



Training Policies & Community Agreements

Thank you for joining our learning community!

By completing Eventbrite registration and entering Zoom, you consent to these Virtual Workshop Policies and Community Agreements. If you are registering someone else for the workshop, you are consenting to inform them of these. Please email workshops@equityinthecenter.org with questions, concerns, or accessibility support.

Here's what to keep in mind:

- **Participate Fully:** Our workshops are shared learning spaces that encourage connection and active participation. We encourage you to keep your camera on and engage in the discussions and breakout rooms as much as you are able. If this is not possible, accommodations can be made by direct messaging the EIC Zoom host at the start of the training.
- **Be Kind and Respectful:** EIC digital spaces are safe spaces for exploration and community building. We will remove any comments that are sexual, sexist, racist, hateful, prejudiced, homophobic, transphobic, or ableist.
- **One Registration = One Screen = One Participant:** Each attendee needs their own ticket and must access the workshop individually. If you plan to attend the training with others, we ask that you each use a unique device. If you require assistance or need someone with you for accessibility, let us know in advance by emailing workshops@equityinthecenter.org.
- **Respect Intellectual Property:** Please don't record, photograph, or share training content, unless otherwise specified. We'll send out materials the facilitator has provided to support your continued learning. You are invited to share your workshop experience on social media! Feel free to share your experiences on social media with proper credit and tags to EIC and our partner facilitator(s).

We look forward to building a Race Equity Culture™ with you!



Training Refund Policy

Equity In The Center® (EIC) strives to provide excellent training experiences for our participants, and we understand that life can get in the way of our plans.

When unexpected circumstances arise, we offer a few options:

1. Transfer to a future session of the training you registered for
2. Transfer to a different EIC training (and pay the difference when applicable)
3. Receive a refund to your original form of payment

EIC uses the Eventbrite platform for registration and ticketing. Your refund or transfer will be completed through Eventbrite with EIC staff support.

You may have the option to transfer yourself to [another EIC training](#). For instructions on how to transfer your ticket, [click here](#). For help selecting a new training or navigating the ticket transfer process, email workshops@equityinthecenter.org.

Refunds will be processed to the original form of payment. Refunds may be given in the following situations:

- Illness
- Unforeseen schedule conflict
- Insurmountable technical difficulties that EIC staff are not able to troubleshoot
- Training schedule changes or cancellations that make it impossible for the participant to attend*

In these situations we typically offer the option to transfer to a different session first, but depending on the circumstances, a refund may be provided.

Refunds or transfers may not be given in the following situations:

- There is a misalignment between the participant's expectations of content or content delivery and the actual training
- Participant misses the training entirely and does not reach out within 24 hours
- Participant is unwilling to work with EIC staff to troubleshoot technical issues
- Participant is removed from the training due to violation of our [Virtual Training Policies and Community Agreements](#)

**We reserve the right to cancel or postpone a workshop or training at our sole discretion.*

