



## CONFERENCES AND MEETINGS OPERATIONAL POLICY MANUAL

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### **Code of Conduct and Participation Policies**

- Respectful Behavior
- Professionalism
- Attire
- Intellectual Property
- Photography and Video Disclosure
- Social Media
- Participant Data Usage
- Transportation
- Accessibility
- Name Badges
- Contact Hours
- NASPO Cares

### **Funding and Payment Policies**

- NASPO Member Conference Funding
- Payment
- Speaker Funding
- Life and Honorary Member Annual Conference Travel Reimbursement
- Life and Honorary Member Exchange Travel Reimbursement

### **Registration Policies**

- Members-only Events
- Attendance and Seating
- Guest Registration
- Partner Registration and Special Invitations
- Substitutions and Cancellations

### **Speaker Policies**

- Speaker Diversity and Inclusion

### **NASPO Exchange Participant Standards and Expectations**

## **Code of Conduct and Participation Policies**

In fulfillment of its mission, the National Association of State Procurement Officials (NASPO) provides conferences and meetings to foster professional development for State Chief Procurement Officers and the community of state government procurement professionals. In order to maintain an environment which supports education, professional development and peer-to-peer engagement, the following standards, codes and expectations surrounding conference participation have been established. By registering for and attending the event, all participants agree to uphold these policies:

### **Respectful Behavior**

NASPO prohibits all forms of discrimination and harassment based on race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law at the association's conferences and events. Behavior that undermines the integrity of intellectual discourse and interactions will not be tolerated. This applies to all conference participants including staff, NASPO members, partner representatives, suppliers, etc. If a participant engages in harassing or discriminatory behavior, NASPO reserves the right to take action ranging from a simple warning to the offender to expulsion from the conference.

NASPO shall not assume any liability for any defamatory, offensive, or illegal conduct of conference or meeting participants. NASPO shall not assume any liability for any personal injury, property damage (private or public), theft, or damage of any kind at or in connection with a NASPO conference.

### **Professionalism**

Participants are expected to maintain a level of professionalism which supports confidence and trust in state public procurement and the association, and furthers the advancement of best practices in state procurement. At NASPO events and functions, all persons affiliated with NASPO shall maintain arm's length relationships with persons seeking to furnish or sell any service or commodity to the association or its members.

### **Attire**

Unless otherwise outlined in conference materials, expected attire for NASPO Conferences is "business casual." In rare circumstances where a participant's attire is sufficiently unprofessional as to disrupt the conference experience for fellow attendees, NASPO reserves the right to take action ranging from a request to change attire to asking the individual to leave the event. Off-site events, NASPO Cares service projects, the State Dinner and other special events may require or necessitate special attire. These circumstances will be reflected in conference communications.

### **Intellectual Property**

During NASPO conferences and events, consistent with the educational mission of the association, speakers and NASPO representatives may reference articles, research, publications and other materials. Participants are encouraged to use provided conference materials for learning, professional development and enhancement of state procurement activities. Participants may not reproduce any copyrighted work in print, video or digital form in violation of the law. (Rules governing the use of NASPO research products are outlined in the "NASPO Research Use Policy.")

### **Photography and Video Disclosure**

NASPO takes photographs and video during its meetings and events for use in association advertising, newsletters and other promotional materials, whether in print, electronic or other media, including the NASPO website. By participating in this conference attendees grant NASPO the right to use their name and image for such purposes.

### **Social Media**

All conference-related social media activity initiated by NASPO is governed by the [“NASPO Social Media Policy.”](#) Individual conference participants are encouraged to use social media platforms to facilitate engagement with NASPO and fellow participants during association conferences and meetings. Registered participants are not permitted to live-stream or share conference content, in whole, with those not registered for the conference without express permission from NASPO.

### **Participant Data Usage**

NASPO provides rosters and participant lists to facilitate networking and peer-to-peer engagement in connection with NASPO conferences. Members and other participants are not permitted to harvest, sell, generate mailing lists or mine the data contained in the roster for promotional purposes. It is the responsibility of each attendee to ensure contact made with fellow participants, using information from the roster, is made in accordance with the values of the meeting.

### **Transportation**

For off-site events more than 0.5 miles away from the host hotel, NASPO will provide transportation. All attendees of NASPO-sponsored off-site events must take NASPO-provided transportation to and from the event, when provided. Attendees who do not take NASPO-provided transportation - or do not walk with the group to events less than 0.5 miles from the host hotel - will not be allowed entry into an off-site event.

### **Accessibility**

NASPO is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities and encourages persons with disabilities to participate in its programs and activities. NASPO seeks to contract only with hotels that are in compliance with ADA regulations. If an accommodation is needed or if a participant has questions about the physical access provided by the conference facility, it is requested that the participant contact NASPO Staff no less than three weeks in advance of the program to provide ample opportunity to work with the facility to address any accessibility concerns. NASPO will use its best efforts to honor reasonable disability accommodation requests.

