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2022 ASIL Annual Meeting Frequently Asked Questions (FAQs)

SECTION A: ABOUT THE ANNUAL MEETING

The 2022 Annual Meeting is being presented in two formats. You may register to attend either in-person or virtually. Registration is available online only. There will be no onsite registration. To register for the in-person meeting, you will need to comply with the vaccination policy described in this document.

These FAQs will be updated as needed.

In-Person 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.)
- 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. 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. A guaranteed rate is available **until March 16, 2022**, beginning at \$295.00 per night.

A3: Are meals included in the registration fee?

Meals are not included in the registration fee. Details about arrangements for the Hudson Medal and WILIG events will be provided to Annual Meeting attendees when available.

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

Yes. Keynotes, plenaries, and other selected sessions will be recorded. The recordings will be available on-demand exclusively to Annual Meeting registrants following the meeting before being made available to the public.

Virtual Access to the Annual Meeting

A5: What is included in the registration fee?

The registration fee includes livestream access to:

- All keynote and plenary sessions
- *Selected* substantive sessions (The list of all sessions that are included in the virtual package is posted at www.asil.org/am.)

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- Online social and networking sessions
- Online professional development programs (available to Society members only)

A6: Will Annual Meeting programs be available to virtual attendees for viewing after the meeting?

Yes. Keynotes, plenaries, and other selected sessions will be recorded. The recordings will be available on-demand exclusively to Annual Meeting registrants following the meeting before being made available to the public.

Please see the [Annual Meeting page](#) for complete details of the activities provided under each registration option.

SECTION B:
REGISTERING FOR THE ANNUAL MEETING

B1: How can I register?

Registration will be available **online only**, at www.asil.org/am. If you are registering to attend in-person, you will need to complete the CrowdPass vaccine verification process before completing your registration.

B2: Can I register on-site?

No. There will be no on-site registration for the 2022 ASIL Annual Meeting.

B3: What is the registration deadline?

Registration will close at **5:30 pm ET on April 4, 2022**.

B4: Where can I pick up my badge?

You will receive your badge upon check-in 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 February 15, 2022**. 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.

B8: Do members of the media need to register?

Yes. Members of the media must register to be admitted to the Annual Meeting. Complimentary press registrations are available to those who meet ASIL’s media accreditation guidelines. To request a complimentary press pass, please fill out the designated form on the [Annual Meeting website](#) by clicking “Press Registration.” If you need assistance, contact service@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 February 23**, 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 February 23 and on or before March 31**, 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 31, 2022**, 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 travel or quarantine requirements.

All cancellation and refund requests should be directed to ASIL Services at services@asil.org.

C2: Can I donate my refund to the Society?

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

C3: What if the Annual Meeting in person and it cannot take place in-person?

If the Annual Meeting cannot take place in-person, all sessions will take place virtually.

C4: If I was registered to attend in-person, what happens to my registration fee?

Your registration will be converted automatically to virtual access. You may choose to donate the difference in the registration fee to the Society or you may request a refund of that amount. If you do not wish to attend the virtual meeting and prefer to cancel your registration, you may donate the amount of your registration fee or request a full refund.

C5: 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.

C6: Can I switch from in-person to virtual attendance?

Yes. You will be able to switch from in-person to virtual attendance without penalty until **March 9, 2022** and will be entitled to a refund of the difference in the fee. Requests received after that date will be honored if received not later than **5:00 pm ET on March 31, 2022**, but any difference in the fee will be nonrefundable (unless you qualify for an exception under the Cancellation Policy under C1 above).

C7: Can I switch from virtual to in-person attendance?

Yes. You will be able to switch from virtual to in-person attendance up until **5:00 pm ET on March 31, 2022**. If you decide to attend in-person, **you must pay the difference in the fee and complete the vaccine verification process** described under Section D below.

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C8: What happens to my hotel registration if I switch to virtual attendance?

You will need to cancel your room reservation with the hotel directly. You can find instructions on how to do so on the hotel's website [\[insert link to hotel's reservation cancellation policy\]](#)

SECTION D:
INSTRUCTIONS FOR IN-PERSON ATTENDEES

Due to the Covid-19 pandemic, we have instituted special procedures to protect in-person attendees. These provisions are described below.

Vaccination Policy

D1: Do I need to be vaccinated to attend the ASIL Annual Meeting in person?

