

## **General Online Payment Policies**

### **OCTM Return/Refund Policy**

OCTM membership and conference/professional learning experiences are intangible and thus not returnable. However, see the Conference/Event Registration Policies below for information about how to obtain refunds prior to events. If you wish a refund of OCTM membership dues, a request must be submitted by e-mail within three days of payment to the OCTM Executive Director at [kim.yoak@ohioctm.org](mailto:kim.yoak@ohioctm.org) . After three days, all membership payments are non-refundable unless they are paid directly as part of event registration (see below).

### **Methods of Payment**

OCTM accepts checks (make payable to OCTM in \$USD), purchase orders, money orders, and credit cards (Visa, MasterCard, American Express, or Discover).

### **Purchase Orders**

If you need to pay membership dues or event registration using a purchase order, please send a scanned copy of the completed membership application or event registration form, along with your signed purchase order, to the contact e-mail address or mailing address listed on the form. Note that this contact e-mail or mailing address may vary depending on the event; please read the form carefully.

### **Order Confirmation**

Your online order will be acknowledged by electronic mail. Included in this message will be the estimated cost of the order. Please be sure to include a correct e-mail address, or you will not receive a confirmation.

### **Sales Tax**

OCTM is a non-profit 501(c)(3) organization and thus does not pay or charge sales tax.

### **Shipping & Handling**

OCTM has no shipping and handling charges. Membership cards will be sent in U.S. Mail to the address that you provide. Most event materials will be provided at the event in person

or before the event via e-mail. Other documents related to membership or event registration may be sent to your mailing address or e-mail address.

### **Cancelling Orders**

If you must cancel an order, please notify Kim Yoak at [kim.yoak@ohioctm.org](mailto:kim.yoak@ohioctm.org) or by phone (330) 606-3224 as soon as possible. Please include your name, the specifics of your order (e.g., membership dues, event registration), phone number, and email address where you can be reached. Note that we cannot guarantee cancellation of an order once it is entered into our system, but if the payment is processed, we can refund your payment within certain parameters (see the OCTM Return/Refund policy above).

### **Do you have an order form I can print out to mail or fax in?**

If you need to register for membership or an event without using our web order option, please send a scanned copy of the completed membership application or event registration form, along with credit information as indicated on the form, or a check or signed purchase order made out as shown on the form, to the contact e-mail address or mailing address listed on the form. Note that this contact e-mail or mailing address may vary depending on the event; please read the form carefully.

### **Secure website confirmation**

See the Authorize.net Verified Merchant Seal on this site.

## **Conference/Event Registration Policies**

### **Can I register a group?**

No. All participants must register individually. However, we can accept payment for multiple participants at once via check or purchase order; please read the payment information for the specific event for where to send the check or purchase order.

### **Do you offer group discounts?**

No.

### **How do I register if I am a speaker at the annual conference?**

Lead speakers may register as lead speakers on the event registration website, and your registration for conference will be waived. Your status as a lead speaker will be verified by our Conference Coordinator once you have registered.

### **Are there alternatives to online registration and/or payment?**

Registration and payment are also available by mail or email. OCTM accepts Visa, MasterCard, American Express, Discover, checks, money orders, and purchase orders. All payments must be submitted in U.S. dollars and drawn on U.S. bank accounts, money orders, or credit cards. Credit card payments will be subject to the appropriate exchange rate. Please send a scanned copy of the completed event registration form, along with credit information as indicated on the form, or a check or signed purchase order made out as shown on the form, to the contact e-mail address or mailing address listed on the form. Note that this contact e-mail or mailing address may vary depending on the event; please read the form carefully.

If you have questions or would like to register by phone, please call the contact person listed for registration for this event on the website or registration form. Please leave a voicemail with your contact information if your call is not answered right away.

### **What if I am not already an OCTM member?**

Non-member conference registration includes a one-year membership to OCTM. Please see details with conference registration information.

### **How do I qualify for student rates?**

Students will need to provide their advisor's name and email address to qualify for the student rate.

### **How do I cancel a registration? Do I get a refund if I cancel my registration?**

- Cancellation requests must be received in writing by the event registration contact, at least three weeks before the start of the event. When a request is received before this time, OCTM will issue a full refund minus a 10% cancellation fee.
- Refunds will not be granted if requests are received within three weeks prior to the event.

- Memberships that are received as part of non-member (with membership) registrations will be cancelled with cancelled registrations.
- Substitutions will be accepted via email, letter, and onsite registration. Substitutes must submit a letter explaining who they are substituting and must return the original attendee's badge. Non-members substituting for members will be charged the current non-member registration rate. In addition, no discount will be given for members substituting for non-members.
- Refunds will be issued within eight weeks after the event.

### **How do I register if I am exhibitor booth personnel?**

Exhibitors should work with Mark Jaffee, our Conference Coordinator, to register. Contact Mark at [mark.jaffee@ohioctm.org](mailto:mark.jaffee@ohioctm.org) .

### **Terms of Use**

This page states the terms and conditions by which you may use the Ohio Council of Teachers of Mathematics (OCTM) websites. These terms and conditions govern all sites with a root URL ending in ohioctm.org.

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By accessing and using an OCTM website, you state your acceptance to be bound by these terms. OCTM reserves the right to update or modify these terms at any time. Your use of an OCTM website following any such change constitutes your agreement to follow and be bound by the updated terms of use. Check this page frequently for any changes to the terms of use.

