



GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) of the ILTS Perioperative Care Meeting, 18 October 2019 in Orlando, USA. The PCO is responsible for registration services, abstract management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Group.

These General Terms and Conditions are valid for each attendee registered for the ILTS Perioperative Care Meeting, 18 October 2019 in Orlando, USA (hereafter referred to as the "Congress"). Any person, delegate, student, media representative, speaker or exhibitor is considered an attendee.

Congress Registration / Payment

The registration deadlines are as follows:

| | |
|-------------------------|---------------------------|
| Early Bird registration | until 17.10.19, 23:59 CET |
| Onsite registration | from 18.10.19 |

Only fully completed and signed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full as well as a proof of status if required (please refer to paragraph "Proof of Status"). If the registration form and/or the full payment and/or the proof have not been received before the deadline indicated, the registration will be cancelled OR the next registration fee will automatically be charged.

To be registered under the ILTS Member fees, the full membership number must be provided by the published deadline. Furthermore, the delegate must have an active membership at the time of registration. No refunds will be made for delegates who acquire or renew their membership after the registration has been confirmed. Please verify that your membership is active and includes the eligibility to the preferential Congress fees prior to registering for the Congress. For further assistance, please contact ilts@ilts.org.

All registration fees are exempt of VAT. Payment by bank transfer is only possible until 28 September 2019 24:00 CET. The registration fee includes admission to the Scientific Sessions and the Exhibition.

The official Congress language is English, and no translation will be offered.

If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

Registrations for more than ten persons will be handled separately as a group booking. Please contact the ILTS Periop 2019 Registration Department.

Proof of Status

To register as an Associate or as a Trainee, the required proof must be forwarded by the published deadline (together with the registration fee).

A Proof of Status is an official letter written by the head of department – hospital, company or academic institution, which confirms the status of the applicant. The document must be issued in English on the organisation's official letterhead.

When letters, certifying status, are sent after the registration deadline, the next registration fee will be applied even if the online registration was completed within the deadline.

Letter of Confirmation/Payment Receipt/Invoice

A letter of confirmation/payment receipt/invoice will be sent by email after the ILTS Periop 2019 Registration Department has received a fully completed and signed registration form, the related full payment and if applicable the required proof of status.

Registration Name Change / Lost Name Badge

A handling fee of 50 USD will be charged for every name change to an existing Congress registration. Name changes will only be accepted by email or fax indicating the new and old name and only until 17 October 2019. After this date, all name changes must be carried out onsite and a written notification of the person being replaced must be presented. For a lost name badge a fee of 50 USD will be charged.



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Cancellation Policy / Refund Policy

Notification of cancellation must be made in writing and sent to the ILTS Periop 2019 Registration Department by email or fax by 28 September 2019 24:00 CET. The refund of the registration fee, less a 25 USD administration charge, will be made after the Congress. No refunds will be made for cancellations after this date. Any refund claims must be sent by 28 September 2019. No refunds will be granted for unattended sessions or early termination of attendance. As mentioned below (please read "Visa Requirements" below), it is the sole responsibility of the participant to take care of his/her visa requirements. Exceptionally, in case of a visa application rejection, refunds will be made provided that the visa application was filed in due time (before 18 September 2019) and provided that a document from the Embassy is sent immediately after the rejection to the ILTS Periop 2019 Registration Department. These two conditions are cumulative. Please note that a notification sent to the ILTS Periop 2019 Registration Department after the Congress will not be accepted.

Certificate of Attendance

A Certificate of Attendance will be available electronically after the Congress. Delegates will be required to complete a survey prior to receiving the Certificate of Attendance.

Modification of the Programme

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

Cancellation of the Congress

In the eventuality that the ILTS Congress cannot be held or must be moved or changed due to

- Any reason(s) beyond its control that prevent or substantially hinder the plane of holding the Congress
- Unforeseen political and economic events, acts of God, national emergency, national mourning, strike/demonstration, closure of airports or any other event of "Force Majeure"
- Its statue as medical association compelling ILTS to consider particularly the potential health risks (e.g. pandemic flu) of the Congress to participating doctors and their patients

The ILTS cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the ILTS reserves the right to either retain the entire registration fee and to use it for a future ILTS Congress, or to reimburse the registration fee after the deduction of costs already incurred for the organisation of the ILTS Congress and which could not be recovered from third parties.

Letter of Invitation

Participants requiring an official Letter of Invitation should contact the ILTS Periop 2019 Registration Department.

To receive a Letter of Invitation, participants must be fully registered to the Congress and payment in full must be submitted. The attention of the participants is drawn to the fact that the Letter of Invitation must be requested sufficiently in advance and that the Letters of Invitation will not be sent after 17 October 2019. The Letter of Invitation does not financially obligate the ILTS in any way. All expenses incurred in relation to the ILTS Periop Meeting are the sole responsibility of the participant. Any costs for express mailing of documents must be covered by the participant.

Visa Requirements

It is the sole responsibility of the participant to take care of his/her visa requirements. Exceptionally, in case of a visa application rejection, a refund minus a 25 USD handling fee will be made provided that the visa application was filed in due time (before 18 September 2019) and provided that a document from the Embassy is sent immediately after the rejection to the ILTS Periop 2019 Registration Department. These two conditions are cumulative. Please note that a notification sent to the ILTS Periop 2019 Registration Department after the Congress will not be accepted.

Children

The minimum age for a participant is 18 years old. Children under the age of 18 will not be allowed access to any part of the Congress.

Accompanying Persons

Due to changes in the pharmaceutical industry code of conduct, the ILTS is no longer able to grant access to the Congress for accompanying persons. The Congress is only accessible to certified healthcare professionals, associated press, industry representatives and other stakeholders in the science and management of liver transplantation.

Data Protection and Sharing of Contact Details

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations.

K.I.T. Group will collect and store all data for the preparation and execution of the Congress.



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When you register or make a reservation for a hotel you will be asked to complete the online form providing 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 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 authorized 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.

Your credit card details will be kept by K.I.T. Group until three 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 specified.

Attendees can use the name badge with the barcode like a business card with any Congress exhibitor and/or satellite holder to give them the 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 organisers and may contact you, using this data.

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 ILTS Perioperative Care Meeting 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 § 22 German Art Copyright Act (KUG).

Liability

The Congress organisers shall be held liable in the framework of a duty of care as a respectable businessman 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. Oral agreements shall not be binding if these have not been confirmed in writing by the Congress organisers.

Fulfilment and Jurisdiction

This contract is subject to the law of Berlin, Germany. The terms of this contract shall be fulfilled in Orlando, FL, USA and in the event of any legal claims arising from either party, Berlin, Germany shall be the sole court of jurisdiction.

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 are not impaired. The parties are obligated 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 closed.

Valid as of 19 June 2019