



IRS Nationwide TaxForum | 2018

2018 IRS Nationwide Tax Forum - Attendee Policies Updated on 6/25/18

Attendee Policies

Any participant in the conference area must be registered and wear their 2018 forum badge at all times.

Badges

- 2018 forum badges are required to access all Tax Forum functions, including seminar rooms, workshop rooms, the Exhibit Hall, and receptions.
- Badges must be visible at all times while at the forum.
- Participants acknowledge that standing around walls or in the doorway in seminar rooms is prohibited by fire codes and conference facility.
- Participants acknowledge that they may be asked to leave a seminar room that is full to capacity and attend another seminar for safety reasons.
- Participants acknowledge that allowing others to use their forum badges is not allowed and offending parties can be asked to leave the conference without any refund of fees and the badge can be confiscated.
- Only one badge can be scanned per person, all participants **MUST** scan their own badge upon entry into the seminar room. Assistance is available if requested.

Children Policy

- Children under the age of 13 are not allowed to attend the IRS Tax Forums.
- Children over the age of 13 will only be admitted in seminar rooms or on the exhibit hall floor, if they are registered as a paid participant and wear the appropriate forum badge.
- Children under the age of 13 are prohibited from being on the exhibit hall floor during move-in and move-out hours.
- Children in the conference area, regardless of age, must be accompanied by an adult at all times. No exceptions shall be granted.

Disabilities/Elderly

- Participants with disabilities will receive reasonable accommodations by request during registration and will be addressed by the conference administrators. Additional accommodations can be provided at a cost to participant. Personal devices will not be provided by the conference administrators.
- Seats are for paying participants only.



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- Participants that require personal assistance must purchase a forum badge for anyone needing to be in the seminar room to assist. Personal assistants must be registered as paid attendees. No exception shall be granted.
- Anyone needing assistance may not be left alone in the conference area.

Cancellation Policy

- Registration fees are non-refundable and non-transferable to another person or another year. There is a \$25 charge for transferring a registration to a different forum location in the same year. This transfer must be completed before the start date of the forum for which an attendee was initially registered.
- There is a \$75 fee applied to all returned checks and credit card charge backs. All certificates will be held until fees are paid in full.
- No attendee is allowed to distribute any handouts with the exception of business card in conference space including hallways and restrooms.
- No attendee is allow to hold group meetings for the purposes of sales in conference space unless they are approved vendors.