

## **Missouri Animal Control Association Training Etiquette**



The Missouri Animal Control Association training classes allow animal care and control professionals from across the State of Missouri come together for training, networking and updates on recent developments in products and programs related to animal welfare.

By participating in this training you are representing animal care and control; therefore, the Missouri Animal Control Association requests that you follow these etiquette guidelines.

1. Please dress comfortably but appropriately. Offensive or negative logos are not permitted.
2. Silence or turn off all personal communication devices, including cellular phones, pagers or other electronic items that will disrupt presenters or other attendees.
3. Camera flashes should be kept to a minimum.
4. No talking during instructional periods. Exceptions include question and answer periods or other interactive training methods. If you must disagree, do so respectfully.
5. During a presentation, if you must speak with an attendee, exhibitor, sponsor, board member, or presenter other than the current presenter, please quietly leave the room without disturbing the presenter and attendees.
6. Please be respectful and courteous to all hotel staff and obey all hotel rules and policies.
7. Alcohol is not permitted in the classroom. Please drink responsibly—you represent our profession and your agency.
8. Help by cleaning up after yourself. Be a good team member by policing all areas to help others. All trash should go in the appropriate trash receptacles.
9. Weapons should not be worn in the classroom unless mandated by your local jurisdiction policy or procedure.
10. Inappropriate behavior may result in expulsion from a class and/or the conference in addition to loss of credit hours.
11. Scholarship recipients who do not attend all classes in full will not be eligible to receive scholarships for future training.
12. Animals are only allowed in the classroom with prior approval from the MACA Board of Director and the host hotel. Service animals, as defined and regulated by the Americans with Disabilities Act (ADA) will be allowed. Animals may be allowed in the hotel rooms at the host hotel if prior approval by the hotel has been made and appropriate fees have been paid. MACA takes no responsibility for any of the above animals. Disruptive animals may result in expulsion of the owner from training without refund resulting in loss of credit hours.

**Thank You**  
**Missouri Animal Control Association**

*MACA was founded for the purpose of providing professional training, education and support for Animal Care & Control professionals across Missouri and neighboring States.*

*Our members share the common goal of improving the welfare of animals through education, law enforcement, and legislation.*