



## CSBA's County Board Conference Notices

Please review the following important notices if you are attending CSBA's 2025 County Board Conference in Monterey, CA, September 5-7, 2025.

Attendees shall be required to follow procedures and protocols established at the conference venue and hotels to ensure the health and safety of all attendees. An attendee also shall be required to execute a release of liability form by which the attendee shall voluntarily agree to assume all risks related to exposure to COVID-19 or other contagious or infectious disease and release CSBA from any liability related to such exposure.

In addition, attendees understand the following:

- ❖ By attending CSBA's County Board Conference, attendees consent to the recording and capturing of their image and/or voice in any non-private space and authorize CSBA to use attendees' photographs, video, and audio recordings for any CSBA purpose.
- ❖ Attendees should not leave personal belongings such as briefcases, water bottles, backpacks, purses, coats, book bags, laptops, tablets, or mobile devices, unattended in meeting rooms or public areas. Such items are the responsibility of their owner and CSBA will not be held responsible for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.
- ❖ Conference attendance is conditioned on attendees' compliance with CSBA's County Board Conference Code of Conduct.

### Housing policy

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All hotel reservations are made directly with the conference designated hotel and require a valid credit card guarantee at the time of booking. To avoid incurring a cancellation penalty, guests must provide advance notice of their cancellation. Cancellation policies may vary depending on the rate and dates of your reservation. Please refer to your reservation confirmation to verify your cancellation policy. If you need further assistance, contact the hotel directly. Penalties for early departure are enforced and vary by hotel. Make sure to verify your departure date with your hotel upon check-in.

The negotiated block of rooms has a reservation cutoff date of **Thursday, Aug. 14, 2025**. After the cutoff date, rooms may be given on a space-available basis and the special group discount may not be available.

### Cancellation by event organizers

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CSBA reserves the right to cancel the event at any time. If CSBA cancels this event, attendees' registration fees will be refunded. CSBA will not be liable for any personal or business costs associated with participation in CSBA's County Board Conference if the event is cancelled.



Hotel reservations made in the event room block can only be cancelled by the registrant. See Housing Policy above for further information.

## Cancellation of registration by registrant

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All cancellations must be submitted in writing no later than 11:59 p.m. (PST) on **Monday, Aug. 18, 2025**. There is no refund for no-shows. Requests for refunds will not be reviewed until after the event, and responses to requests may take an additional 4-6 weeks. Direct all cancellation requests to [register@csba.org](mailto:register@csba.org).

### Conference Registration Policy:

For cancellations received by **Thursday, July 10, 2025**:

- ❖ A full refund will be issued.

For cancellations received prior to 11:59 p.m. (PST) on **Thursday, Aug. 14, 2025**:

- ❖ A 25% processing fee will be applied, and the balance of your registration fee will be refunded.
- ❖ Substitutions may be made with another individual within the registrant's LEA.

For cancellations received after **Thursday, Aug. 14, 2025**:

- ❖ No refunds will be issued.
- ❖ Substitutions may be made with another individual within the registrant's LEA by **Tuesday, Sept. 2, 2025**. You must visit the onsite registration desk to make changes to your registration.

## Release from liability to CSBA

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The novel coronavirus, COVID-19, is a worldwide pandemic which is extremely contagious and can cause serious illness and death. Though appropriate health and safety measures and precautions will be taken, CSBA cannot guarantee that you will not be exposed to, contract, or spread COVID-19 while attending a CSBA event or activity. Please note that any in-person interaction at the CSBA's County Board Conference may increase your risk of contracting or spreading COVID-19.

With full acknowledgement of the above notice, I wish to attend the In-Person Meetings of CSBA's 2025 County Board Conference, so I agree to the following:

- ❖ I understand that my attendance and participation in the above event could pose a risk of exposure to COVID-19 or other contagious or infectious disease to me.
- ❖ I freely assume any risk of harm or injury to me that my attendance or participation in the event may cause, and I release CSBA from all liabilities, costs, and damages that I may incur thereby.
- ❖ I understand that by this release and waiver, I give up my right to bring any claims, including for personal injuries, death, disease, property loss, or any other loss, that may be released and waived under applicable law.
- ❖ I understand that this release and waiver prevents me from seeking damages in any way against CSBA, whether such damages are known or unknown, foreseen, or unforeseen, or occur now or in the future.



## Minors

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CSBA's County Board Conference programming is designed for adult participants. This event is not for children under 18 years old.

- ❖ Certain events at the conference will have alcohol available for purchase. No one under 21 will be admitted into such events. Please be prepared to show valid ID if requested.