**Philanthropy Ohio Meeting and Event Protocol**

Philanthropy Ohio is committed to creating accessible and inclusive spaces for all. The following protocol was developed to reflect our values and to provide clarity to attendees on what to expect when participating in a Philanthropy Ohio convening and to help ensure our continued delivery of high-quality programs and events. Please reach out to our staff with any clarifying questions or concerns.

**Cancellations / Refunds**: The commitment to attendance at a Philanthropy Ohio program or event allows our staff to prepare in a timely and effective manner, whether for in-person or virtual convenings. We ask that you kindly cancel your registration in advance for all programs, regardless of registration cost, if you are no longer able to attend as it allows our staff to adjust our planning process. Many of our programs are included in the cost of your membership. In order to continue providing the highest quality content, refunds are not provided for any Philanthropy Ohio programs and events where payment is required. Registrants are encouraged to consider transferring their registration to another eligible attendee, where applicable. To cancel your registration for a Philanthropy Ohio program, please notify us by email as early as possible at [bhardgrove@philanthropyohio.org](mailto:bhardgrove@philanthropyohio.org) and [info@philanthropyohio.org](mailto:info@philanthropyohio.org).

**Program Payment:** For programs or events with an associated registration cost, payment is required in advance of the program unless explicit arrangements are made with our staff. If payment is not received in advance of the event, Philanthropy Ohio reserves the right to void your unpaid registration. To view your payment status, please sign into the Philanthropy Ohio website and click “My Account” at the top right. Click “Pay Your Invoice” and follow the prompts to add to the cart and complete your checkout.

**Non-Solicitation Policy:** Philanthropy Ohio is committed to creating a community of shared inquiry characterized by mutual respect and trust. Speakers at and attendees of our programming and events agree to foster this community by agreeing to refrain from soliciting business during events. This includes but is not limited to requesting grants and soliciting business opportunities. Violation of our policy may result in removal from an event and disqualification from future Philanthropy Ohio programs.

**Accessibility:** Every effort will be made to meet requests for accommodation to fully engage in our events and programming. Please call 614.224.1344 or email Brittany Hardgrove ([bhardgrove@philanthropyohio.org](mailto:bhardgrove@philanthropyohio.org)) to make any requests for accommodations necessary for your participation, including but not limited to supports for hearing, vision or mobility support or impairment. We ask for at least 2 weeks’ notice for all requests so that we can best meet your needs for engagement.

**Photos & Videos:** Philanthropy Ohio may take pictures, videos or recordings at programs or events for promotional use on our website, social media or other forms of communication. Please email us ([jhoward@philanthropyohio.org](mailto:jhoward@philanthropyohio.org)) if you have questions or concerns or to request removal from any such communication. If you prefer your image not to be used, you can also notify us at the event.

**Health & Wellness:** Registration, attendance or participation in Philanthropy Ohio’s in-person events constitutes an agreement by the registrant to abide by Philanthropy Ohio’s Meeting and Event Protocol and is an assumption of risk on the part of the attendee with respect to any current contagions. We ask that if any member or guest is unwell, they refrain from attending in-person events out of respect for other attendees, our staff and those of the host venue.

**General:** Philanthropy Ohio collaborates with various members, funders, consultants, philanthropy-serving organizations and Professional Partners to bring you quality content. Statements made by presenters reflect the presenter’s own perspective and do not necessarily represent the opinions, policies, practices, values and mission of Philanthropy Ohio. Our goal is to provide informative topical learning and practices to advance your work and expand conversation in the philanthropic sector.

*3.25.2024*