



CALIFORNIA
DENTAL ASSISTANTS
ASSOCIATION

CADAT / CDAA Conference Attendee Code of Conduct 2018

1. The members of CADAT/CDAA shall, at all times, respect and properly care for the facilities utilized for learning, social events and conferences organized and sponsored by the association. The Association's liability coverage does not protect the membership from legal action taken by a facility in the event damage occurs as a result of attendee conduct unbecoming a professional member of CADAT/CDAA.
2. Conference attendees shall be allowed to participate in all eligible events provided fees have been paid, the member is deemed in good standing, and the member is in compliance with and abides by the CADAT/CDAA Registration Terms and Conditions and this CADAT/CDAA Conference Attendee Code of Conduct. Inappropriate conduct including but not limited to any violation of the CADAT/CDAA Registration Terms and Conditions, any violation of this CADAT/CDAA Conference Attendee Code of Conduct, violation of any of the facility's rules, or any disruptive, obstructive or abusive verbal or physical behavior shall be cause for an attendee's immediate removal from the conference and will be good cause for sanctions by CADAT/CDAA, including but not limited to immediate suspension of membership in CADAT/CDAA and/or termination of membership in CADAT/CDAA.
3. Dependents/family members of conference attendees, including children and adults, shall not be allowed into the event area including classrooms and meal functions. The Association's liability coverage does not accommodate babies, children, teenagers or adult family members during CADAT/CDAA-sponsored events. Guests or family members of attendees are to be appropriately housed during conference activities and shall not be left unattended on the grounds or within the facility. Accommodations shall be the responsibility of the attendee.
4. Health Department regulations prohibit the removal of food items from the meeting facility, particularly when stored in clothing, purses, napkins or plastic garbage bags. Any attendee found to be removing food in this way shall be dismissed from the event and may be considered for sanction by CADAT/CDAA, including but not limited to termination of membership in CADAT/CDAA.
5. Display items, samples, and all vendor table items are not to be touched or removed without the express verbal permission of the vendor. Samples are to be deemed as a gift, not an expectation or a demand by any attendee, and as such should never be an expectation. Vendors will be asked to hand attendees the items or samples they wish to distribute. Attendees shall ask the vendors permission before handling any items on display and shall never leave the immediate area around the vendor table with any item at any time. Should any member be found to have taken an item from a vendor without permission or payment, he/she will be immediately removed from the conference.

6. Over-crowding and shoving of attendees around a vendor or food table is inappropriate behavior and will not be tolerated.
7. Attendees wishing to reserve seats at tables or during events shall not tilt or manipulate chairs in such a manner as to cause harm or tripping of another person. Hotel criteria dictates that other means of placeholder identification be used by attendees that does not in any way lead to a potential tripping or physical hazard.
8. Conference attendees will always remember to remove themselves from the meeting room if it is necessary to carry on a conversation during lectures. As in the classroom environment, it is very disruptive for other attendees and disrespectful to the speaker to carry on conversations during an event or presentation. Upon receipt of a complaint by any attendee, the leadership of the association may ask an attendee to leave if they cannot demonstrate quiet respect during the lecture events.
9. Cell phones and pagers shall be turned off or turned to vibrate during all presentations so as not to disrupt the speaker or the other attendees.
10. Recording devices used during conference events and lectures are **strictly prohibited**.
11. The sale or demonstration of items for the purpose of fund raising or personal profit of any type is prohibited. Should a member or attendee wish to sell items such as jewelry, books, greeting cards, raffle tickets, or the like, they shall contact the corporate sponsorship chairperson to purchase a vendor table for the purpose of sale of goods.
12. CADAT/CDAAs volunteers and staff responsible for the functions associated with events shall, at all times, be respected and appreciated for all their effort and hard work on behalf of the Association. The work of each volunteer is challenging and important in promoting smooth, efficient, and effective events each year on behalf of the association leadership and its members. If at any time, such volunteers or designated staff working the event should report disruption, abrasive or inappropriate behavior by any attendee, the leadership shall exercise its right to remove the attendee from the event.

Note: Attendees are asked to use good judgment when dressing for the events and should expect that meeting rooms may be warmer or cooler than desired due to room capacity. It is inappropriate for conference attendees to approach hotel staff or engage in a verbal confrontation with facility staff based on environmental discomfort.

Dress Code— Given the nature of the events, it is important to dress comfortably while recognizing that this event is attended by dental community representatives, corporate sponsors, members of professional associations and nationally recognized speakers. Business casual or business professional is the appropriate dress during conference events; no sweatpants or shorts.