

ADP® Meeting of the Minds

Terms and Conditions

We're so glad you'll be joining us for the ADP® Meeting of the Minds event, March 14-17, 2023. For complete details on the terms that apply to registration and other important details, please read through the information below.

Registration Rates

We may offer a promotional, coupon, discount, or similar offers ("promotional offerings"), for instance, as part of a limited time sale. These promotional offerings are generally tied to a specific promotional offering and their value is non-transferrable.

Promotional codes cannot be applied retroactively to a previously completed purchase.

Cancellation

For all ticket types and prices, the cancellation schedule is stated below:

- 100% Refund: Cancellations received before Thursday, January 12, 2023
- 50% Refund: Cancellations received between Friday, January 13 – Wednesday, February 1, 2023
- 0% Refund: Cancellations received beginning Thursday, February 2, 2023

To cancel your registration (and receive your refund, if applicable), you will need to notify us in writing at learnmoremotm@adp.com.

If you're entitled to a refund, the amount refunded will be based on the fees paid for the registration(s) you cancel and will be refunded to your original payment method – we will not issue checks for refunds. These cancellation terms apply regardless of the reason that you cancel (even if you, unfortunately, need to cancel for personal reasons that are out of your control).

Registration Transfer

You also have the option of transferring your pass to another person if your plans change (or if you just feel like it). Your pass can be transferred up until the set-up of your ADP Meeting of the Minds conference app profile for the in-person or virtual event experiences. Accounts cannot be shared.

Transfers can be completed by emailing learnmoremotm@adp.com with the following information:

- Your full name
- Email address used during registration
- Confirmation number
- New name for registration
- New business email for registration

In order to transfer a registration, you must be able to demonstrate to our reasonable satisfaction that you are the original registrant or purchaser, or that you are otherwise authorized to make changes to the registration.

Age Limitations

In-person attendees must be at least 21 years of age to attend ADP Meeting of the Minds and all related events. If you'd like to request an exception to this, you'll need to send your request in writing to learnmoremotm@adp.com.

Agenda and Liability

We might make updates to the agenda from time to time, which could include a change in speakers or the cancellation of certain sessions. We can't promise the attendance of any speaker, entertainer, or presenter and won't refund your registration or provide any other compensation based on changes to the agenda. We also can't guarantee admission to any certain session, since all sessions are subject to capacity limits and availability. ADP Meeting of the Minds is provided as-is, without warranty of any kind, express or implied.

Sweepstakes

By registering for ADP Meeting of the Minds, you understand and agree that you may be entered into sweepstakes or contests. There are separate terms and conditions that apply to each of these sweepstakes and contests, so even if you're entered, you may or may not be eligible to win. If you don't want to be entered into any sweepstakes or contests, you can opt out by sending a request in writing to learnmoremotm@adp.com.

Security and Safety

All security concerns should be reported to ADP Meeting of the Minds staff immediately at our in-person registration desk or through the conference app. Alternatively, you can email learnmoremotm@adp.com for assistance. Our security team may take whatever measures they deem appropriate without prior notice to ensure the safety of attendees at ADP Meeting of the Minds. You must comply with the direction of our security team, as well as all applicable rules and regulations.

ADP will advise you reasonably in advance of any health and safety related policies applicable to the event, to the extent required by federal, state or local law. If you are uncomfortable attending an in-person event for any reason, we encourage you to register for the free virtual conference which will include our Opening General Session.

Photography, Video and Audio Recording

Unless we notify you otherwise, you're permitted to take screenshots of most sessions at ADP Meeting of the Minds, as long as you comply with the terms set within each session.

By attending ADP Meeting of the Minds and related events, you consent to having your image, name, voice and likeness published without any expectation of payment or benefit in return. We reserve the right to use recordings taken at ADP Meeting of the Minds and related events. However, we may choose to, without giving you notice or compensation. We may use them, for example, in our press releases, marketing materials or other publications. If you would like to exclude yourself from use in media, please send your request in writing to learnmoremotm@adp.com.

Privacy at ADP

As a Human Capital Management (HCM) provider, ADP processes a vast amount of personal data. We process the personal data of our Clients' employees on behalf of our Clients, and our business contacts. In order to provide the highest level of data protection, ADP has adopted Binding Corporate Rules (BCR) for processing Client employee data and business contact data. In addition, ADP has implemented BCR for processing personal data of ADP Associates. These BCRs serve as the basis for our Global Privacy Program. We have implemented a Global Privacy Policy that is applicable to all ADP Associates worldwide, enabling us to comply with the commitments we've made in our BCRs.

We invite you to explore this webpage and learn more about Privacy at ADP, including understanding the steps that we've taken to protect personal data globally. Within the website linked below, you may find our Privacy Statements, overview of our BCRs and that of our Privacy Program, as well as brochures and other privacy-related materials.

Webpage link: <https://www.adp.com/privacy.aspx>

Behavior and Code of Conduct

By registering for the event, you agree to comply with the ADP Meeting of the Minds Code of Conduct.

Our Code of Conduct outlines the behavior we expect from everyone at ADP Meeting of the Minds.

If we (in our sole discretion) determine that you are behaving in a manner that is — or could be — disruptive to the event or other attendees, violates our Code of Conduct or is in violation of these terms, then we can limit your access or remove you from the event. If we do, you aren't entitled to any form of refund or compensation. At our discretion, we may also exclude you from future events.

If you notify us of an individual who you believe to be acting in a manner which violates our Code of Conduct or these terms, we will take your concern seriously, but any action that we may or may not take will be at our sole discretion.

The views or opinions expressed by any event attendee, speaker or sponsor are not necessarily our views or opinions.

Now, let's go learn some things!

ADP® Meeting of the Minds

Code of Conduct

ADP Meeting of the Minds is committed to creating and maintaining an engaging and productive conference, meeting and event environment in which all individuals are treated with respect and dignity, one that is welcoming and free from any form of harassment or other discrimination. This Code of Conduct guides everyone who participates in or attends our conference – including attendees, associates, speakers, sponsors, vendors, contractors, volunteers, and other guests. This document is to help communicate what behavior is expected and what behavior will not be tolerated at ADP Meeting of the Minds.

Expected Conduct

At ADP, we encourage attendees to use good judgement and to share in the following core values:

1. Respect
2. Inclusion
3. Curiosity
4. Contribution

Unacceptable Conduct

ADP Meeting of the Minds expressly prohibits harassment and discrimination based on race, color, religion, national origin, sex, age, pregnancy, genetic information, military and veteran status, marital status, personal appearance, gender identity or expression, sexual orientation, disability or perceived disability (physical or mental), family responsibilities, political affiliation, or any other legally protected characteristic.

Examples of conduct prohibited by this Code of Conduct include, without limitation:

1. Threatening or intimidating language or physical conduct
2. Personal attacks
3. Derogatory or harmful language and harassment

Reporting Procedure

If any Attendee believes s/he or another Attendee has been subject to conduct that violates this Event Code of Conduct, or witnesses such conduct, s/he should report the violation to a member of ADP Meeting of the Minds management or staff while at the Event.

Consequences

At ADP Meeting of the Minds' sole discretion, any violation of this Event Code of Conduct may result in removal from or denial of access to the Event without a refund of any applicable registration fees, and/or disqualification from attendance at future Events.

No Retaliation

ADP Meeting of the Minds takes all allegations of harassment and discrimination seriously and is committed to ensuring an Event environment that is free of any harassment or discriminatory activities and represents an environment of inclusion, respect, and engagement.