

REGISTRATION

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Conference Organiser (PCO) appointed by IFLA for the IFLA World Library and Information Congress, to be held 15 – 21 August 2020 in Dublin, Ireland. The conference organiser leads the congress secretariat and is responsible for registration services, hotel accommodation, sponsorship opportunities, exhibition management and the logistics for social events.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the IFLA World Library and Information Congress, 15 – 21 August 2020 in Dublin, Ireland (hereafter referred to as the "congress"). Any person, delegate, accompanying person, student, media representative, speaker or exhibitor is considered an attendee. These terms and conditions are also binding for all group registrations.

Congress Registration

The registration deadlines are as follows:

Early Registration deadline:	15 May 2020, 24.00 CET
Standard Registration deadline:	11 August 2020, 24.00 CET
Onsite Registration:	from 12 August 2020

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full. If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

Pre-registration deadline: 11 August 2020, 24.00 CET
After the pre-registration deadline, registrations are only possible onsite.

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

Registration Fees

Congress registration*	EARLY Fee until 15 May 2020	STANDARD Fee until 11 August 2020	ONSITE Fee from 12 August 2020
Full Rate - Non Member	700 EUR	815 EUR	965 EUR
Full Rate - IFLA Member**	510 EUR	615 EUR	730 EUR
IFLA Non-Salariad Affiliate**	255 EUR	295 EUR	320 EUR
IFLA New Graduate Affiliate**	255 EUR	295 EUR	320 EUR
Student***	255 EUR	295 EUR	320 EUR
Accompanying Person	335 EUR	410 EUR	485 EUR
Day Ticket	185 EUR	210 EUR	245 EUR
Two Day Ticket	315 EUR	375 EUR	445 EUR

*All prices are incl. VAT and subject to change.

* All categories and dates are indicative and subject to change.

** IFLA membership number requested (membership fee needs to be paid to IFLA)

*** Student ID or official letter of University must be provided



The registration fee for regular delegates includes admission to the congress, to all sessions, the exhibition area, the poster area, the Opening Ceremony, the Closing Session, the Exhibition Opening Party and the Cultural Evening.

The registration fee for day tickets includes admission to the congress, to all sessions on the day of registration, the exhibition area on the day of registration (if applicable), the poster area on the day of registration (if applicable) and the Opening Ceremony / Closing Session, social and cultural events on the day of the registration if they are held onsite at the congress venue (if applicable).

The registration fee for accompanying persons includes admission to the poster area, to the exhibition area, the Opening Ceremony, the Closing Session, the Exhibition Opening Party and the Cultural Evening as well as half-day sightseeing tours but **NO** entry to the sessions. Only one accompanying person can be registered per delegate.

All active IFLA members are entitled to register at published member rates. Participants registering under a member fee are asked to include the IFLA membership number on the registration form. (If you don't know your membership number, please contact membership@ifla.org. However, if you are a member of a national association which is a member of IFLA, please contact your national association for the correct membership number.)

To be able to register as a student, participants must present a proof of fulltime enrolment at a recognised university or college for both, the time of registration and during the congress.

Media Registration

To register as a media representative, please use the online registration form. There is no registration fee for accredited media representatives. However, a copy of the official press card must be submitted.

Group Registration

Group registrations will be accepted for a minimum of 10 participants. Please contact wlic2020-registration@kit-group.org for further information.

Congress Material

If the registration form and full payment are received no later than the early registration deadline (15 May 2020), a congress bag is included in the registration fee for full delegates, students, speakers and media representatives. If the registration form and/or full payment are received after the early registration deadline, it cannot be guaranteed that a congress bag will be available. Day tickets include a day bag. All congress materials will be handed out onsite at the congress bag 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, AMEX or MasterCard are accepted. Credit cards are debited in EUR.

2 Bank Transfer – until 1 August 2020

Account Holder:	IFLA
Bank:	ABN AMRO Bank N.V.; GUSTAV MAHLERLAAN 10,1082 PP Amsterdam
Bank Sorting Code:	ABNA
K.I.T. Group Account Number:	0847112713
SWIFT-CODE:	ABNANL2A
IBAN:	NL54ABNA0847112713
Reference:	Participant name, Participant number, WLIC 2020

Please note that **ALL** transfer costs must be prepaid by the transmitter. Cheques will not be accepted.

Letter of Confirmation/Payment Receipt



A letter of confirmation / invoice will be sent by email once K.I.T. Group has received the fully completed registration form and the related payment. Please note that no invoices will be sent out before 1 January 2020. Please bring this confirmation to the Congress venue and go directly to the Self Printing Terminals. The barcode on this document will allow you to print your congress name badge.

General Information

In addition to the payment receipt, general congress information will be sent to all delegates by email approximately three weeks prior to the congress in addition to being available on the congress website. This will provide information and advice helping participants to prepare for their visit in Dublin, Ireland and attendance at IFLA WLIC 2020. An official email address is therefore required at the time of registration.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from K.I.T. Group. To receive a Letter of Invitation, attendees must first register to the congress and submit payment in full. The Letter of Invitation does not financially obligate the congress organisers in any way. All expenses incurred in relation to the congress are the sole responsibility of the attendee.

Visa Requirements

It is the sole responsibility of the attendee to take care of his / her 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. It is recommended to apply for a visa at least 3 months in advance of the congress. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the congress (no later than 14 days after the congress) if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to K.I.T. Group.

