



CONVERSATIONS WITH AN EXPERT PRE-EXPERIENCE INFORMATION

For a smooth experience, please review this information carefully before your program. Failure to comply with Cincinnati Museum Center policies could result in the termination of your program and/or the suspension of scheduling privileges for your organization, including grant eligibility, for one year from the date of this scheduled program.

PROGRAM PREPARATION

To help you and the presenter, please review the pre-visit checklist below.

Connection platform (Zoom, etc.) will be discussed and determined at time of booking. If CMC is arranging link to the meeting room, it will be created and provided 48 hours prior to the program. If host organization is arranging the link, co-host and screen sharing capabilities must be activated for CMC in meeting settings.

CHAPERONE AND BEHAVIOR GUIDELINES

An "active chaperone" is expected to remain with participants at all times during the program presentation.

"Active Chaperone" is defined as someone over the age of 18 whose full attention is on the students. Active chaperones correct behavior that is not appropriate and demonstrate how to effectively engage with the presenter and the program materials through their words and actions.

Behavior of everyone in the classroom should be considerate of other participants and the presenter at all times.

Chaperone will ensure that participants are focused and following directions and will facilitate interactions between the participants and presenter.

For programs hosted by an intermediate organization in which participants log in from multiple points, the program host is expected to serve as a remote chaperone, communicating with participants to correct behavior problems as necessary.

CHECK-IN AND PAYMENT

Payment is due no less than 2 weeks before our program.

Accepted payment methods are a single check (made out to Cincinnati Museum Center), credit cards, purchase agreement, or purchase orders.

Please have your check-in slip accurately completed prior to the program.

CANCELLATIONS, CHANGES AND BAD WEATHER

In the event that you need to cancel your program, call (513) 287-7021.

Cancellations within 48 hours (two business days) of a scheduled program may result in fees or suspension of grant eligibility. Not cancelling your reservation prior to our arrival is subject to a charge of 100% of the total reservation.

Changes to scheduled activities should be made at least 48 hours (two business days) before the program. Schedule, program, or attendance changes requested less than 48 hours in advance may not be able to be accommodated. Call (513) 287-7021 as soon as possible if plans change.

In the event of a cancellation due to inclement weather, COVID, or other emergency school closings, please call (513) 287-7021 as soon as possible prior to your program date and time to leave a cancellation message without penalty.

In the event that Cincinnati Museum Center cancels:

If our presenter is unable to present your program due to illness, technology complications, or other last-minute emergency, someone from Cincinnati Museum Center will contact you concerning re-scheduling your program.

Cincinnati Museum Center will make every attempt to re-schedule your program as quickly as possible at a time convenient for you.

VIDEO CONSENT

Cincinnati Museum Center considers its virtual programs as copyrighted material and intellectual property owned by Cincinnati Museum Center and its affiliates, subsidiaries, and aligned partners. By scheduling this program, you acknowledge and understand the following:

- These virtual lessons shall only be utilized by the program recipients for educational purposes. Such videos are private presentations that shall not be available for resale, redistributed, shared, posted, copied or otherwise maintained.
- The program recipient agrees to NOT record this session.
- Cincinnati Museum Center will NOT record the sessions.
- This information is protected under state and federal law and you agree not to redistribute, share, post, copy or otherwise distribute such information.

THANKS! WE'RE LOOKING FORWARD TO THE PROGRAM!

Questions or adjustments? Call our group sales hotline at (513) 287-7021 or, if long distance, call (800) 733-2077, ext. 7021