

# 16th EUROPEAN AIDS CONFERENCE

October 25–27, 2017  
Milan, Italy



EACS  
European  
AIDS  
Clinical  
Society

## General Terms and Conditions

### Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Conference Organiser (PCO) of the 16th European AIDS Conference, to be held in Milan, Italy from October 25-27, 2017.

The PCO, hereafter referred to as EACS Conference Secretariat, oversees the Conference Secretariat and is responsible for registration services, abstract management, hotel management, sponsoring and exhibition management.

These General Terms and Conditions are valid for each attendee registered for the 16th European AIDS Conference (hereafter referred to as "Conference"), to be held in Milan, Italy October 25-27, 2017.

Any person, delegate, allied professional, student, media representative, speaker, or exhibitor may be considered an attendee.

### Conference Registration

The registration deadlines are as follows:

Early registration deadline:	July 6, 2017, 24:00 CET
Standard registration deadline:	September 21, 2017, 24:00 CET
Late registration (incl. on-site registration):	from September 22, 2017
Pre-registration deadline:	October 19, 2017, 24:00 CET

After the pre-registration deadline, registration will be only possible on site.

Only fully completed registrations will be accepted. The registration fee is based on the date of receipt of registration and payment in full in accordance with the deadlines mentioned above. Should a deadline be missed, the next valid registration fee is applicable. Registration will only be confirmed upon receipt of payment in full.

The registration fee for regular delegates, allied professionals and students includes entry to all official conference sessions, the exhibition and poster area(s) and the Opening Ceremony. It also includes the conference bag, containing the official conference material. A free two-year EACS membership is included in the registration fee. This is not included for exhibitor registrations or media registrations.

To be eligible to register for the conference, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

Should the maximum attendee capacity be reached, the organiser reserves the right to refuse any registration.

### Allied Professionals, Students and Community Members

To be able to register as an Allied Professional (i.e. nurse, social worker or community member) or Student, a supporting letter from the Head of Department, an association membership proof or a valid Student ID providing proof of full-time enrolment at a recognised university or college is required both at registration and during the conference and must be sent to the EACS Conference Secretariat via email [registration@eacs-conference2017.com](mailto:registration@eacs-conference2017.com) or fax +49 30 24603269. If proof cannot be presented, the regular participant registration fees apply.

### Media Registration

Media registration is free of charge once proof of eligibility has been provided (official and valid press card). Entry to all official conference sessions, to the exhibition and poster area(s),

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and to the Opening Ceremony as well as the conference bag, containing the official conference material, are included in the registration.

## Group Registration

Registrations for more than 10 (ten) persons will be handled separately as a group booking. Please contact the EACS Conference Secretariat at [registration@eacs-conference2017.com](mailto:registration@eacs-conference2017.com).

The EACS Conference Secretariat shall not be held responsible for the double booking of an individual participant or group made by another company or organisation.

A payment order will be sent by email to the group manager once the EACS Conference Secretariat has received the fully completed registration form. Payment for the group registration shall be transferred immediately upon receipt of the payment order. A final registration invoice shall be issued and sent to the group manager after the conference.

The EACS Conference Secretariat will provide the group manager with information on how to communicate the names of their group members. Individual data of each group member such as first name, last name, individual email address and postal address must be provided. Please note that group members will only be considered as fully registered once the requested personal details have been provided. If we do not receive the requested details, group members will not receive a Certificate of Attendance. The Certificate of Attendance will no longer be available as print-out on site. The Certificate of Attendance will be sent per email after the Conference.

The deadline to submit the information of each group member is October 5, 2017. Until this date, name changes are free of charge. After this date, a name change fee of EUR 30 applies.

## Conference Material

Provided that the registration form and full payment are received no later than the standard registration deadline, a conference bag shall be included in the registration fee for delegates, allied professionals, students, speakers and media representatives. Should the registration form and/or full payment be received after the standard registration deadline, the EACS Conference Secretariat cannot guarantee that a conference bag will be available. All conference material will be handed out on site at the conference material counter.

## Methods of Payment

Payment is required at the time of registration. It should be made in EUR only, using one of the following methods:

1. Credit card (Visa, Master/Eurocard, and American Express): Attendees should complete the relevant section of the registration form.
2. Bank Transfer: Payment should be made in EUR to:

K.I.T. Group GmbH  
Association & Conference Management  
Commerzbank, Kurfürstendamm 237, 10719 Berlin, Germany

Bank Sort Code:	100 800 00
K.I.T. Account Number:	0514001801
SWIFT-CODE:	DRESDEFF100
IBAN:	DE 50100800000514001801

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Reference: EACS 2017, Last Name, Participant Number

Please note that all transfer costs shall be prepaid by the sender.  
Cheques will not be accepted.

## **Letter of Confirmation/Payment Receipt**

A letter of confirmation/payment receipt will be sent by email once the EACS Conference Secretariat has received the fully completed registration form and the related payment. Attendees must present this confirmation/payment receipt at the registration counter as proof of their registration and payment.

