

## CSBA Counties Governance Workshop Notices

Please review the following notice carefully if you will be attending the 2026 CSBA Counties Governance Workshop in San Diego, CA, March 11-12, 2026.

Attendees shall be required to follow procedures and protocols established at the workshop venue and hotels to ensure the health and safety of all attendees. Attendees also shall be required to execute a release of liability form, by which the attendee shall agree to voluntarily assume all risks related to exposure to COVID-19 or other contagious or infectious disease and release CSBA from any liability related to such exposure.

In addition, attendees understand the following:

- ❖ By attending CSBA Counties Governance Workshop, attendees consent to the recording and capturing of their image and/or voice in any non-private space and authorize CSBA to use attendees' photographs, video, and audio recordings for any CSBA purpose.
- ❖ Photography and video-recording are allowed in most public areas of the event. However, at specific events, panels, or areas, photography or video-recording may be restricted.
- ❖ Attendees should not leave personal belongings such as briefcases, water bottles, backpacks, purses, coats, book bags, laptops, tablets, or mobile devices, unattended in meeting rooms or public areas. Safekeeping of such items is the responsibility of their owner, and CSBA will not be held responsible for lost, stolen, or unattended items. Additionally, unattended items may be subject to removal by security upon being discovered.
- ❖ Advertising, solicitation, and distribution of flyers, brochures, promotional items, or other materials without prior written approval from workshop organizers is strictly prohibited. Any unapproved activities may result in removal from the event without refund and potential exclusion from future events.
- ❖ Attendees are expected to comply with CSBA's Code of Conduct. Organizers reserve the right to remove, without refund, any attendee who engages in disruptive, harassing, or unsafe behavior, or who otherwise fails to follow event rules.

### Housing policy

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All hotel reservations are made directly with the workshop designated hotel and require a valid credit card guarantee at the time of booking. To avoid incurring a cancellation penalty, guests must provide advance notice of their cancellation. Cancellation policies may vary depending on the rate and dates of your reservation. Please refer to your reservation confirmation to verify your cancellation policy. If you need further assistance, contact the hotel directly. Penalties for early departure are enforced and vary by hotel. Make sure to verify your departure date with your hotel upon check-in. Attendees are solely responsible for any incidental charges, damages, or penalties applied by the hotel. A valid credit card must remain on file with the hotel throughout the stay.

The negotiated block of rooms has a reservation cutoff date of Wednesday, Feb. 18, 2026. After the cutoff date, rooms may be given on a space-available basis and the special group discount may not be available.

## Cancellation by event organizers

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CSBA reserves the right to cancel the event at any time. If CSBA cancels this event, attendees' registration fees will be refunded. CSBA will not be liable for any personal or business costs associated with participation in CSBA Counties Governance Workshop if the event is cancelled, shortened, relocated, or otherwise materially altered due to circumstances beyond its control, including, but not limited to acts of God, strikes, civil disturbance, government restrictions, or public health emergencies. Hotel reservations made in the event room block can only be cancelled by the registrant. See Housing Policy above for further information.

## Cancellation of registration by registrant

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All cancellations must be submitted in writing no later than 11:59 p.m. (PST) on Wednesday, March 4, 2026. There is no refund for no-shows. Requests for refunds will not be reviewed until after the event, and responses to requests may take an additional 4-6 weeks. Direct all cancellation requests to [register@csba.org](mailto:register@csba.org).

### **Workshop Registration Policy:**

For cancellations received by Wednesday, Feb. 11, 2026:

- ❖ A full refund will be issued.

For cancellations received prior to 11:59 p.m. (PST) on Wednesday, March 4, 2026:

- ❖ A 25% processing fee will be applied, and the balance of your registration fee will be refunded.
- ❖ Substitutions may be made with another individual within the registrant's LEA.

For cancellations received after Wednesday, March 4, 2026:

- ❖ No refunds will be issued.
- ❖ Substitutions may be made with another individual within the registrant's LEA by Friday, Mar. 6, 2026. You must visit the onsite registration desk to make changes to your registration.

## Release from liability to CSBA

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The novel coronavirus, COVID-19, is a worldwide pandemic which is extremely contagious and can cause serious illness and death. Though appropriate health and safety measures and precautions will be taken, CSBA cannot guarantee that you will not be exposed to, contract, or spread COVID-19 while attending a CSBA event or activity. Please note that any in-person interaction at the CSBA Counties Governance Workshop may increase your risk of contracting or spreading COVID-19.

With full acknowledgement of the above notice, I wish to attend the In-Person Meetings of the 2026 CSBA Counties Governance Workshop, so I agree to the following:

- ❖ I understand that my attendance and participation in the above event could pose a risk of exposure to COVID-19 or other contagious or infectious disease to me.
- ❖ I freely assume any risk of harm or injury to me that my attendance or participation in the event may cause, and I release CSBA from all liabilities, costs, and damages that I may incur thereby.

- ❖ I understand that by this release and waiver, I give up my right to bring any claims, including for personal injuries, death, disease, property loss, or any other loss, that may be released and waived under applicable law.
- ❖ I understand that this release and waiver prevents me from seeking damages in any way against CSBA, whether such damages are known or unknown, foreseen, or unforeseen, or occur now or in the future.

## Minors

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CSBA Counties Governance Workshop programming is designed for adult audiences only. No individuals under the age of 18 are permitted to attend any official Workshop events. Only registered attendees are permitted to participate in the event and/or partake in the consumption of food and beverages therein. Certain events at the Workshop may include alcohol service; no one under 21 will be admitted into such events.

## Accessibility

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CSBA is committed to providing an accessible and inclusive experience for all attendees. The following services are available to ensure full participation in the event:

- **Wheelchair Accessibility:** The venue is fully accessible, including wheelchair access to seating areas, restrooms, and entrances. If additional assistance is needed, please inform us prior to the event.
- **Reserved Seating:** Accessible seating for individuals with mobility impairments can be provided. Requests for reserved seating should be made ahead of time to ensure availability.

If you require additional accommodations or have specific needs related to mobility, vision, hearing, or other areas, please contact us at [countyboard@csba.org](mailto:countyboard@csba.org) at least 72 hours prior to the event. While we will make every effort to accommodate your needs, please note that late requests may not be able to be fully accommodated. We will provide guidance on how to reserve these services and ensure that necessary arrangements are made to support your participation.

