

GEO 2021 Learning Conference

Conference Policies

GEO's 2021 Learning Conference is the perfect opportunity for grantmakers to explore timely, relevant topics as they connect with like-minded peers. To help us create a vibrant, learning space, we have developed the following policies to guide conference participation. Please [contact](#) us with any questions!

Participant Eligibility

GEO conferences are open to current GEO members; all staff and trustees of grantmaking institutions; staff of philanthropy-supporting infrastructure groups, such as regional associations of grantmakers and affinity groups; and staff of academic institutions and programs focused primarily on the study of philanthropy and the practice of giving.

Limiting participation to organizations that are eligible for GEO membership creates a space where participants can speak openly and candidly about challenges within their work.

To achieve this, GEO conferences are not open to nonprofits and grant seekers unless invited to speak at the conference. Similarly, consultants are not eligible to attend GEO events unless they are invited to speak or are registered to represent a current client foundation. Should consultants wish to attend on behalf of a current client foundation, GEO requires confirmation from the client foundation confirming the consultant's affiliation, and consultants should be registered as part of or by the client foundation. The consultant's name badge will reflect their affiliation with the client foundation, and it cannot be changed.

[Please visit our membership page for additional information on GEO membership and conference participation eligibility.](#)

Conference Registration Verification

GEO will confirm or deny participant registrations per GEO's eligibility policy. Participants will receive a confirmation email within two (2) business days. If confirmation is not received after two business days, please contact registration@geofunders.org. It is recommended that participants check spam folders if they have not heard from us within this time, and we encourage adding registration@geofunders.org to your allowable list to receive all future conference communications.

Cancellations and Substitutions Policy

GEO incurs immediate expenses when a participant registers for a conference, including but not limited to registration system fees and payment processing charges. To recover these expenses, **all requests to cancel a confirmed conference registration are subject to a \$50 service fee. All cancellations must be submitted in writing on or before Friday, April 30, 2021.** No requests for refunds will be granted after this date or for no shows.

Refund fees are scheduled as follows:

- Cancellation on or before Friday, April 30 – full refund minus a \$50 service fee

- Cancellation on or after Saturday, May 1, or for no shows – no refund available

Participants can avoid the \$50 cancellation fee by transferring their registration to a colleague or peer, either within or outside the participant's organization, who is also eligible per GEO's eligibility policy. The individual submitting the registration transfer request is responsible for ensuring that all financial obligations (any balance due) associated with that registration are met and that contact information for the new participant is updated with GEO's registration team.

Requests for cancellations and substitutions must be submitted in writing to registration@geofunders.org.

Payment Deadline

Registrations with an outstanding balance as of Friday, May 14, 2020 will be cancelled. In that situation, GEO will contact the registrant and seek to obtain payment before cancelling the registration.

Conference Workshop Registration

Conference workshops offer participants the opportunity for more hands-on learning of relevant frameworks, models and/or tools. Space is limited. If you have already registered for the conference but wish to attend a conference workshop, please [log into your registration record](#) and modify your registration. If you encounter any issues, please contact GEO's registration team at registration@geofunders.org.

Once a workshop reaches capacity, GEO will accept names for a workshop wait list. GEO will move individuals from the wait list on a first come, first served basis as space becomes available, with priority going to GEO members.

On-Site Communication and Social Media

For the most current information on the conference, visit [GEO's website](#) or follow us on [Facebook](#) or [Twitter](#). The official twitter hashtag for 2021 Learning Conference is #GEOLearn

Photography/Video/Audio Taping Release

GEO strives to capture the community, peer-learning environment of our programming. To do so, we photograph and record various aspects of our programs, and your image and voice might be captured. We capture evaluation data for programming design and testimonial purposes. Furthermore, we may use these photographs, videos, and evaluation data for future distribution and promotional purposes in our print and online communications materials. By participating in this conference, you authorize GEO to use and reproduce any photographs, videos and audio recordings taken, without compensation. All negatives and positives, photographic prints and digital photo files shall constitute GEO property, solely and completely. If you would like to opt-out, please contact registration@geofunders.org

No Solicitation Policy

GEO strives to create a welcoming, collegial conference atmosphere. We ask conference participants to refrain from soliciting other participants for business or grants while at the conference. Any participants found in violation of this policy will be ineligible to attend future GEO events.

Participant Roster

We want to ensure that all conference participants are able to network and build connections at the conference. Before the conference begins, we will create and share a participant roster with all registered participants. The roster provides participant contact information but is for networking purposes only and should not be used for solicitation of any kind. If you do not wish to have your contact information included in the conference participant roster or feel that you have been contacted in violation of our non-solicitation policy, please email registration@geofunders.org.

Code of Conduct

GEO conferences are spaces dedicated to learning, but participants can't learn if they don't feel safe. GEO is committed to creating a harassment free environment for everyone. We do not tolerate harassment of anyone including conference participants, staff, vendors or volunteers in any form. GEO appreciates your partnership in ensuring that the professional environment we share is one defined by mutual respect and inclusiveness, where dignity and diversity are valued. If you experience or witness harassment of any kind, please alert any member of the GEO staff

Membership Offer

Not yet a GEO Member? Interested in joining?

[Join GEO now](#) and receive free access (one registration valued at \$500) to the 2021 Learning Conference. Simply complete the [membership interest form here](#), and we will contact you to process your new membership and conference registration. Please note, membership payment must be received by May 1 for this special offer to be applied. More information about GEO Membership & Rates are available [here](#). If you have questions or would like to speak to someone directly, please contact Bo Dorsey, Membership & Development Specialist at dorsey@geofunders.org or 202-355-9544.