

NONPROFIT DRIVEN 2024

CONFERENCE REGISTRATION POLICIES

Thank you for your interest in Nonprofit Driven 2024! We're committed to providing you with great connections and conversations on May 14 and 15, 2024. In order to do so, the following registration policies will mitigate challenges and keep the event running smoothly. If you have any questions about our registration policies, please contact admin@theonn.ca.

A fee will be charged for attendance to the ONN Conference.

The following terms apply:

- [Limitation of Liability](#)
- [Privacy Policy](#)
- [Registration Confirmation and Payments](#)
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Limitation of Liability

The ONN reserves the right to amend the conference program, make changes to speakers and presenters and cancel this event. This includes any cancellation or capacity changes to the venue mandated by the City of Toronto, Toronto Public Health, and/or the Government of Ontario. If the event is canceled, the ONN shall refund all registration fees paid, but shall not be held liable for hotel, airfare, or other costs incurred by attendees.

The ONN shall not be held liable for (and shall be entitled to use) any photos or videos taken of participants or event proceedings for promotional purposes.

Privacy Policy

By registering for the event, you are providing permission to receive emails related to the event. If you wish to opt out of receiving communications, you may do so by clicking the unsubscribe button at the bottom of the email. For any further questions, please email the ONN office at admin@theonn.ca.

Photos will be taken at this event and used for ONN's projects, promotions, events, web and social media (including partner communications channels websites). By completing registration, you hereby authorize the Ontario Nonprofit Network to use the recordings and photographs in which

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you took part during Nonprofit Driven 2024.

You hereby waive any moral rights associated with the recordings and photographs, and ONN may include, edit, modify, juxtapose, etc., all or any part of the recorded visual and audio and other materials obtained.

You may at any point revoke this authorization before, during, or after the event. If you have questions or concerns about photo consent, please contact admin@theonnc.ca.

Registration Confirmation and Payments

Conference attendees will receive email confirmation after completing their online registration and a payment receipt will be sent by email only following full completed payment. Only those attendees who have completed registration, and have paid in full will be able to attend the conference, unless previous financial arrangements have been made with ONN.

Registration can be paid online via credit card (Visa or Mastercard) on Eventbrite. If paying by credit card is not an option for your organization, please contact admin@theonnc.ca for alternative options.

Registration Substitution

Registrants unable to attend may send a substitute. If the substitute is not an ONN member, the non-member fee will be charged. Substitutions must be made in writing to admin@theonnc.ca. Substitutions will be accepted until April 12, 2024. Substitutions after this date may not be accommodated. Please note that it is the responsibility of the substitute to reach out to admin@theonnc.ca to inform ONN of any dietary needs and accommodations they may require.

Early Bird Registration

Early bird registration ends **March 8, 2024**. All registration and payments received after this date will be subject to the regular registration rates.

Cancellation and Refunds

Full event registrations, less the Eventbrite fees, are refundable if submitted in writing to admin@theonnc.ca on or before April 12, 2024. Refunds will be issued within 30 days of the cancellation date. In most cases, refunds will be issued back in the original payment.

Registrations and cancellations received after April 12, 2024 are not refundable.

Please see the COVID Policy below regarding COVID-related refunds.

Accessibility

Let us know of any accommodations requests (example: ASL interpretation, large-print agenda, etc.) in the registration form. You can also reach out to admin@theonnc.ca directly with your requests. Please keep in mind that if your request is made close to the event date, we may not be able to guarantee it will be fulfilled.

Any accommodation requests will be confidential. An ONN staff member may reach out for clarification or to provide further information in advance of the event. Questions related to accessibility and accommodation can be directed to admin@theonn.ca.

The venue for Nonprofit Driven is the Toronto Reference Library, and includes rooms on both the ground floor and the second floor. This venue is wheelchair accessible, including barrier-free and all-gender restrooms. The Toronto Public Library meets all requirements under the Accessibility for Ontarians with Disabilities Act (AODA). For more information about accessibility at the venue, please visit: <https://www.torontopubliclibrary.ca/accessibility/aoda-compliance/>

Free admission will be provided to healthcare aide attendants, interpreters, and/or translators accompanying attendees. In order for ONN to have final attendance numbers, please indicate who will be accompanying you on your registration form or reach out to admin@theonn.ca.

