Program Requirements

What you'll need for the program

- Online access to your selected virtual delivery platform.
  - For remote participants, please ensure all individuals will have access to the platform being used.
- A device equipped with both a webcam and microphone to allow for participant interaction.
  - For in-person programs, we recommend joining your session using a single device per room, connected to a larger screen or smartboard for all participants to watch together, and strong room speakers for all participants to hear.
- Monitor participant numbers to remain within the maximum number of attendees for your program, as stated in the confirmation email.
- A designated 40 minutes of time for the program length, unless a different program length is otherwise agreed upon prior to confirmation.
- One adult staff member or volunteer must:
  - Log into the platform at least 15 minutes early to set up with the PacSci educator.
  - Be present for the duration of the virtual program.
  - Help with facilitating participant interaction by monitoring chat, calling on participants, or providing other assistance as requested by the PacSci educator.
  - Assist participants with individual technology issues.
- Review the policies below and the Pre-Program Checklist prior to the program.

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Important policies

Payment Policy

Payment is **due on or before the scheduled virtual program date.**

- You will receive an invoice via email at least 1 week prior to your program.
- Payment is accepted via credit/debit card or direct banking transfer via ACH, both of which can be paid directly via our secure invoice processor, Stripe.

Contract Policy

If your school, community group or organization requires Pacific Science Center to sign a contract or submit any additional documentation, please email the contract to edprograms@pacsci.org no later than 1 week prior to your program date to ensure it is completed in time for your program.

Cancellation Policy

You will be invoiced for 50% of the program cost if you need to cancel within four weeks and 100% of the program cost within two weeks of the program date. If you need to reschedule your program within four weeks of the original program date, a rescheduling fee* in the amount of 15% of your program fee will be added to your reservation.

This fee will not be applied if we must reschedule the program due to technical or internet issues on the part of Pacific Science Center.

Commitment to Anti-Racism

Pacific Science Center stands with those who are courageously fighting against hate, racism, and injustice. We recognize that not being racist is not sufficient. We must be actively anti-racist, and we commit to doing so. We prioritize inclusion, diversity, equity, and access in everything we do. Curiosity and critical thinking are essential to the dialogue and changes that need to happen.

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VIRTUAL FIELD TRIPS

Link Sharing, Posting, and Recording Agreement

By participating in this program, you agree not to share the program event invite link and password outside of your physical program site or IP address. The program link and password may not be shared to other locations, individual students, and/or other IP addresses unless this information was indicated during confirmation and is done for the sole purpose of including registered students that are participating in virtual learning programs. By sharing the link with unaffiliated persons or for a purpose other than virtual learning for current students, you have voided our agreement and will forfeit lesson participation and full cost of the program.

The client organization and individual participants may not record the program in any manner. All program intellectual property belongs to the Pacific Science Center. Any recording or distribution of the recording by the client organization is unlawful. It is the responsibility of the organizing party to ensure that all participants are aware of the prohibition on link sharing, posting, and recording the program.

I have reviewed the Virtual Field Trips Program Requirements document entirely, I understand the requirements and policies outlined, and I agree to abide by the terms.

Name _____

Signature _____ **Date** _____

Organization _____