

## **2024 ASIL Annual Meeting Frequently Asked Questions (FAQs)**

These FAQs will be updated as needed.

### **SECTION A: ABOUT THE ANNUAL MEETING**

The 2024 Annual Meeting is being held fully in-person. Registration is available online only. There will be no onsite registration.

#### **Access to the Annual Meeting**

##### **A1: What is included in the registration fee?**

The registration fee includes in-person access to:

- All plenaries, keynotes, and other substantive sessions (The complete list of all sessions is posted at [www.asil.org/am](http://www.asil.org/am).)
- ASIL interest group meetings and social events
- Receptions
- The Exhibit Hall
- Professional development sessions

##### **A2: Are hotel charges included in the registration fee?**

Hotel charges are not included in the registration fee. But ASIL does have an **exclusive discount** with the hotel. Registrants may reserve rooms at the Washington Hilton (1919 Connecticut Ave. NW, Washington, DC 20009) through the Annual Meeting portal at [www.asil.org/am](http://www.asil.org/am). A guaranteed rate is available **until March 20, 2024**, at \$309.00 per night. You can reserve online through the link on the website, or by calling with the discount code (also listed on our website).

##### **A3: Are meals included in the registration fee?**

Meals are not included in the registration fee. You may add the Hudson Medal and WILIG Luncheons to your registration for an additional fee. There will also be hors d'oeuvres available to all registrants at the evening receptions.

##### **A4: Will Annual Meeting programs be available to in-person attendees for viewing after the meeting?**

Select keynotes and plenaries will be recorded and posted on our website. But the majority of sessions will *not* be posted after the fact. The Annual Meeting Proceedings will be published within the year following the Meeting.

### **SECTION B: REGISTERING FOR THE ANNUAL MEETING**

##### **B1: How can I register?**

Registration will be available **online only**, at [www.asil.org/am](http://www.asil.org/am).

##### **B2: Can I register on-site?**

No. There will be no on-site registration for the 2024 ASIL Annual Meeting.

**B3: What is the registration deadline?**

Registration will close at **5:30 pm ET on April 1, 2024.**

**B4: Where can I pick up my badge?**

You will receive your badge upon check-in in-person at the meeting. Your badge will be created using the name and affiliation information submitted through the online registration process. Check-in desks will be located in the Terrace Foyer next to the escalators and outside the entrance to the Columbia conference space.

**B5: Is there an “early bird” discount?**

Yes. Early bird registration is **available until January 29, 2024.** Any registrations received after that date will be at the regular conference rate.

**B6: Is there a discounted rate for the Government, Non-governmental and International Organization attendees?**

Yes. To receive the Government/NGO/IO rate, you must be (a) a full-time employee of a U.S. or foreign government agency (federal, state, local or tribal) (government-supported universities or colleges, government contractors, and government consultants do not qualify); (b) a full-time employee of a U.S. or foreign non-profit organization recognized by the United Nations; or (c) a full-time employee of an organization designated by the President of the United States by Executive Order as qualified for privileges, exemptions, and immunities under the International Organizations Immunities Act.

**B7: I believe I am entitled to a complimentary registration through an ASIL partner institution. If so, how do I register?**

Please contact the ASIL representative at your institution for instructions on how to take advantage of the complimentary registration. If you need assistance in identifying your ASIL representative, please contact [partnership@asil.org](mailto:partnership@asil.org).

**SECTION C:**

**CANCELLATION POLICY AND CHANGES TO REGISTRATION STATUS**

**C1: What if I have to cancel my registration?**

If you cancel **on or before March 6**, you may request a full refund, less a \$25 processing fee, unless you wish to donate all or part of your refund. If you cancel **after March 6 and on or before March 28**, you may request a 50% refund, less a \$25 processing fee, unless you wish to donate all or part of your refund.

No refunds will be available for cancellations **made after March 28, 2024**, unless you notify us that:

- (a) You are unable to obtain a visa for entry into the United States; or
- (b) You are prevented from attending the Annual Meeting due to COVID-related restrictions, such as quarantine requirements.