## **Letter of Invitation**

Individuals requiring an official Letter of Invitation can create their personalised copy on the EACS 2017 conference website at <http://www.eacs-conference2017.com/>.

The Letter of Invitation shall not financially obligate the conference organiser in any way, nor shall it guarantee that the attendee will receive a visa automatically. All expenses incurred in relation to the conference shall be the sole responsibility of the attendee.

## **Visa Requirements**

It shall be the sole responsibility of attendees to take care of their visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The conference organiser will not directly contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of EUR 50 will be refunded after the conference if the visa was applied for on time and an official proof from the embassy confirming that a visa could not be granted is forwarded to the EACS Conference Secretariat no later than 30 days after the conference (November 27, 2017).

## **Certificate of Attendance**

A Certificate of Attendance for regular delegates, allied professionals and students/post-docs will be made available after the Conference.

## **Registration Name Change**

A handling fee of EUR 30 shall be charged for every name change to an existing conference registration. A new registration form for the substitute attendee should NOT be submitted. Name changes will only be accepted until the pre-registration deadline (October 19, 2017, 24.00 CET) by email or fax indicating the new and old names as well as the new contact details (address, fax, email). After the pre-registration deadline (October 19, 2017, 24.00 CET), all name changes shall be carried out on site.

## **Lost Name Badge**

The name badge shall be worn at all times during the conference. Access to the conference facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of EUR 70 will be charged for a new badge.

## **Registration Cancellation Policy**

Notification of cancellation shall be made in writing and sent to the EACS Conference Secretariat by email or fax. The notification shall include all the relevant information regarding the bank account to which a possible refund may be remitted.

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If the written notification of cancellation is received before the early registration deadline (July 6, 2017), 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the conference only. They shall be made in writing and sent to the EACS Conference Secretariat by email no later than 30 days after the conference (November 27, 2017). No refund request will be processed after this date. Credit will not be given for unattended events or early termination of attendance.

## **Modification of the Conference Programme**

The conference organiser reserves the right to modify the programme, which is published as an indication only.

## **Granting of rights for photography, film and audio material for event documentation and public reporting**

The participant hereby declares their consent to the creation of image, film and audio recordings related to the 16th European AIDS Conference and that this material can be shared and published within public reporting or used in social networks about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their image according to the respective local legislation and the legal requirement within the state of Italy.

## **Data Protection, Processing of Credit Card Details and Sharing of Contact Details**

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilisation of all personal registration data is executed pursuant to the prevailing data protection regulations.

K.I.T. Group GmbH will collect and store all data for the preparation and execution of the 16<sup>th</sup> European AIDS Conference, to be held in Milan, Italy from October 25-27, 2017.

When you register, you will be asked to complete the online form and provide: your name, address, email address and telephone number. The above collected information is required to process and finalise your bookings (including sending booking confirmation email to you). Should you choose to make the payment for your bookings with credit card, your credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected.

All data will be saved and processed.

In order to protect and safeguard the personal data provided to us, appropriate business systems and procedures have been implemented. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorised employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorised access and we have intrusion detection systems that monitor and detect unauthorised (attempts to) access to or misuse of our servers.

Your credit card details will be kept by K.I.T. Group GmbH until three months after the end of the conference.

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The conference organiser periodically shares contact details of attendees with third parties that may use these details to contact attendees regarding activities at the conference or other communications which may be of interest. Selected data might therefore be passed on to third parties unless otherwise explicitly indicated by the attendee. Your contact details will only be forwarded if:

- Your explicit consent is given;
- A third party has proven to the conference organiser that you have violated the rights of this third party and has thus demanded the disclosure of your data; or
- The conference organiser is obliged to give out your data due to, for example, a court order or an official order.

Attendees may use the barcoded name badge like a business card with any conference exhibitor and/or satellite holder to give their complete contact details. In this case, you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand and/or at the entrance to a satellite symposium implies your acceptance that the respective company receives your complete contact details from the organiser and may contact you, using this data.

## **Cancellation of the Conference**

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organiser (force majeure) or due to events which are not attributable to wrongful intent or gross negligence on the part of the conference organiser, the conference organiser shall not be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the conference organiser reserves the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the attendee after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties.

## **Liability**

The conference organiser shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the conference organiser, for whatever legal reason, shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by same. Attendees shall take part in the conference at their own risk. Oral agreements shall not be binding if same have not been confirmed in writing by the conference organiser.

## **Fulfilment and Jurisdiction**

This contract is subject to the law of Brussels, Belgium. The terms of this contract shall be fulfilled in Milan, Italy. In the event of any legal claims arising from either party, Brussels, Belgium shall be the sole court of jurisdiction.

## **Salvatori Clause**

Should any clause in these Terms and Conditions be found to be ineffective or impracticable, the validity of the remaining Terms and Conditions shall not be impaired. The parties undertake to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being null and void.

As of January 2017.