

- All registration fees are in U.S. dollars. Registrations will only be processed with full payment.
- Attendees may cancel their registration for the event within their profile within the ENA Membership Portal. Canceled registrations will receive a full refund if attendee cancels on or before Jan. 8. After that date, only in cases of emergency that prevent you from attending the event, may a refund be requested. Refund requests must be submitted in writing to [componentrelations@ena.org](mailto:componentrelations@ena.org). All requests made after Jan. 8 are subject to a \$100 administrative fee. Refunds will be processed in the name of the original payer within 60 days after the initial request is received. Non-receipt of a confirmation notice before the event is not justification for seeking a refund. All event registrations are non-transferable. No refunds will be given after the start of the event, and ENA will not reimburse you if you do not attend.
- Comped or paid registration cannot be deferred to next year's event or a different ENA event.
- Attendees who, in the opinion of Event Management, conduct themselves unethically to anyone involved in the event, including, but not limited to, ENA staff, audio visual provider, hotel staff, registration personnel, security or anyone else involved with event operations may be immediately dismissed from the event without refund or other appeal.
- Each council and chapter receives complimentary registrations for the following roles: president, president-elect, secretary and treasurer - or secretary/treasurer where applicable. Should an officer eligible for a complimentary registration be unable to attend someone, ENA will allow for a substitution for another attendee. Substitution requests must come from the president and made directly in writing to [componentrelations@ena.org](mailto:componentrelations@ena.org). All other participants must register at the applicable member or non-member rate. All badges can be picked up on-site at registration.

- If registration for the event is at capacity and an attendee registered for the event cancels, the vacated spot will be offered by email with a follow-up phone call to the first person on the waitlist. The offer is valid for 24 hours. If the offer is not accepted during that period, the spot will be offered to the next person on the waitlist. ENA will manage the waitlist and prioritize waitlisted attendees. If an attendee fails to register during the 24-hour period, they may add themselves again to the end of the waitlist.
- No one under the age of 18 will be admitted to the event. As per United States law, anyone under 21 years old is not allowed to consume alcohol. You must be 21 years old to attend any event that serves alcohol.
- All sessions are on a first-come, first-served basis. All attendees may attend any session offered on the schedule, as long as a session is not at room capacity. Council and chapter leaders will have required sessions to attend pertaining to their role - please see the schedule for those required sessions. If a session reaches capacity and no more seats are available in the room, you will not be allowed to attend that session.
- Selling activities and distributing literature, samples and marketing materials are permitted only for officially contracted exhibitors.
- Attendees are expected to respect copyright, patent and trademark rights of fellow attendees, speakers and sponsors. Violators may be subject to sanctions by Event Management.
- Consent for Use of Photographic Images: Attendance at, as well as participation in ENA Leadership Conference activities, constitutes an agreement by the registrant to consent to the use of quotes and the taking of photographs, movies or videos. It also grants ENA the right to edit, use and reuse said products for marketing purposes, including use in print, on the internet and all other forms of media.
- All exhibitors, sessions, speakers and times are subject to change without notice.
- By registering for ENA Leadership Conference 2025, I agree to receive email updates regarding the event.