

## PRODUCT TERMS AND CONDITIONS

### AIA Learning Course: Multi-Session, Hybrid Delivery Program

By registering for this learning course (“Course”) offered by The American Institute of Architects (“AIA”), you, the Course attendee, (“You” or “Attendee”) acknowledge and agree to the following terms and conditions.

#### 1. Definitions

- **AIA:** Refers to The American Institute of Architects, its officials, staff, and volunteers responsible for the planning and execution of the Course.
- **Course:** The multi-session learning program offered by AIA, which includes a combination of in-person and online sessions hosted on AIAU.
- **Attendee:** An individual who has completed the registration process and received confirmation for participation in the Course.
- **In-Person Session:** A Course session held at a designated location, requiring physical attendance.
- **AIAU Session:** A Course session conducted virtually through AIA’s online learning platform.
- **Cohort:** A small group of Course attendees assigned to collaborate and engage in peer discussions and assignments outside scheduled sessions.

#### 2. Course Format & Attendance

The Course consists of multiple sessions, including both in-person and AIAU-hosted virtual sessions. No makeup sessions will be offered for in-person classes, and recordings or alternative materials will not be provided. Sessions described as in-person will NOT have a call-in option.

Active participation and engagement with Course content, including willingness to collaborate with fellow attendees and meet virtually with assigned cohorts, is essential to the learning experience. There will be deliverables (homework assignments) designed to enhance the learning process. Attendees who miss more than one session may be asked to withdraw from the program and will forfeit the registration cost.

Full participation in all scheduled events and the completion of all required deliverables are necessary to maximize the value of the program. Attendees acknowledge that they will not be refunded, partially or in full, if they miss a session for any reason. Time required to complete assignments will be kept to a minimum with respect to attendees’ status as professionals.

#### 3. Registration & Confirmation

Registration is not considered complete until AIA has sent a confirmation email of receipt of payment through its point of sale platform, (AIA utilizes AIAU as the point of sale platform for registration). Attendees must provide accurate and complete information during registration. Registration includes the completion of an electronic form (Smartsheet) for contact and demographic information collection.

#### 4. AIAU Subscription Exclusion

This Course is excluded from the AIAU Subscription offering.

#### 5. Cancellation & Refund Policy

All registrations are final. Once registered, the Course fee is **nonrefundable and nontransferable**, regardless of attendance. No refunds will be issued for cancellations, no-shows, or partial participation.

Attendees who miss more than one session may be asked to withdraw from the program, and **no refund or credit will be issued** in such cases.

## 6. Travel & Expense Responsibility

Attendees are solely responsible for all travel expenses related to attending in-person sessions. Travel costs are **not included** in the price of the Course.

## 7. Code of Conduct

By attending this Course, Attendees agree to abide by AIA's **Event Code of Conduct**. AIA reserves the right to remove any Attendee who violates these policies without a refund.

## 8. Photo, Video and NIL Release

AIA reserves the right to capture photographs, video, and audio recordings of Course attendees and activities. These materials may be used by AIA in publications, media materials, promotional content, and for any other educational or commercial purposes. AIA may grant third-party organizations the right to use such materials at its discretion.

By attending, you grant AIA an **irrevocable, royalty-free, worldwide license** to use your likeness in any format and waive any claims related to the use of your name, image, or likeness, including but not limited to rights of privacy, publicity, or defamation.

## 9. Assumption of Risk & Release of Liability

Participation in the Course, including in-person sessions, may involve inherent risks. Attendees acknowledge that AIA, its partners, instructors, and affiliates are **not responsible** for any injury, illness, property loss, or other damages that may occur.

Attendees assume all risks associated with their participation and release AIA from any claims related to their involvement in the Course, **including but not limited to negligence**.

## 10. Medical Acknowledgment & Release

Some Course activities may involve physical movement, travel, or interactive experiences. Attendees acknowledge the associated health risks, including but not limited to dizziness, musculoskeletal injuries, or other medical conditions.

Attendees agree to **immediately discontinue participation** if experiencing any discomfort or medical symptoms. By registering, Attendees waive any claims against AIA related to emergency medical treatment or any injury sustained during participation.

## 11. Data Privacy & Communication Preferences

AIA collects personal data for the administration of the Course, including name, contact information, professional affiliation, and engagement metrics. This data will be used exclusively for Course-related communication, event planning, and future program enhancements.

By default, Attendees **opt-in** to receiving Course-related communications, including information about AIA's educational offerings. Attendees who **do not wish to receive** promotional emails from AIA's sponsors may opt out during registration.

AIA may share limited attendee data, including email addresses, with event sponsors, exhibitors, or partners for **networking and promotional purposes**.

## 12. AIA25 Ticket Responsibility

For Attendees who purchase a program package that includes a complimentary ticket to the 2025 AIA Conference on Architecture & Design®, it is the **Attendee's responsibility** to redeem the ticket using the discount code provided. The discount code is **nontransferable** and is void if used by any individual other than the registered Attendee.

## 13. Testimonial Policy

As part of this Course, AIA may collect testimonials through surveys, discussion forums, or other engagement activities. By providing a testimonial, Attendees grant AIA a **perpetual, worldwide, royalty-free license** to use, reproduce, distribute, and display their testimonial for promotional, educational, and marketing purposes.

AIA reserves the right to edit testimonials for clarity and length while ensuring the original intent remains unchanged.

Attendees acknowledge that:

1. AIA is not obligated to use any testimonial.
2. Testimonials may be used with or without the Attendee's name.
3. Attendees waive the right to review or approve AIA's use of their testimonial.
4. Attendees release AIA from any claims related to testimonial use, including invasion of privacy, defamation, or publicity rights.

## 14. Severability

If any provision of these Terms and Conditions is determined to be **unenforceable, void, or unlawful**, that provision shall be severed, and the remaining provisions shall remain **in full force and effect** to the maximum extent permitted by law.

## 15. Amendments to These Terms

AIA reserves the right to **amend these Terms and Conditions** at any time. The version in effect at the time of registration will apply to the Attendee's participation.

## 15. Electronic Consent and Agreement

By clicking "Checkout>" to complete your purchase, you acknowledge and agree that:

1. Your electronic acceptance of these Terms constitutes a legally binding agreement between You and AIA.
2. If you do not agree to these terms, you should not proceed with your purchase.

By completing your purchase, you confirm your agreement to these terms.