



## 2023 Terms & Conditions

update 7.28.2022

Registration payments must be made via credit card and are due in full at time of purchase.

### **COVID-19 - Update**

As CDC Guidelines continue to evolve, Minitab will be in regular communication with the Scottsdale Resort at McCormick Ranch (which is owned and operated by Hilton) to monitor the situation and will, prior to the event, provide any necessary and applicable COVID-19 Guidelines for attendance.

### **Cancelations\***

Attendees who cancel by March 31, 2023, will be refunded 25% of the paid registration fee. No refunds after March 31, 2023. Conference cancelations should be emailed to the conference organizer at [insights@minitab.com](mailto:insights@minitab.com).

*Note: Attendees who fail to attend the conference are responsible for the entire conference fee and associated hotel and travel fees..*

### **Substitutions\***

If you find that you are unable to attend the event, you may transfer your event registration to someone else within the same company. Substitutions can be made at any time.

### **Travel & Hotel**

Attendees are responsible for securing their own travel and hotel. Minitab has negotiated a discounted hotel rate at the Scottsdale Resort at McCormick Ranch. Please note that Minitab does not use any 3<sup>rd</sup> party reservation agencies and will not reimburse for any reservations made through a 3<sup>rd</sup> party agency. If you are approached by a 3<sup>rd</sup> party agency please email the conference organizer at [insights@minitab.com](mailto:insights@minitab.com). Minitab is not responsible for any fees associated with travel changes or delays.

### **Dress Code**

Business Casual is appropriate. Please remember to dress comfortably and bring a sweater or jacket in case of cool weather and air-conditioned rooms.

## Other Terms and Conditions

**Sold Out Conference** The Minitab Insights Conference 2023 may sell out at any time. Customers are responsible for securing their registrations via credit card in a timely manner.

**Modification of the Conference Program** Minitab reserves the right to modify the program that is published. Sessions may become full to capacity, and Minitab shall have no liability to Attendees who are unable to attend a full session.

**No Liability** Minitab is not responsible for loss of, or damage to personal property of any kind, sustained by Attendees or accompanying persons, as a result of the Conference or related events.

### **Photography or Recording; Usage of Conference Information by**

**Attendees** Photography, audio recordings, and video recordings by Attendees are not permitted. All presentations observed by Attendees in relation to the Conference, including but not limited to keynote speeches, session presentations, and names or company names of other Attendees (“Conference Information”), is for Attendees’ personal use or internal business purposes only. Attendees may not publish, distribute, sell, or otherwise make available any Conference Information without receiving prior written consent from Minitab. Minitab uses recorded video and photographs of conference events and attendees in its promotional materials. By attending this event you consent to having your image, likeness, or voice recorded. Attendees are prohibited from copying, reproducing, publishing or distributing photographs, videos, or audio files taken at the Event for commercial use without the express written permission of Minitab.

**Cancellation by Minitab** In the event of cancelation of the Conference by Minitab, Minitab will refund the full registration fee within 90 days of canceling the Conference. Minitab is not responsible for airfare, hotel, or other associated costs.

**Privacy** All data provided in connection with the Conference may be used (saved, stored, processed, transmitted, and deleted) in accordance with the [Minitab Privacy Policy](#).

\*These policies are subject to change.