

A Meeting By Design - Privacy Policy

Protecting your privacy is important to A Meeting By Design. We are committed to respecting your privacy and the security of personal information. Our privacy policy, updated on January 14, 2009, describes the information we collect and how we use it. Please review the following policy and let us know if you have any questions or feedback. For privacy-related issues, please contact us at:

A Meeting By Design, Inc.
380 Ice Center Lane, Suite #C
Bozeman, MT 59718
Phone: 888-995-3088
Fax: 406-587-2451
Email: info@ameetingbydesign.com

Information We Collect

We may collect information (including name, address, telephone number, email address and, when necessary, credit card information) when you:

- Register for a conference through our web site
- Make a purchase online for a variety of services (lift tickets, shuttle service, etc.)
- Ask a question of our Frequently Asked Question database

Website Visitor and Online Information We Collect

When you browse the association website, you are able to do so anonymously. However, your browser does automatically tell us the type of computer and operating system you are using.

The association website uses cookies. Specifically, the website will set a temporary "session cookie" that lasts the length of your visit to the site, and allows us to collect information on what you view on the site. However, this information is not in anyway identified with you personally, unless you choose to browse the site while signed in. We study usage and navigation patterns so we can improve our site's convenience and ease of use.

You may have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline all cookies if you prefer. Alternatively, you may be able to modify your browser setting to notify you each time a cookie is tendered and permit you to accept or decline cookies on an individual basis. If you choose to decline cookies, however, that may hinder performance and you may not be able to use A Meeting By Design's website.

Emails we send you may contain hypertext links back to our web site. We track click-thru to these links to help us determine your interest in particular topics and measure the effectiveness of our customer and marketing communications.

Using Information We Collect

A Meeting By Design's website is a tool that helps us organize events, ground service incentives and conferences, also helps attendees, speakers and other persons like yourself attend, register, and complete transactions related to meetings, events and conferences. For example, depending upon how A Meeting By Design's client desires to configure the website, your personal information will be used in the following ways:

- Registration for an event, conference or meeting
- Registration for a session, workshop or other sub-part of an event, conference or meeting
- Selection of, and registration and payment for, hotels, limousines or rental cars
- Processing of payment card transactions related to events, conferences or meetings, or services and goods related to events, conferences or meetings

- Purchase of tickets for outside events such as concerts or tours
- Creation of badges, passes or other items to identify event attendees
- Acceptance of abstracts, papers and presentations from event speakers
- Marketing of events, sessions, services and goods through e-mail, mailings or other means
- Communication to attendees via e-mail, mailings or other means concerning the event, announcements or services and goods related to the event
- Creation of reports and conducting internal research concerning events, including aggregation of personal data processed and stored on A Meeting By Design's systems; and
- Customer service or technical support concerning the use of the A Meeting By Design's software or website.

Information We Share with Others

We contract with other companies to provide certain services, including credit card processing, shipping, email distribution and mailing services. We provide these companies with only the information they need to perform their services and work closely with them to ensure that your privacy is respected and protected. These companies are prohibited from using this information for their own marketing purposes or from sharing this information with anyone other than A Meeting By Design.

At times we may be required by law or legal process to disclose your personal information.

PLEASE BE AWARE THAT A MEETING BY DESIGN DOES NOT MONITOR OR CONTROL, AND IS NOT RESPONSIBLE FOR, THE HANDLING, PROTECTION, USE OR DISCLOSURE OF YOUR PERSONAL INFORMATION BY SUPPLIERS, SERVICE PROVIDERS OR GOVERNMENTAL OR LEGAL AUTHORITIES. IF YOU WANT TO DETERMINE HOW A SUPPLIER, SERVICE PROVIDER OR GOVERNMENTAL OR LEGAL AUTHORITIES HANDLES, PROTECTS, USES OR DISCLOSES YOUR PERSONAL INFORMATION YOU MUST READ THEIR PRIVACY POLICY OR CONTACT THEM DIRECTLY.

How we use Email

When you provide us with your email address, we may send you emails necessary to process your registration or respond to a request. For example, after you register at A Meeting By Design's web site, you will receive an email confirmation and, in most cases, an email with registration information for verification.

It is our intent to send you promotional email only if you have agreed to receive it or it is in regard to the conference in which you have registered.

Links to Other Sites

Occasionally we provide links on our Website to other sites we think you will enjoy. These sites operate independently of A Meeting By Design and have established their own privacy and security policies. For the best online experience, we strongly encourage you to review these policies at any site you visit.

Updating and Reviewing Your Information

You have access to the contact information we have about you. To review and update your contact information, use the Edit button on the website.

Your Preferences

We offer choices on the types of information you receive from us. If you prefer not to receive brochures, emails or promotional information regarding upcoming events by A Meeting By Design, please contact us at the address shown below.

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Please be sure to provide us your exact name and address or your conference ID#, so that we can be sure to identify you correctly.

Security

It is our intent to protect against the loss, misuse or alteration of information that we have collected from you. A Meeting By Design safeguards the security of our data with physical, electronic, and internal management procedures.

We employ technologies including Secure Socket Layers (SSL), the industry standard, for transferring information to process your orders. The SSL encrypts, or translates, your order information into a highly indecipherable code.

When you've finished browsing and shopping and begin the checkout process, you will move into the secure area of our site. A warning window may pop up to notify you that you are entering this "safe" area. Once you've entered, the page address (URL) will change from http to https, to let you know you are in a secure area. Also, a key or a closed lock will appear on the lower status bar of your browser to notify you of this change. You will remain in this secure zone for the entire checkout process. (If you do not see the lock in Internet Explorer, click View/Status Bar.)

How We Secure Your Information

A Meeting By Design utilizes appropriate physical, technical and administrative controls and procedures to safeguard the information we collect from loss, misuse and unauthorized access, disclosure, alteration and destruction. However, we cannot guarantee that those controls and procedures will never be defeated or fail, or that those controls or procedures will always be sufficient or effective. In our efforts to protect your online transactions, we use a technology called Secure Sockets Layer (SSL). If your browser is capable of SSL, your personal information will be automatically encrypted, or encoded, before it is sent over the Internet to A Meeting By Design systems.

To ensure our customer security and site performance, our web servers are hosted off-site.

If you are still unsure of giving your credit card over the Internet, please feel free to phone, fax, or mail your order to us.

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