### **Name Badges**

Conference participants must wear their conference name badges in order to access any conference activity, including sessions, meals and receptions. Individuals who have not registered and/or do not possess an official NASPO conference badge will not be allowed entrance (including guests).

### **Contact Hours**

NASPO's conference programming is designed to support continuing education needs for state procurement professionals. In general, NASPO does not monitor individual attendance at conference sessions, so it is the responsibility of individual participants to track continuing education contact hours for self-reporting to certifying bodies. NASPO provides all participants a contact hour tracking spreadsheet for self-monitoring and NASPO staff will provide additional program information, by request, to support certification or re-certification applications.

### **NASPO Cares**

According to NASPO's core values, the association demonstrates leadership through Ethics & Integrity, Knowledge, Teamwork, Collaboration and Partnering. NASPO's conferences and meetings put these values into practice through NASPO Cares initiatives: collaborative, team-building activities which are planned in concert with local charities. Through interactive service components, NASPO's conferences and events address the needs of the local host community while strengthening professional relationships and contributing to elevated educational outcomes for all participants.

## Funding and Payment Policies

### NASPO Member Conference Funding

As a benefit to state members, NASPO offers complimentary registration and reimbursement of travel expenses to a certain number of state representatives attending NASPO conferences and events. The following policy reflects the standards, practices and expectations regarding participation by individuals funded by NASPO.

As of 2017, the following represents the number of representatives each state may send to NASPO conferences on a complimentary basis:

Annual Conference:	Two
NASPO Exchange:	Two
Regional Conferences:	Six
State Training Coordinators Conference	Two
State Procurement Law Institute:	By invitation only (up to two)
Academic Forum	By invitation only (one)
Leadership Academy:	By invitation only (new directors)

Complimentary registrations and travel reimbursement benefits are considered benefits provided to each current (dues-paying), member state. Benefits may not be transferred, extended or allotted to other states, even if going unused.

### Attendance Expectations:

**In order to qualify for reimbursement of travel expenses, individuals are expected to participate in all scheduled conference events (including One-on-One sessions at the NASPO Exchange).**

**Departures prior to the conclusion of the conference are discouraged and may result in denial of full or partial travel expense coverage.**

NASPO reserves the right to determine which nights are covered for each event. Generally, this includes the night before the conference program begins (based on the start of educational programming, not social events or welcome receptions) and runs through the night after educational programming concludes. Early arrivals or late departures may be requested, but NASPO cannot guarantee availability for nights outside the contracted event block. Additional nights will be paid by the individual traveler unless extension of travel is for NASPO business.

### Travel and Reimbursement Procedures:

Travel plans and reimbursement requests must be made in accordance with the [“NASPO Travel Policy”](#) and the individual’s state travel policies.

### Additional State Participants:

States will have the opportunity to send additional participants to NASPO conferences, as budget and capacity allows. Any attendees over and above the number provided complimentary will be charged a registration fee and will be responsible for all travel-related expenses. States may elect to use Professional Development funds to cover the costs associated with additional conference participants, assuming the requesting state has maintained sufficient balance for the calendar year to cover the anticipated expenses. Those attendees using state Professional Development Funds should notify NASPO Staff at point of registration so that expenses are routed that way. Otherwise, fund usage will be accomplished via reimbursement.

### Conference Speakers:

State members who are invited to speak during a NASPO conference should register as one of the allotted, complimentary conference participants from the state. Should the state member plan to attend the conference only for the purpose of speaking in the session, and not participate in the full conference program, he or she may be registered as a speaker and would qualify for speaker funding.

#### **Board Members:**

When a member of the Board of Directors must travel to attend an in-person Board meeting but is unable to participate fully in the conference (for example, due to scheduling or travel issues), NASPO will fund travel-related expenses from the Board of Directors budget. The director will not need to be registered for the conference and will not use one of the state's complimentary registrations.

#### **Special Considerations:**

By virtue of the unique nature of "by invitation only" events, NASPO maintains the authority to grant invitations for fully-funded participants in a way that supports the purpose, goals and objectives of the event. Wherever possible, a standardized process will be implemented to allot funding for individuals up to the full number provided for in the conference budget.

#### **Payment**

All NASPO Conference participants must be fully paid at the time of on-site registration. Participants will not receive their meeting credentials until all outstanding registration fees are paid. Organizations, states or individuals with outstanding balances to NASPO will not be permitted to register for future conferences.

#### **Speaker Funding**

NASPO maintains a speaker budget for all conferences and events to provide adequate funding for individuals invited to serve as conference speakers.

The complimentary "Speaker" registration category is designed to apply to individuals invited to participate in the conference solely for the purpose of a session presentation, to serve as a facilitator or fulfill a program-related duty. It is not designed to provide access to all conference activities, benefits and participation.