Yes. All persons who wish to register for the in-person 2022 ASIL Annual Meeting, including speakers, attendees, exhibitors, staff, guests, and vendors, will be required to provide proof that they are **fully vaccinated**. You must verify your vaccination status **in advance of registration** as described below.

D2: What does “fully-vaccinated” mean?

Annual Meeting registrants will be required to provide proof that they have received a **full course of a World Health Organization (WHO)-approved vaccine plus, if eligible, a booster shot. Such measures must be completed not later than two weeks before the Annual Meeting.**

In reaching this decision, we are guided by the best available medical advice regarding the dangers posed by the Omicron variant of Covid-19 and the measures necessary to lessen the likelihood of community spread at the Annual Meeting, as well as the potential for even a vaccinated individual to bring the virus home to family members who may be ineligible for a vaccine or have a pre-existing health condition. We will continue to monitor the CDC guidelines and will inform attendees of any changes to this policy based on public health recommendations.

D3: Will I be able to submit proof of vaccination when I arrive at the Annual Meeting?

No. Proof of vaccination must be provided in advance of the meeting as part of the registration process. It will not be possible to register or provide proof of vaccination on-site.

D4: If I do not wish to provide proof of vaccination, may I submit a negative test result instead?

No. We cannot accept a negative test result in lieu of proof of vaccination.

D5: Can I still participate in the Annual Meeting if I do not provide proof of vaccination?

If you are unable or unwilling to comply with the vaccination policy, we encourage you to register to attend virtually.

D6: How can I provide proof of vaccination?

ASIL is partnering with CrowdPass, a vaccine verification service, to verify vaccination status for attendees. You will be required to provide a copy of your CDC vaccination card or equivalent record of your Covid-19 vaccination history. The submission process is simple and secure and should take you only a couple of minutes to complete. All verifications will be processed within 48 hours and in most cases they are completed much more quickly. A step-by-step guide on how to submit your information via the CrowdPass portal is available on the Annual Meeting website.

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You will not be able to complete your Annual Meeting registration until you complete the CrowdPass vaccine verification process. [[pin to specific tab on AM site](#)]

D7: What if I have a question as to whether I meet the vaccination requirements?

Please contact the ASIL Member Services team at services@asil.org.

D8: How long will my data be kept and who will have access to it?

The data collected for processing your vaccine verification will be accessible only to the compliance team at CrowdPass. The data will be retained only as long as necessary to verify your vaccine status. CrowdPass's [full privacy policy is available online](#).

D9: I have already had Covid-19, and I would like to rely on natural immunity rather than being vaccinated. Is that a viable option?

No. Consistent with CDC guidance, we do not consider “natural immunity” based on prior Covid-19 infection to be the equivalent of vaccination.

Masking Policy

D10: Will I need to wear a mask at the in-person meeting?

Yes. Annual Meeting attendees are required to wear a **mask securely covering the nose and mouth at all times in shared indoor spaces, except when actively eating or drinking**. We require use of a medical-grade **disposable** face mask, such as an N95 or KN95, or a surgical mask, rather than a cloth mask, which is not recommended to prevent the spread of the Omicron variant. If you do not have a mask that meets these requirements, one will be provided to you. If you refuse to comply with this requirement, you will be asked to leave the meeting.

D11: May I wear a cloth mask?

No. Cloth masks have been found to be ineffective in protecting against the risk of transmission of the Omicron variant.

Receptions and Seated Activities and Receptions

D12: What will the seating arrangements be at the Annual Meeting?

Although it will not be possible to maintain full social distancing (i.e., 6 feet apart) at the conference, every effort will be made to maintain the greatest feasible distance between attendees at seated indoor events. For those who wish to maintain greater distance, breakout rooms for substantive Annual Meeting sessions will have designated areas set up to provide additional space between attendees, and we will offer a satellite room for plenary and keynote sessions with three feet between seats.

D13: What about receptions and lunches?

All receptions will be held outdoors, weather permitting. Food and beverage stations, reception tables, and seating areas will be arranged to provide as much open space and free air flow as possible. Masks are not required for outdoor receptions, but attendees who are more comfortable wearing a mask are encouraged to do so.

Commented [1]: For Catherine's review

CA: minor edit above; otherwise looks good.

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Details about arrangements for the Hudson Medal and WILIG events will be provided to Annual Meeting attendees when available.