Certificate of Attendance

A Certificate of Attendance for regular delegates and students will be sent by email after the congress and will not be available onsite.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to K.I.T. Group by email: wlic2020-registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. If the written notification of cancellation is received before 15 May 2020, a handling fee of 50 EUR will be charged. No refunds will be made for cancellations received after this date. Refund requests will be processed after the congress only. They must be made in writing and sent to K.I.T. Group by email no later than 14 days after the congress. No refund request will be processed after this date. Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original registration.

Registration Name Change

A handling fee of 50 EUR will be charged for every name change to an existing congress registration. A registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the standard registration deadline indicating clearly the new and old name. After the standard registration deadline (11 August, 2020), all name changes must be carried out onsite.

Lost Name Badge

The official congress name badge must be worn at all times during the congress. Access to the congress facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 50 EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Access

Admission is for registered attendees only. Children will not be granted access to the congress venue including the exhibition area and session rooms. Access to the Opening Ceremony will also be granted to registered attendees only.

Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the attendee to access the session rooms in good time.

Modification of the Congress Programme

K.I.T. Group and IFLA reserve the right to modify the programme, which is published as an indication only.

Cancellation of the Congress

In the event that the congress cannot be held or is postponed due to events beyond the control of the congress organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the congress organisers, the congress organisers cannot 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 congress organisers reserve the right to either retain the entire registration fee and to use it for a future congress, or to reimburse the attendee after deducting costs already incurred for the organisation of the congress and which could not be recovered from third parties.

General Terms and Conditions for Library Visits

Library Visits, local and non-local

All Library Visits require pre-registration and are based on a minimum number of 10 attendees. Should the minimum number of attendees not be reached, K.I.T. Group reserves the right to cancel the tour. All departures for Library Visits start at the congress venue.

Notification of cancellation must be made in writing and sent to K.I.T. Group by email: wlic2020-registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before 15 May 2020, 100% refund will be granted. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the congress only. They must be made in writing and sent to K.I.T. Group by email no later than 14 days after the congress. No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original amount.

Data Protection and Sharing of Contact Details

Collection and processing of personal data will comply with the applicable data protection legislation.

K.I.T. Group and IFLA will collect and store all personal data for the preparation and execution of the 86th IFLA General Congress and Assembly, 15 – 21 August 2020 in Dublin, Ireland only and not use the personal data for any other purposes.

When you register, make a reservation for a hotel or book a tour you will be asked to complete the online form provided for: your name, address, email address and telephone number as well as special hotel booking requests. The above collected information is required to process, book and complete your booking (including the sending of a confirmation email of the booking 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 compliance with the applicable data protection legislation.

In order to protect and safeguard the personal data provided to us, we have implemented and use appropriate business systems and procedures. 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 unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.



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

In addition, the congress organisers periodically share contact details of attendees with third parties that may use these details to contact attendees regarding activities at the congress or other communications which may be of interest. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

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

Attendees can use the name badge with the Barcode / QR Code as a business card with any congress exhibitor and/or satellite holder to give them the complete contact details as indicated during registration. In this case the participant decides to whom data is provided. 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 organisers and may contact you, using this data.

For any queries regarding the processing of personal data please contact our data protection official:

Messe Berlin GmbH
Messedamm 22
14055 Berlin
Tel.: +49 30 3038 2889
datenschutz@messe-berlin.de

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 photography and film including their personal image, as well as of audio recordings of them, during the 86th IFLA General Congress and Assembly 2020. Likewise, they consent to the simultaneous and subsequent sharing and publication of these images and recordings by IFLA by any means, including live streaming or social networks such as Facebook, Twitter, Instagram, Twitter, YouTube, Vimeo, Flickr, without entitlement to remuneration, to promote the World Library and Information Congress and the activities and priorities of IFLA.

The participant understands that these photographs, films and audio may be viewed throughout the world in print and digital media formats, and that some may be kept permanently once they are published. The participant understands their rights regarding their personal data in the form of these photographs and video and audio recordings, as set out in IFLA's data protection policy.

Presentations by participants

The participant/presenter certifies that they have the right to use all third party works subject to copyright which are cited, displayed, or otherwise used in any presentation given by them during the 86th IFLA General Congress and Assembly 2020. The participant/presenter furthermore certifies that this right extends to event documentation and public reporting by means such as photography, film and recording as set out above. The participant/presenter shall indemnify IFLA against claims, liability, loss or expense (including reasonable attorneys' fees) arising from a breach of the above warranties.

Liability

The Congress organisers shall be held liable in the framework of a duty of care as a respectable businessperson according to statutory provisions. The liability of the Congress organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the Congress at his/her own risk and should take action to ensure that they have appropriate insurance cover. Oral agreements shall not be binding if these have not been confirmed in writing by the Congress organisers.

Fulfilment and Jurisdiction

This agreement shall be subject to the law of The Hague, Netherlands. The event itself shall take place in Dublin, Ireland and to the extent permitted by mandatory local law, in the event of any legal claims arising from either party, The Hague, Netherlands shall be the sole court of jurisdiction.



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Severability Clause

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the Terms and Conditions remaining shall not be impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, that best reflects the original intention of the parties.

As of August 2019