

ASTA Code of Conduct

As Travel advisors representing ASTA on FAM trips, all agents are expected to present themselves in a professional manner. Before attending a ASTA FAM, we ask you to review each bullet point below and agree to adhere to these provisions throughout your trip by signing the bottom of this form.

- Be respectful of guests at the resorts or ships you are visiting. When touring rooms or cabins, keep your voice down in the hallways and areas where guests are present. Make sure a path is kept open for the guests to get past you.
- Be on time. Please plan to arrive 10 minutes before the announced time to meet.
- Dress appropriately. This is business casual (and *not* jeans, short-shorts or t-shirts) unless the agenda states otherwise. Follow the appropriate dress codes at resort/cruise ship restaurants when dining.
- When viewing rooms, keep off the furniture, especially the beds. When you leave, the room should look the same as it did when you entered.
- Do not complain about the room you are assigned or ask to be moved to a better location. If there is something drastically wrong with your room, speak directly with your FAM host about it. Please do not make a scene at the front desk.
- You are expected to attend every class and scheduled tour on the FAM. Please note that if a certification is involved (e.g., Hawaii Master Specialist), you may be denied certification if you do not attend all events/classes and you may be charged the full current rate from the supplier or host instead of the FAM rate.
- Mind the time when given a break by the FAM host, e.g., 15 minutes means 15 minutes. Being late holds up everyone else and reflects poorly on you as a professional.
- If you are permitted to bring a companion who is not an agent, your companion is expected to maintain the same professional behavior as you and not complain about the itinerary or anything else on the trip. The purpose of the trip is to educate agents about the host's product. It is not meant to be a leisure vacation for you and your companion.
- Conduct yourself professionally at all times. Harassing another attendee or otherwise engaging in inappropriate and/or offensive conduct, directed toward anyone, while attending a FAM is prohibited. Stay sober - know when to stop drinking.
- Bring a large supply of business cards - enough for all the suppliers and/or agents you may meet.
- Consider purchasing travel insurance, as some FAMs will not be refundable if you are unable to attend. You may also wish to consider medical evacuation coverage to protect you if you become ill or are injured while on an international FAM trip.
- Do not tell other guests that you are a travel professional or otherwise attempt to solicit business. This is strictly prohibited by ASTA and by most suppliers.
- Do not discuss the cost of your trip with other guests.
- Do not talk or text during presentations (this also includes a bus driver who is narrating). It's disrespectful to the speaker and distracts other agents around you who are there to learn.
- The following behaviors extend to trade shows and supplier dinners:
 - If the supplier has giveaways at its trade show booth, they aren't all for you. Take one and leave the rest for other agents in attendance.
 - Do not bring baggies or containers to bring food home to your family and friends. Do not ask to have dinners boxed to take home unless they are your own leftovers.
 - If you RSVP that you will attend an event, make sure you attend. Your hosts must pay for meals for people who don't attend. You may also deny another agent a chance to participate.

By signing below, I agree to abide by the foregoing Code of Conduct and understand that any violation may be cause for my dismissal from this FAM and ineligibility to participate in future ASTA FAM offerings.

Date

Signature

Printed Name