

Meeting & Event Policies

BOMA Oakland/East Bay is committed to providing a safe, productive, and welcoming environment for all meeting participants, BOMA OEB volunteers, and BOMA OEB staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, BOMA OEB staff, service providers, and others are expected to abide by the Meeting Policies and the [BOMA Code of Conduct Policy](#) which apply to all BOMA OEB meeting-related events, including those sponsored by organizations other than BOMA OEB but held in conjunction with BOMA OEB events, in public or private facilities and/or public or private platforms.

Registration:

BOMA OEB events are available for registration on the on the website. Please refer to the event registration page for the event details and pricing information for each event. Members may bring guests and associates from their organization at the member rate to events as specified on the events page. Non-members can attend specific events as noted on the event page. Non-members rates are set higher than members.

Tradeshow Registration:

The BOMA OEB Tradeshow's is held annually. Exhibitor registration is limited to current BOMA OEB Associate Members. Associate Members cannot attend unless they have purchased a booth. An associate must have booth to volunteer at the event. Each booth includes two booth includes two company personnel. Additional booth staff may be available based on the venue and event specifications; the event page will have specifics for the event.

Attendee registration is available to Principal Members of BOMA OEB, BOMA San Francisco, BOMA Silicon Valley and prospective building members.

Cancellation:

Please refer to the event registration page for the cancellation policy information for each event. Submit all requests to BOMA OEB via email at info@bomaoeb.org . BOMA OEB regrets that refunds will not be given for no-shows. Substitutions within a given event are gladly accepted. A substitution of full registration is permitted prior to an event by submitting a written request to info@bomaoeb.org .

BOMA OEB reserves the right to change speakers and/or cancel an event due to unforeseen circumstances without penalty. The total amount of any liability of BOMA OEB will be limited to a refund of the attendee's registration fee.

Personal Safety:

BOMA OEB works diligently with venue staff to ensure participants are provided with a safe and secure environment at its meetings and events. We ask that all attendees report any questionable or concerning activity to BOMA OEB staff so that they may take immediate action. No concern is too small, if you see something, say something. Here are some tips on staying safe:

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from an event venue during early or late hours.
- Don't wear your meeting badge on the street. Take it off before you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave what you can in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

BOMA OEB and its sponsors claim no liability for the safety of any attendee while in transit to or from an BOMA OEB-sponsored event. If there is an emergency or someone requires immediate assistance, call emergency services. For lesser issues, ask an BOMA OEB staff member or onsite security personnel for help.

Consent:

Photo Release:

Registration and attendance at, or participation in, BOMA OEB meetings and other activities constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videos, electronic reproductions, and recordings of such events and activities by BOMA OEB.

Email Release:

BOMA OEB will provide attendee contact information and email addresses to program partners and exhibitors of certain BOMA OEB events. The information provided to program partners and exhibitors will only be used to inform the attendee of services available from the program partners and exhibitors at the event. Attendee information is never given to any other parties. BOMA OEB does not sell attendee information.

Behavior Expectations:

BOMA OEB has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, BOMA OEB asks that you inform Julie Taylor, CAE, BOMA OEB Executive Director, so that we may take the appropriate action. For more details, please see our [Harassment policy](#).

Examples of unacceptable behavior include, but are not limited to:

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, BOMA OEB staff member, service provider, or another meeting guest. Examples of verbal abuse include but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, BOMA OEB staff member, service provider, or another meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by BOMA OEB at the meeting venue, hotels, or other BOMA OEB-contracted facilities or throughout the virtual meetings.
- All participants must comply with the instructions of the moderator and any BOMA OEB virtual event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. BOMA OEB reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the virtual space.

BOMA OEB reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and BOMA OEB reserves the right to prohibit attendance at any future meeting, virtually or in person.

Responsible Drinking:

At some BOMA OEB events, both alcoholic and non-alcoholic beverages are served. BOMA OEB expects participants at our events to drink responsibly. BOMA OEB and meeting host event staff have the right to deny service to participants for any reason and may require a participant to leave the event.