



SACNAS Funded Participants Policies and Procedures

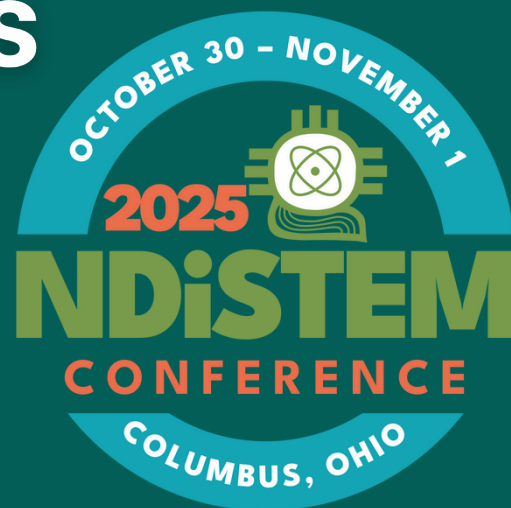
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Disclaimer

Each funded participant attending the SACNAS NDiSTEM Conference must adhere to the policies outlined below. Failure to comply with the policies below will result in cancellation of the participant's funding, and may also require the participant to refund some or all of their scholarship back to the organization. Please be aware, SACNAS reserves the right to update or edit these policies. Ensure you have reviewed the most current version.

1. Acceptance Policy

Individuals who have been awarded scholarships and/or funding to attend NDiSTEM will be given a date to accept or decline the invitation by (dependent on the specific program).

Failure to respond to the invitation by the provided deadline will result in forfeiture of the participant's funding.

Invited participants should ensure they respond to the invitation in a timely manner to avoid forfeiture of their funding.

2. Cancellation Policy

If an accepted participant can no longer attend the conference and must cancel, they are required to contact travelscholarships@sacnas.org as soon as possible.

If the participant cancels or fails to pick up their conference badge on-site, the participant may be required to reimburse SACNAS for some or all of their scholarship, excluding exceptional circumstances discussed with the SACNAS team. Please contact travelscholarships@sacnas.org with any further questions.

If a participant must cancel, SACNAS may identify another applicant to fill their place. SACNAS does not permit the cancelling participant to identify another individual to replace them.





3. SACNAS NDiSTEM Registration Policy

The SACNAS NDiSTEM Registration Policy **does not permit refunds**. All applicants of any of the SACNAS NDiSTEM funding opportunities (i.e., Travel Scholarship, C.O.L.O.R., etc.) should refrain from registering for SACNAS NDiSTEM until explicitly instructed to do so.

Conference registration is typically included in SACNAS funding award opportunities. If not selected for a scholarship, SACNAS will honor the “Early Bird” pricing for any applicants.





4. Lodging Policy

Depending on scholarship type, funded participants of NDiSTEM will be paired with a roommate with shared lodging for the duration of the conference. Roommate pairings are made based on the gender identity provided by the participant (i.e., a participant who has identified as female will be paired with another participant who has identified as female, etc.).

The NDiSTEM Conference is a broadly-inclusive space where participants are encouraged and empowered to bring their whole selves to STEM.

We honor the identity and safety of all participants, and SACNAS will provide gender-inclusive lodging accommodations for SACNAS funded participants who request them. If a participant would like to be assigned to a roommate with a specific gender identity, SACNAS will provide them with a form to indicate their roommate preferences. The SACNAS team will work to identify the most inclusive lodging option available and contact participants with more information.

For any questions, or to connect directly with someone about gender inclusive lodging, please contact travelscholarships@sacnas.org.



4. Lodging Policy (continued)

Except for under exceptional circumstances (i.e. medical accommodations), **SACNAS cannot accommodate roommate requests or provide single-occupancy lodging for most scholarship types.** If you have exceptional circumstances, please contact travelscholarships@sacnas.org.

Guests are **not** permitted to join any funded participants in their SACNAS-provided lodging. Should a funded participant bring a guest to their hotel room, **SACNAS will remove the participant and their guest from the hotel, and the participant will be responsible for refunding SACNAS for their lodging accommodations.**



