and employees, we will be implementing safety measures at our events to help protect everyone in attendance.

### **Commitment to You:**

We strive to provide truly exceptional offerings and services. As we are a diverse profession, we realize providing an experience that meets all needs 100% of the time, brings challenges. If any programs, products, or services in your opinion, fall short of our commitment to you, please share with us your experience so we can learn from you and grow in our offerings to the chiropractic profession. Likewise, if you felt the experience exceeded your expectations, please share that with us, as well, so that we can continue to raise our bar for excellence. Statements and opinions of speakers, vendors or other invited guests do not necessarily represent the views of the Association, its staff, or its board of directors.

### **Refund/Transfer Policy:**

All fees are non-refundable. A transfer of your full registration to another individual or to another Tennessee Chiropractic Association (TCA) event within the same calendar year may be requested by submitting your request, prior to the event, to [operations@tnchiro.com](mailto:operations@tnchiro.com). Transfers are eligible for live TCA-sponsored events only. Absolutely no transfers will be carried over to the following calendar year. Failure to utilize transfer constitutes forfeiture of fees. ***Due to COVID-19, some circumstances are beyond our control and adaptations to this policy may be made upon approval.***

### **Consent Clause:**

Registration and attendance at, or participation in, TCA events and activities constitute an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities by the TCA. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and booths visited.

### **On-Site Pricing/Notes Availability:**

Attendees are encouraged to pre-register for events. However, on-site registration will be available each morning beginning an hour before the first education session. Please add \$100 to your Conference registration total for on-site registration. Notes, as provided by presenters, are accessible in an electronic format to all registrants for download and/or printing. Printed notes will only be provided for TCA Boundaries, Ethics and Jurisprudence courses.

### **Attendance Verification:**

Daily attendance verification will be required. *CE certificates will be mailed within 10 business days of the event and will be automatically uploaded to CE Broker, as a courtesy to attendees of this TCA event. The TCA recommends that individual licensees log on to CE Broker to verify the accuracy of their submitted hours.*

### **Overview of On-site Modifications to Seminar/Conference Experience, etc.:**

By registering for and attending a TCA event, attendees acknowledge that exposure to COVID-19 is an inherent risk in any public location where people are present; the TCA cannot guarantee you will not be exposed during your visit.

By participating, attendees also acknowledge their shared responsibility to reduce the risk to themselves and others, and agree to TCA event policies on their behalf and on behalf of those attending/traveling with them.

Given the worldwide pandemic, the Association, as well as event sites have had to modify our event policies, including the following:

- **Increased cleaning procedures.** Our venue, as well as TCA staff, will have enhanced cleaning and sanitizing practices, including providing hand sanitizer stations.
- **Screening attendees.** Along with TCA staff, all attendees will be screened upon arrival. TCA staff will be taking the temperature of all attendees upon arrival in the conference area. Anyone with a temperature above 100.4 will not be permitted to enter.

Attendees will be required to:

- 1) Affirm that they are NOT presenting with any of the following symptoms of COVID-19:
  1. Fever > 100.4
  2. Shortness of breath or difficulty breathing
  3. Dry Cough
  4. Chills
  5. Muscle pain
  6. Headache
  7. Sore throat
  8. New loss of taste and/or smell
- 2) Affirm that in the past 14 days, they have not been in close proximity to anyone who has tested positive for COVID-19
- 3) Affirm they have not recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the [U.S. State Department](#).

*Should you not meet the requirements necessary or prefer more time before you meet again, please contact our office to reschedule for a later event.*

- **Increased spacing and modified flow.** Floor markers and signage will be posted to assist with traffic flow and increased spacing. In addition to signage and floor markers in common trafficked areas, we are working with the venue to ensure that adequate spacing is provided for our attendees inside the classrooms. To help us foster a comfortable environment, please be courteous and respectful of other attendees' personal space
- **Attendees acknowledgment of event policies requirements upon check-in.** Event staff will affirm compliance with event attendance requirements with each registered attendee. This will also serve as part of the check-in for the event.

#### **ADDITIONAL PROTOCOLS:**

- Shields will be installed at registration desks
- Face masks will be worn by staff and attendees are strongly encouraged to wear face coverings where social distancing may not be possible, including when entering, exiting and in common areas