All cancellation and refund requests should be directed to ASIL Services at [services@asil.org](mailto:services@asil.org).

**C2: Can I donate my refund to the Society?**

Yes. Please notify ASIL Services at [services@asil.org](mailto:services@asil.org) if you wish to make a tax-deductible donation to the Society in lieu of a refund.

### **C3: Should I obtain travel insurance?**

This is an individual decision, but given the uncertainties related to global travel you may wish to consider this option.

## **SECTION D:** **INSTRUCTIONS FOR IN-PERSON ATTENDEES**

### **COVID-19 Policies**

#### **D1: Will I need to wear a mask at the in-person meeting?**

No, consistent with current District of Columbia masking guidelines, we will not require attendees to wear masks. However, attendees who are more comfortable wearing a mask are encouraged to do so.

#### **D2: What if I test positive or am experiencing symptoms of COVID-19 in advance of the Annual Meeting?**

Please do not come to the Annual Meeting if you test positive or are experiencing symptoms of COVID-19. Please contact [services@asil.org](mailto:services@asil.org) about a potential refund.

#### **D3: What if I test positive or am experiencing symptoms of COVID-19 after I arrive at the Annual Meeting?**

If at any point during the Annual Meeting you are experiencing symptoms of COVID-19 or receive a positive test result, please leave the meeting or isolate in your room.

#### **D4: What COVID-19 precautions has the hotel taken?**

We are working closely with the hotel to ensure it is taking all precautions to ensure the safety and comfort of Annual Meeting attendees. All hotel staff directly engaged in supporting the Annual Meeting will be following ASIL guidelines for attendees. The Washington Hilton recently updated the hotel's air purification system. The new system utilizes MERV 13 filtration for all air handler units, as recommended by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) to help mitigate the transmission of infectious aerosols.

### **Accessibility**

#### **D5: Will the Annual Meeting be accessible?**

The Society strives to ensure that the Annual Meeting is accessible to all attendees. If you need assistance to register or to participate in the 2023 Annual Meeting, please contact [services@asil.org](mailto:services@asil.org). The Washington Hilton is an ADA-compliant property and individuals staying at the hotel may request specific accommodations from the hotel staff.

All meeting levels of the 2023 Annual Meeting are **wheelchair accessible** and include direct elevator access. Every breakout room will have designated wheelchair spaces reserved directly off the main aisles with seating for support personnel as well.

If you need support to hear substantive sessions, please contact any member of the ASIL staff to request a **hearing assistance device**, which is supported by our on-site audio-visual company. If you are bringing your own hearing assistance device, please let us know in advance so we can

ensure that our audio-visual services provider is prepared to support your equipment. The Society is unable to provide hearing assistance in spaces that do not have microphones for speakers, such as Interest Group business meetings.

If you have additional requests for accessibility assistance, please contact [services@asil.org](mailto:services@asil.org) as soon as you make your plans to attend so that we may work with you in advance to support your participation at the 2023 Annual Meeting.

**D6: Will there be Nursing Rooms?**

Yes, there will be a nursing room available for those who need it onsite. To gain access, please ask the registration desk for a key card, which you will be able to keep for the duration of the Annual Meeting

**D7: Will there be gender-neutral bathrooms?**

Yes, one of the central bathrooms in the Annual Meeting space will be converted to a gender neutral bathroom.

**SECTION E:**  
**CODE OF CONDUCT**

**E1: What are the expectations for attendee conduct at the Annual Meeting?**

The Annual Meeting of the American Society of International Law is a professional gathering of individuals interested in the study and practice of international law. As a global leader in advancing international law and justice, the Society is committed to ensuring its events promote a diverse, welcoming, and inclusive community that recognizes the inherent dignity and equality of all people.

The American Society of International Law prohibits discrimination, including discrimination based on age, citizenship, color, disability, ethnicity, gender, gender identity or expression, indigenous origin, marital status, nationality, national origin, race, religion, sexual orientation, socioeconomic or veteran status.

