



EVENT CODE OF CONDUCT

As travel professionals, ASTA members are expected to always conduct themselves in a professional manner. This expectation particularly applies to attendance at ASTA-sponsored conferences, conventions and meetings (each, an “Event”) where such conduct is necessary to ensure a positive experience for all attendees and to protect the organization from liability. Therefore, as a condition of registration for an Event, attendees agree to adhere to the Code of Conduct (the “Code”) set forth below.

In addition to ASTA members, the Code applies to everyone participating at the Event, including ASTA staff, volunteers, speakers, sponsors and exhibitors, regardless of membership status. Similarly, where an attendee is permitted to bring a spouse or other guest to the Event and chooses to do so, the guest is expected to adhere to the Code to the same extent as the attendee he/she is accompanying.

Please carefully review and consider each of the following before your participation at the Event:

- Dress appropriately. Follow the dress code announced by ASTA and/or the hosting venue for the Event you are attending. Questions regarding appropriate attire may be directed to ASTA staff.
- Show up. If you RSVP to attend a limited-capacity session during the Event, please make sure to attend, as your failure to do so may unfairly deny another advisor the opportunity to participate.
- Be punctual. Being late often delays other Event attendees and reflects poorly on your professionalism.
- Extend courtesy to your fellow attendees. Avoid side conversations or use of your cell phone during presentations. It’s disrespectful to the speaker and distracts other attendees around you who are there to learn.
- Be respectful of others on-site. For example, consider guests who may be staying at the host venue hotel/resort or on ships you are inspecting. This includes, among other things, speaking quietly and not blocking hallways when guests are present.
- Stay sober. Know your limits when it comes to alcohol consumption. Attendees who engage in disorderly conduct, whether or not attributable to inebriation, or otherwise appear to be intoxicated will be asked to leave the premises.
- Don’t be abusive. It should go without saying that verbal or physical harassment of another attendee, or otherwise engaging in inappropriate, unwanted and/or offensive conduct of any kind is strictly prohibited.

- Observe the law. Compliance with all applicable laws of the jurisdiction where the Event is being held, as well as any policies or requirements of the hosting venue, is required at all times.

Event attendees who witness anyone engaging in conduct they believe violates any provision of the Code or otherwise is likely to bring ASTA or the travel advisor industry into disrepute are asked to promptly report their concerns to the attention of any ASTA staff member onsite.

Persons determined to have violated the Code may be excluded from further participation at the Event. Dismissal may take place either with or without prior warning, in ASTA's sole discretion, and refunds will not be issued. In addition, depending on the seriousness of the offense, violators may be disqualified from participating in future Events.