**FAM Trip Participant Agreement Template**

This document is a sample FAM Participant Agreement Template, and provides aspects you may want to include in your own agreement. It can be modified to suit your needs. [*This document is provided for inspirational purposes only and should not be considered legally binding.*]

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We are delighted to have you join us as we showcase our [destination/hotel/venue]. This experience is designed to give you an in-depth understanding of what we offer for meetings and incentives while fostering meaningful connections. To ensure a positive and professional experience for everyone, we’ve outlined some expectations to guide our time together. These guidelines are intended to maintain respect for our hosts, sponsors, and fellow participants, as well as to ensure the success of this program for all involved.

**Participant Expectations:**

**Professionalism and Conduct:**

* Attend all scheduled activities and appointments on time.
* Actively engage with hosts, ask thoughtful questions, and participate in group discussions.
* Maintain a positive and respectful attitude throughout the trip.

**Respect for Hosts and Fellow Participants:**

* Be punctual for all scheduled activities and appointments. Arriving on time demonstrates respect for the organizers, hosts, and fellow participants. If you anticipate being delayed, please notify the organizers as soon as possible.
* Do not invite unregistered guests, such as significant others or family members, to join the trip or stay in your room. This FAM is for event planners only.
* Be mindful of cultural norms and customs at the destination.

**Use of Amenities and Resources:**

* Use hotel amenities (e.g., minibars) appropriately, understanding they are not complimentary unless specified.
* Respect the property and its facilities, ensuring no damage or misuse occurs.
* Participants are responsible for any personal expenses not covered by the FAM program, such as room upgrades, additional meals or personal purchases. These will not be reimbursed by the organizers.

**Photography and Social Media:**

* Follow any provided guidelines for sharing photos or content on social media.
* Give credit to hosts or sponsors when posting images, and avoid posting anything that could be misinterpreted negatively.

**Health and Safety:**

* Inform organizers in advance of any dietary restrictions, mobility needs or other special requirements.
* **Notify organizers of any unexpected delays or emergencies.** Maintaining communication ensures the group can adjust as needed and keeps the experience smooth for everyone.
* Refrain from excessive alcohol consumption that could impair your judgment or disrupt the group.
* Adhere to any safety protocols outlined by the FAM organizers.

**Feedback:**

* Share constructive feedback about the experience directly with organizers to help improve future trips. If you have concerns during the trip, please speak with the organizers for resolution.

**Acknowledgment:**

I understand that maintaining these standards ensures a positive experience for all attendees and helps foster strong professional relationships. Failure to adhere to these expectations may affect participation in future opportunities.

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information (Optional):

If participants have questions or concerns about the guidelines, please contact (destination org contact) at email/phone.