

**How to register**

Advanced registration is required. Space is limited, so we encourage you to register early to guarantee your spot.

[Click here to begin a registration.](#)

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**Instructions, Policies, and Requirements for Participation**

This form is to be completed by the Group Leader. The Group Leader must be an adult (21 & older) and must accompany the group to the event. All communications surrounding the group's registration will be sent to the Group Leader.

Questions regarding this form can be directed to [k12@aiche.org](mailto:k12@aiche.org).

By submitting this registration form, the Group Leader verifies and accepts the following policies and requirements surrounding their group's participation in this event.

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**Adult Supervision**

By submitting this registration form, the Group Leader understands that all K-12 aged attendees require supervision by an adult (21 & older) chaperone. The Group Leader understands that 1 adult chaperone is required for every 8 children in their group and verifies that all K-12 students in their group will be accompanied by the appropriate number of adult chaperones. The Group Leader understands that if the appropriate number of adult chaperones are not present, their entire group may be refused entry to the event.

**Parent/Guardian Permission**

By submitting this registration form, the Group Leader verifies that they are either the parent/guardian of the K-12 aged students they are accompanying to this event, or that they have received the appropriate authorization from the parents/guardians of the K-12 aged students they are accompanying to bring their children to this event.

**Medical Disclosure Statement**

By submitting this registration form, the Group Leader affirms that all children and adults in their group are free of any medical conditions that would prohibit or hinder their safe participation during this event.

#### **Dietary Restrictions & Food Allergies**

A space is provided below for the Group Leader to communicate any pertinent information regarding dietary restrictions & food allergies of all members of their party. By submitting this form, the Group Leader verifies that they've communicated any pertinent information regarding dietary restrictions and food allergies of all members of their group. The Group Leader understands and accepts that AIChE will work with its vendors to label food offered during the event and within reason will provide alternative meal options for attendees with dietary restrictions/food allergies. The Group Leader affirms that they are ultimately responsible for understanding the dietary restrictions/food allergies of all members of their group, and for overseeing the safety of any members of their group with food allergies and addressing them accordingly.

#### **Authorization for Emergency Medical Treatment**

By submitting this form, if the Group Leader is the parent/guardian of children they will be accompanying to the event, they grant permission for AIChE to seek medical treatment for all members of their group in the event of an emergency. If the Group Leader is not the parent/guardian of the children they will be accompanying to the event, by submitting this form, they verify that they have received the appropriate authorization from the parents/guardians of all members of their group for AIChE to seek medical treatment for all group members in the event of an emergency.

#### **Americans with Disabilities Act**

By submitting this form, the Group Leader verifies that if any members of their group require “auxiliary aids or services” at the event, they understand and accept that they must send an email to [meetings@aiche.org](mailto:meetings@aiche.org) to formally request the aid/service on behalf of their group members. AIChE will then arrange for the aid/service to be available on-site.

#### **Event Photography/Videography Policy**

Photos and videos may be taken at the AIChE K-12 event and published on AIChE's website, YouTube channel, and other social media channels. AIChE will not identify people by name on any photos or videos without written permission. By submitting this form, the Group Leader verifies either that they are the parent/guardian of the children they will be accompanying to this event and that they accept that their likeness and the likeness of their children may be used by AIChE such materials and communications or if the Group Leader is not the parent/guardian of the children they are accompanying to this event, they verify that the parents/guardians of the children in their group and all adult chaperones in their group have been informed of and accept this policy.

#### **AIChE Volunteer and Meeting Attendee Conduct Guidelines**

By submitting this registration form, the Group Leader confirms that they understand and agree to abide by the AIChE Volunteer and Meeting Attendee Conduct Guidelines. The Group Leader understands and accepts that if any member of their group including the group leader, adult

chaperones, or children do not behave in accordance with the AIChE Volunteer and Meeting Attendee Conduct Guidelines, their entire group may be asked to leave the event.

[Click here to review the AIChE Volunteer and Meeting Attendee Conduct Guidelines.](#)