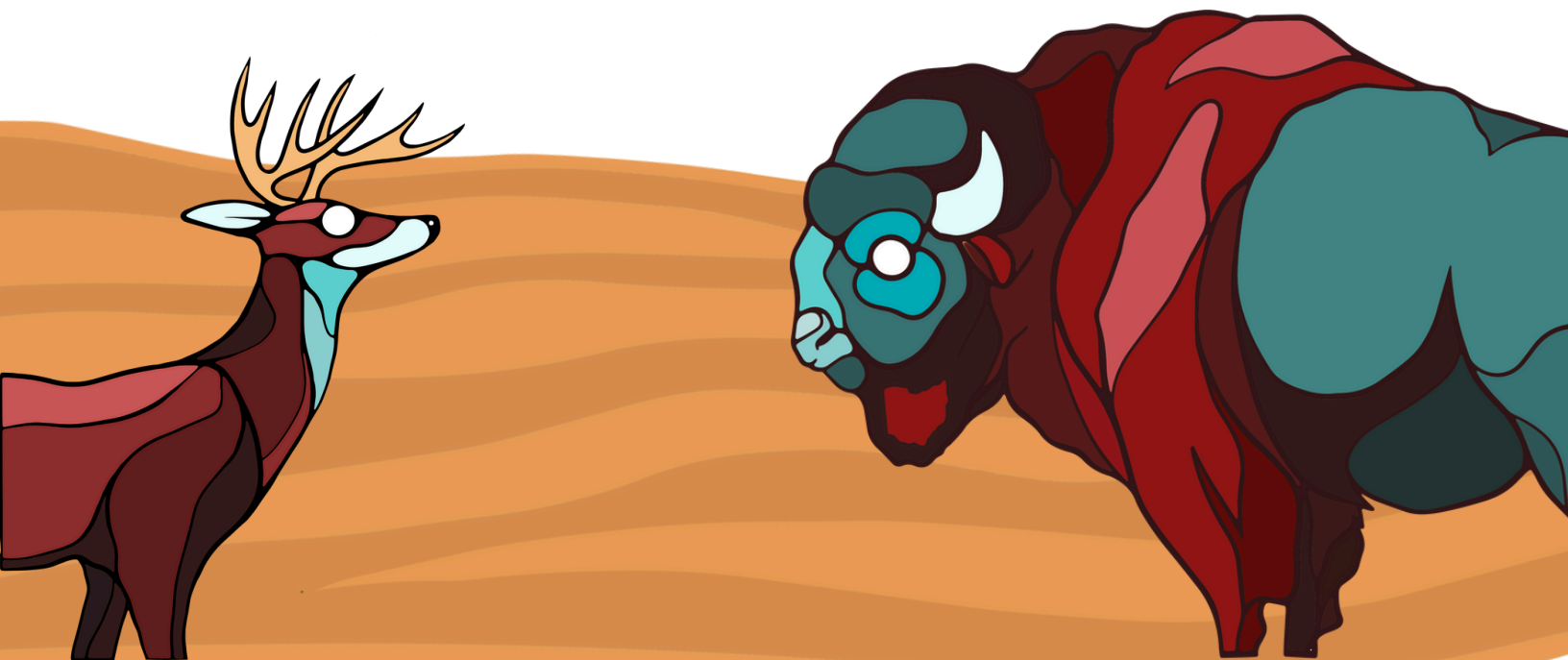


5. Airfare Policy

If the funded participant's scholarship includes round trip airfare, SACNAS will work with our partner travel agency to book the airfare accommodation for the participant. SACNAS and the partner travel agency will typically book airfare that is non-refundable but includes a carry-on and personal item. **SACNAS funding does not cover any baggage fees or ground transportation to and from airports.**

Funded participants will be required to provide SACNAS with the necessary information for booking airfare accommodations when they accept the invitation for funding. If the participant needs to make any changes to their airfare accommodation that has already been booked, such as changing the departure airport, itinerary schedule, etc., the participant will be responsible for any additional fees incurred.

Should the participant cancel their airfare accommodation, any credits or refunds from the cancellation will be returned to SACNAS and **not to the funded participant.** **If the airline refunds or credits the participant for the cancellation, the participant will be required to reimburse SACNAS the amount of the credit.**



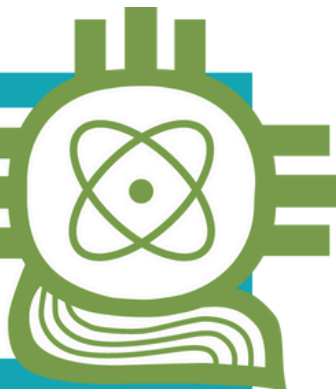
6. On-Site Issues

Should any issues arise on-site with your lodging, registration, and/or airfare, please refer to the communication provided in your “Know Before You Go” email regarding your funding, or contact travelscholarships@sacnas.org.

- For issues related to **registration**, please contact the **registration team on-site at the registration desk in the convention center**.
- For any issues related to **lodging**, please contact the **housing manager, whose information will be provided to you in the “Know Before You Go” email** ahead of the conference. The housing manager will work with other members of the SACNAS staff, along with the assigned hotel, to identify a solution to your issue.
- For issues related to **airfare**, please contact the **travel agency** to identify a solution to your travel accommodation. Please refer to the “Know Before You Go” contact information that you received via email communication.

2025

NDiSTEM
CONFERENCE



OCTOBER 30 – NOVEMBER 1 | COLUMBUS, OHIO