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Companies or institutions may link to complete public pages of OCTM websites for educational purposes. Links to individual images, applets, or other content are prohibited. Links to OCTM pages may not open a framed page, i.e., the link must open a window that is occupied solely by the OCTM page and that occupies the entire browser page, without framing by the linking website. Use of images from OCTM websites to create buttons or to highlight links to OCTM is strictly prohibited.

Groups or persons who link to the OCTM websites without clear evidence of instructional or educational intent will be directed to remove the link. OCTM reserves the right to request removal of any link it deems offensive or inappropriate, at any time. For complete guidelines regarding link requests, contact the OCTM webmaster at [steve.phelps@ohioctm.org](mailto:steve.phelps@ohioctm.org) .

## Screen Shots

Using screen shots of pages from OCTM websites on other websites is strictly prohibited, without written permission from OCTM. However, OCTM encourages use of screen shots of the home page or front pages of major sections of OCTM websites for nonprofit educational purposes. Contact OCTM webmaster at [steve.phelps@ohioctm.org](mailto:steve.phelps@ohioctm.org) for complete guidelines on requesting use of screen shots of OCTM websites.

## Security

You are prohibited from violating or attempting to violate the security of these websites.

You may not:

- Access data not intended for you or log into a server or account that you are not authorized to access.
- Attempt to probe, scan, or test the vulnerability of a system or network or to breach security or authentication measures without proper authorization.
- Attempt to interfere with service to any user, host, or network, including, without limitation, submitting a virus to OCTM websites, overloading, "flooding," "spamming," "mail bombing," "crashing" or anything of such nature.
- Send unsolicited email, including promotions or advertising of products or services, to email addresses accessed through the sites.
- Forge any TCP/IP packet header or any part of the header information in any email or newsgroup posting.
- Use any device, software, or routine to interfere or attempt to interfere with the proper working of OCTM websites or any activity conducted on these sites.
- Use or attempt to use any engine, software, tool, agent, or other device or mechanism (including, without limitation, browsers, spiders, robots, avatars, or intelligent agents) to navigate through or search these websites.

Any action that imposes an unreasonable or disproportionately large load on OCTM infrastructure is prohibited.

Violations of system or network security may result in civil or criminal liability. OCTM will investigate such violations and may involve and cooperate with law enforcement authorities in prosecuting users who are involved in such violations.

## Termination of Use

OCTM and its representatives reserve the right to deny use of OCTM websites to any user for any reason without notification. Any violation of the terms of use or infringement of the rights of the sponsors of any OCTM website may result in legal action against the user. The exclusive forum for any legal dispute concerning any OCTM website shall be the state or federal courts in the State of Ohio, unless OCTM agrees in writing to another forum. OCTM may, in its sole discretion and at any time, modify or terminate these websites and remove or refuse to post any information, content, materials, or other offering.

## Privacy Policy

The Ohio Council of Teachers of Mathematics ("OCTM") has created this privacy policy to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for ohioctm.org and all other OCTM-affiliated websites and Web and mobile applications (collectively, "OCTM websites").

### General Principles

- We only use information collected on OCTM websites for OCTM purposes.
- We deploy technology to protect the information you send us.
- Cookies are used to keep track of information to allow a better user experience and this information is kept confidential within OCTM.

### Content and Applications for School-Aged Children

If you are under 13, please have your parents/guardians read this policy and approve your use of the OCTM website or application. If you are under 13 and you participate in services requiring account registration, please have your teacher or parent register you for participation. When registering for an account for a Web or mobile application, we ask for a limited amount of personal information (such as your email address and an account password) to save and track your progress within the application. For OCTM websites and applications intended primarily for school-aged children, we do not ask for names or addresses and **strongly encourage use of a screen name that does not reveal any information about identity or location.**

### OCTM Conference Registration

OCTM websites use forms for members and other users to request information, products, and services and to register online for various programs, including conferences. We collect visitors' contact information (such as email addresses), financial information (such as accounts or credit card numbers), and demographic information (such as zip code, age, or income level). Contact information from order forms or surveys is used to send orders and information about OCTM to our members and other customers and to analyze website use. Financial information that is collected is used to check the users' qualifications and bill the user for products and services.

OCTM websites use cookies to keep track of your shopping cart. We also use cookies to save and verify your password information if you choose to remain logged in over multiple visits.

### Third Party Websites

OCTM websites contain links to other sites. In the event you choose to access such third party websites, OCTM is not responsible for any actions or policies of such third parties. We recommend that you check the applicable privacy policy of third parties before submitting any information to them.

### Security

OCTM websites have security measures in place to protect the loss, misuse, and alteration of the information under our control. We will continue to employ reasonable physical, electronic, and procedural safeguards to protect your personal information.

### About This Privacy Policy

The foregoing is the current privacy policy of OCTM websites. We reserve the right to change this policy at any time without notice. Any changes to this policy will be posted on this webpage. Our policy does not create a contract or any legal rights.

This privacy policy applies solely to the information you provide while visiting OCTM websites. The terms of this privacy policy do not govern personal information furnished through other means, such as via telephone or postal mail.

### Contacting OCTM

If you have any questions about this privacy statement, the practices of OCTM, or your dealings with OCTM websites, you can contact the OCTM Executive Director at [kim.yoak@ohioctm.org](mailto:kim.yoak@ohioctm.org) .