As well, space will be available for private prayer and lactation needs.

Care Team + Care Room

A care team consisting of ONN staff, volunteers, and active listeners will be on-site throughout the duration of the event. These folks will be identified at the event.

A care room with light activities and active listeners present will be available for attendees seeking a quiet space from the main conference areas. This space will require masking and be scent-free as much as possible.

Dietary Requests

In the spirit of taking care of each other, we will try to build vegetarian, vegan, halal, and gluten-free options into our menu. So that we know how much to order, and so that we can do our best to take care of folks with many dietary needs, it is important that you let us know in the registration form if you have any dietary requests. We will do our best to accommodate dietary requests provided to us on the registration form.

That being said, there may be limitations regarding what our caterer can accommodate. As well, please note that our caterer cannot guarantee that there will be no cross contamination in the kitchen. If you have concerns or a serious allergy, please let us know at admin@theonn.ca. If our caterer informs us that they are unable to accommodate a request, we will reach out to you.

To give our caterer enough time to fulfill dietary requests, we ask that all dietary requests be submitted no later than **May 2, 2023**. After this date, we may be unable to accommodate new requests that come in.

Dietary requests will be kept confidential.

Scent Policy

To provide a chemical and fragrance free event, we request that participants refrain from the following before or during the event: smoking; wearing colognes, perfumes or scented oils. We kindly ask participants to wear something that has had limited exposure to the items above if possible.

We will have a designated care room which will be a designated fragrance-free space, so please be mindful of using this room if you are wearing perfume or cologne or have recently smoked. Please note, the Toronto Reference Library is a strictly non-smoking venue, including the outdoor terrace.

Venue Code of Conduct

The Toronto Public Library strives to provide free and equitable access to services that meet the changing needs of Torontonians. The Library preserves and promotes universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment that is free from discrimination and harassment.

Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario Human Rights Code.

Discrimination and/or harassment will not be tolerated under any circumstances. These rules are intended to prevent such conduct and to ensure the dignity and safety of the public and the staff and to maintain the security of Library property without disruption to library services.

COVID Policy

We recognise that COVID-19 continues to be a concern in our community. Taking precautions to prevent the spread of COVID-19 helps us protect and care for one another.

Masking Policy: We recognize that masks are no longer mandatory in public spaces in Ontario. However, we strongly encourage masks to be worn by all attendees in the Nonprofit Driven conference space to prevent the spread of COVID-19. Masks will be available at the registration desk. No harassment of those wearing masks will be tolerated.

Vaccination Policy: As per ONN's policy, all in person events or meetings (on-site or off-site) that ONN hosts and manages strongly suggest attendees to have full vaccination against COVID-19. We use the Ontario government's definition of "fully vaccinated". Please see the ["Fully Vaccinated" section of this webpage](#) for more information.

Screening, Symptoms & Refunds: ONN strongly encourages all attendees to take a rapid test immediately prior to attending Nonprofit Driven. All attendees are also encouraged to [pre-screen](#) for symptoms each morning.

Please do not attend Nonprofit Driven if you have symptoms of COVID-19 and are testing positive for COVID-19. A list of symptoms of COVID-19 are [here](#).

If an attendee tests positive within 5 days prior to Nonprofit Driven, or is experiencing symptoms at the time of the conference, and is not able to attend the conference, we would be happy to issue a full refund. Please contact admin@theonnc.ca.

Risk and Other Considerations: While we have policies in place to help prevent the spread of COVID-19 at the conference, we recognize that the risk of infection cannot be completely eliminated. Everyone who attends Nonprofit Driven 2024 does so at their own risk.

Nonprofit Driven 2024 will not be a socially distanced event and it is likely there will be crowded environments. However, we encourage attendees to respect each individual's space and socially distance when possible. A sticker system will be implemented to help attendees self-describe their comfort level with interactions during the conference. Guests will be able to do this at the registration desk, where registration and name-tag pick-up are located. The venue has access to an outdoor balcony close to the plenary area, and attendees may leave and return as they wish.

We ask guests who enter the care room specifically to wear a mask so that the space is as welcoming as possible to many people. Masks will be provided.

ONN will monitor public health guidelines in the lead up to the event and communicate any changes to the event and/or COVID policy to attendees prior to the conference.

Please direct any questions or concerns about these policies to admin@theonnc.ca.