All attendees, including speakers, staff, exhibitors, and guests, are expected to conduct themselves with proper decorum and to respect the dignity of their fellow attendees. Disruptive or offensive behavior will not be permitted.

The Society does not tolerate discriminatory conduct or harassment in any form, whether verbal or non-verbal, in person or electronic, including derogatory or offensive language, intimidation, or unwanted physical contact.

**E2: What should I do if I see or experience discriminatory conduct or harassment?**

Allegations of misconduct should be reported to a member of the Society's staff at the registration desk or via email at [services@asil.org](mailto:services@asil.org). The Society reserves the right to take any action it deems appropriate to address violations of these Guidelines, including by reporting the alleged misconduct to the individual's home institution, filing a police report, and removal and debarment from the Annual Meeting.

**SECTION F:**  
**CONTINUING LEGAL EDUCATION (CLE)**

**F1: Is CLE credit available for meeting sessions?**

Yes, a number of the substantive panels at the ASIL Annual Meeting will be accredited for CLE. Sessions that are approved for CLE credit will be designated as such in the final program and in the meeting app. ASIL will obtain accreditation for all of the CLE sessions from Pennsylvania, and Virginia. New York attorneys can gain automatic approval for CLE credits from the Annual Meeting through the Approved Jurisdictions policy. Attorneys from states recognizing out-of-state CLE credits in compliance with MCLE standards can obtain reciprocity for credits earned at the Meeting, but each attendee is responsible for obtaining their own certification through their state board. ASIL will not submit on behalf of the attendee. There is a flat \$110 fee for CLE registration for the Annual Meeting. **You must include the CLE option during your registration to obtain the necessary credentials for CLE tracking.**

**F2: How do I get CLE documentation?**

This year, ASIL will use a “code word” tracking system for reporting CLE requirements. At the conclusion of each session, the moderator will announce the CLE “code word” for the session. Individuals wishing to obtain CLE for attending that session MUST independently keep track of the code words for each session they attend. At the end of each day, CLE registrants will receive an emailed form that asks for their code words for that day. Only individuals who complete this form during the Annual Meeting will be awarded CLE credit. Each CLE registrant will also be given a CLE number at check-in. This number will also be required in the form. Every session accredited for CLE will have volunteers stationed at the entrance and exits, should you have questions.

**F3: Can ASIL still provide me with a Certificate of Attendance if I forgot to write down the code word?**

No. State CLE reporting regulations prohibit ASIL from changing an attendance record after the event has ended, regardless of whether or not you can provide witnesses to your attendance.

**F4: Can I receive partial credit?**

Credit shall be awarded only for attendance at an entire session. No credit shall be awarded for attending a portion of a session. You must attend all of a single session to receive credit.

**F5: What should I do if I believe my Certificate of Attendance shows an incorrect CLE credit or contains a typo?**

Contact the ASIL via e-mail at [cle@asil.org](mailto:cle@asil.org) with the following:

1. Your contact information (name, phone, e-mail, and address)
2. The session title
3. What you believe to be incorrect (my name is misspelled, etc.)

Providing ASIL with this information will allow us to respond back to you quickly. Please remember that ASIL may not change any sign in/sign out times after the Meeting has ended.

**F6: How do I get my CLE certificate of attendance form?**

Following the Meeting, ASIL will process all of the attendee records that contain scan in and scan out times for CLE sessions. ASIL will email every individual with a complete CLE record and ask for certain information (state(s) licensed, attorney id numbers, etc.) to be provided in an online survey form. Individuals who respond to that survey will receive their CLE certificate of attendance. Individuals who fail to respond to that survey will NOT receive their CLE certificates.

**F7: Does my state require me to take continuing legal education courses?**

In the United States, the vast majority of states require lawyers to take mandatory continuing

legal education (MCLE) courses in order to practice law. Find out about your state's MCLE requirements on the American Bar Association website  
[http://www.americanbar.org/cle/mandatory\\_cle.html](http://www.americanbar.org/cle/mandatory_cle.html).

**F8: Where can I find the CLE written course materials?**

The CLE written course materials will be available to registrants in the Meeting app and on the website.