

# Virtual Conference Partners, LLC Copyright / Digital Millennium Copyright Act Process

**It is the policy of Virtual Conference Partners, LLC ("VCP") to address and respond to notices of alleged copyright infringement.** Below is a brief description of such notices. The requirements are set up around the United States Digital Millennium Copyright Act (the "DMCA").

If you find copyright content, please provide written notice to us in which you:

1. Identify the copyrighted work;
2. Identify the work that you claim is being infringed;
3. Provide us with sufficient information to allow us to notify the other parties;
4. State the following:

"I have a good faith belief that use of the copyrighted materials described above as allegedly infringing is not authorized by the copyright owner, its agent, or the law. I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the copyright owner of an exclusive right that is allegedly infringed."

5. Sign the notice;
6. Send the notice to:  
Virtual Conference Partners, LLC  
Attn: Legal, DMCA Notice  
514 Precita Ave, Suite 300  
San Francisco, CA 94110

We may also utilize a counter-notice process for the provider of the affected content per the DMCA.