Speakers will be provided with reimbursement for travel expenses, in line with NASPO's travel policy. Based on the agenda, the speaker will be provided with appropriate parameters and guidance regarding length of stay and qualifying expenses. Standard reimbursements include:

- One-two night's hotel stay, based on the timing of speaker's session;
- Economy airfare and/or mileage to and from the conference destination;
- Ground transportation in the conference destination;
- Meals and incidentals on travel and presentation days.

A fully-executed speaker agreement and applicable contract addendum will be required for all speakers who are not active, NASPO members.

In some cases, for example Keynote speakers and external subject matter experts, the conference speaker budget will be used to provide speaker fees or honorariums. The appropriate fees will be outlined in the speaker agreement.

#### **Life and Honorary Member Conference Travel Reimbursement**

Reimbursement of travel expenses for Life and Honorary members participating in NASPO conferences is governed by the Board of Director's approved "[NASPO Life and Honorary Member Travel Reimbursement Policy](#)."

## **Registration Policies**

### **Members-Only Events**

While NASPO appreciates the engagement of many stakeholder groups with the state procurement community, NASPO Conferences and Events are designed specifically to meet the needs of State Members - State Chief Procurement Officers, Directors and the staff of the state department, division or other organizational unit directly charged with statewide procurement authority.

The NASPO Exchange is the only event with open registration. Specific guidelines and a participant code of conduct govern participation and appropriate behavior.

All other NASPO conferences and events are limited to participation by NASPO members and special, invited, guests. NASPO reserves the authority to determine appropriate attendance or registration requirements and issue special invitations to participate in conference activities.

### **Attendance and Seating**

Registration for the conference is not a guarantee of seating being available in every session in the program. It is the responsibility of registrants to review the program and arrive at presentation rooms in a timely fashion. In order to provide fellow participants access to any and all available seating, keep personal items on a lap or beneath the seat, not on nearby seats or tables.

### **Guest Registration**

Registration is required of everyone attending NASPO conferences and meetings. Guest registration is available for NASPO members and NASPO or NASPO ValuePoint staff to bring a spouse/guest to attend only specified social and meal functions (events included in guest registration will be outlined for each event). Guests must wear a name badge while attending NASPO functions and observe all conference policies. All registered guests must be at least 21 years old.

### **Partner Registration and Special Invitations**

NASPO maintains official partner relationships with various organizations, associations, media outlets, research institutions and academic institutions when formal partnerships provide mutual benefit and advancement of the entities' missions. NASPO retains the right to issue invitations for partner groups to participate in conferences. The specific expectations for participation, guidelines for participation or appropriate behavior and any funding implications specific to the event will be included in the invitation. NASPO members in attendance will be made aware of any partners or special guests present at the event.

### **Substitutions and Cancellations**

If a registered participant cannot attend, he/she may send a substitute by completing the registration modification form. No penalty is charged. If a paid registered participant must cancel, a refund (less a \$50 administration fee) is provided if written notice is provided within the posted deadlines of the conference. No refunds are given for cancellations made after the refund deadline.

## **Speaker Policies**

Speaker expectations, standards and codes of behavior are governed by the Board of Directors approved "[NASPO Speaker Policy](#)."

### **Speaker Diversity and Inclusion**

NASPO believes inclusion of diverse perspectives is critical to the educational integrity of conferences and meetings. NASPO conference committees, work groups and staff organizers actively pursue speakers, presenters, facilitators and leaders from diverse backgrounds. NASPO will not tolerate discrimination against those in consideration for inclusion as a speaker at NASPO conferences or meetings based on race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

## **NASPO Exchange Participant Standards and Expectations**

NASPO believes mutual benefit is derived from collaboration between suppliers and members to improve public procurement practices through shared information. By bringing these parties together in a cooperative environment with the highest standards of ethics, NASPO can develop educational programs on procurement issues for its members and suppliers.

NASPO's Board of Directors has enacted and defined by formal policy the following standards and expectations for supplier and member behavior at the NASPO Exchange. It states:

- NASPO members, as public employees directly or indirectly involved in the expenditure of public funds through the state procurement process, must always conduct themselves in a manner that promotes the highest ethical standards.
- NASPO members shall at no time accept gifts, gratuities or other things of value from suppliers, which might influence or appear to influence procurement decisions.
- NASPO members receiving funding to attend the Exchange shall commit to fulfilling all scheduled One-on-One appointments. Members are expected to participate fully in program elements for the purpose of fostering engagement and education of the supplier community.
- Suppliers shall refrain from holding receptions, dinners, or other functions in conjunction with or during the course of NASPO-sanctioned events.
- Suppliers shall refrain from offering gifts, gratuities or other items of value to NASPO members.
- Member and suppliers shall conduct themselves in a manner that promotes the highest ethical standards and avoids activities and behavior that would place, or even appear to place, a NASPO member in a conflict of interest.
- Suppliers shall refrain from contacting members in advance of or during the conference to arrange meetings outside the One-on-One system provided by NASPO.
- Suppliers shall ensure they are familiar with and abide by the One-on-One rules and guidelines associated with the selected registration type.