

Rules & Regulations and Conference Code of Conduct

MFOA is dedicated to preserving a secure space and providing a positive conference experience for all participants. It is expected that all attendees, speakers, exhibitors and staff display respect and courtesy to one another at all conference-related events.

As we are hosting a hybrid event, it's important to remember that the code of conduct applies everywhere. We expect our community to behave in the same manner whether it be at our in-person events or virtually, and to respect the code of conduct outlined below. Any harassment, of any kind, will not be tolerated; we will take swift action to remove you from our events should you act in a way that contravenes the spirit of our code.

Conference Code of Conduct

1. We communicate in a manner appropriate to a professional audience coming from diverse backgrounds.
2. We are sensitive to the needs of others around us, use good judgement, and treat others with respect.
3. We refrain from intentional harassment of others.
4. We comply immediately with direct requests to stop a behaviour that is considered harassment or deemed unwelcome.
5. When we observe an instance of harassment, we contact a member of the conference organizing team immediately.

MFOA has the right to remove any individual who is not in compliance with the Code of Conduct. If you are asked to leave the conference, it is expected that you will do so immediately. Refer to page 2 for the procedure for reporting violations of the conference code of conduct.

Additional Rules of the Conference

1. **Delegate Pass Usage:** I understand and agree that my delegate pass is intended for my use only and will not be shared with others. Additional registrations are available for purchase. MFOA reserves the right to remove any individual in violation of this rule.
2. **Recording Restrictions:** Attendees are not permitted to record, livestream, videotape or broadcast the audio and/or video of any conference sessions.
3. **Photography, Video & Media Release:** Please note that photographs and video recordings will be taken at this event and may be used for future MFOA marketing, promotional materials, events, website content and social media. By registering for the conference, you authorize MFOA to use the recordings and photographs in which you took part and waive any rights associated with recordings and photos. MFOA reserves the right to edit, modify and use all recorded materials at its discretion.
4. **Responsible Conduct & Alcohol Consumption:** Attendees who choose to consume alcohol are expected to do so responsibly and conduct themselves in a respectful and safe manner throughout the event. MFOA reserves the right to remove any attendee whose behaviour is disruptive, unsafe, inappropriate, or results in damage to the venue, property, or other attendees. Attendees are responsible for any damages, losses, or liabilities resulting from their actions.

Annual Conference Refund Policy

- Full refunds until **Tuesday, September 15, 2026**, less \$50.00/per person + HST administration fee. No refunds after that day.

Procedure for Reporting Violations of the Conference Code of Conduct

Please contact:

Krista Klesch – Manager, Learning & Development
416-686-8121
krista@mfoa.on.ca

When reporting an event, please try to provide as much information as possible. Information may include:

- Identifying information (name/municipality/organization) of the participant
- The behaviour that is in violation
- The approximate time of the behaviour
- The circumstances surrounding the incident
- Other people involved in the incident