Positive Tests and Symptoms

D14: 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 and we will be happy to switch you to virtual attendance and to refund the difference in the registration fee.

D15: What if I test positive or am experiencing symptoms of Covid-19 after I arrive at the Annual Meeting?

Each morning during the Annual Meeting, you will be asked to complete an electronic health screening questionnaire before participating in Annual Meeting activities. 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. Please contact services@asil.org and we will be happy to switch you to virtual attendance and to refund the difference in the registration fee.

Hotel Policies and Local Regulations

D16: 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 Hotel will be implementing the [local health regulations](#) put in place by the District of Columbia in portions of the hotel that are not being used for the ASIL Annual Meeting. **These regulations will likely be less stringent than those in place for the Annual Meeting.** Attendees should consider what precautions they should take when accessing common areas of the hotel space.

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. The hotel also keeps its outside air dampers open 100% to facilitate air exchange.

D17: What are the local regulations regarding Covid-19 in the DC Metropolitan region?

You can find the local regulations governing Covid-19 at the following websites:

- [District of Columbia Covid-19 Guidelines](#)
- [State of Maryland's Department of Health Covid-19 Guidelines](#)
- [Commonwealth of Virginia's Covid-19 Guidelines](#)

Accessibility

D18: Will the Annual Meeting be accessible?

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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 2022 Annual Meeting, please contact 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. [link to Wash Hilton accessibility page].

All meeting levels of the 2022 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.

Automated close captioning will be available to virtual participants. For information about how to access this service please contact services@asil.org.

If you have additional requests for accessibility assistance, please contact 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 2022 Annual Meeting.

SECTION E:
INSTRUCTIONS FOR VIRTUAL ATTENDEES

E1: How will I access the virtual conference platform?

If you are a virtual attendee, you will receive dedicated communications about how to access the 2022 ASIL Annual Meeting virtual platform, including login information, in the week prior to the Annual Meeting.

E2: Will there be closed captioning for virtual sessions?

Yes, all virtual programs will include automated closed captioning.

E3: What if I have technical issues during the meeting?

If you have any technical questions or difficulties, use the “Help” button on the virtual Annual Meeting page to address the question to the technical staff member who is monitoring the session. The “Help” button can be found on every page of the Virtual Annual Meeting site, and there will be technical staff monitoring the Help channel throughout the Annual Meeting.

E4: Are the virtual sessions secure?

Access is restricted to registered attendees. You must use your registered email address and assigned password to enter the site. You are not permitted to share their password with any other individual.

Interference with the Annual Meeting, or with any user, host, or network, whether by sending a virus, overloading, spamming, mail-bombing, or by any other means, is strictly prohibited. Persons who interfere with the Annual Meeting will be removed from the conference immediately and will not be permitted to return.

SECTION F:
CODE OF CONDUCT

F1: 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.

F2: 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. 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 G:
CONTINUING LEGAL EDUCATION (CLE)

G1: 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 California, 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 \$75 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.**

G2: How do I get CLE documentation?

ASIL uses a “Sign in/Sign out” tracking system for reporting CLE requirements. Every session accredited for CLE will have volunteers stationed at the entrance and exits. Individuals wishing to obtain CLE for attending that session **MUST** give their ASIL Annual Meeting badge number to the volunteer and sign in/sign out. Only individuals who sign in **AND** sign out of a session will be awarded CLE credit. **During the conference, if you realize you forgot to sign in/sign out of a session, you may stop by the ASIL CLE table with a colleague who can verify your attendance and sign in/sign out.**

G3: Can ASIL still provide me with a Certificate of Attendance if I forgot to sign in/sign out?

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.

G4: 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. If you sign out of one session and into another, you cannot receive any CLE credit for either of those sessions.

G5: How do I get CLE credit for virtual sessions?

ASIL is offering CLE credit for the live-streamed virtual sessions at the Annual Meeting. As with the in-person version of the meeting, you must register in advance to be eligible for CLE credit. At the end of each session, to document your attendance you will need to click on a button which will be visible on your webpage that says “CLE Documentation” to verify that you were present for the duration of the program. Partial credit will not be given.

G6: 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 with the following:

1. Your contact information (name, phone, e-mail, and address)

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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.

G7: 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.

G8: 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.

CLE written materials are available at registration upon request, and are included in the meeting app.