



ANNUAL CONGRESS 2022
 ISTANBUL, TURKEY & ONLINE
 MAY 4-7, 2022



GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Congress Management is the Professional Congress Organiser (PCO) of the 2022 Joint International Congress of ILTS, ELITA & LICAGE, May 4-7, 2022 in Istanbul, Turkey (hereinafter referred to as the "Congress" or "event"). The Congress will be held as a hybrid event in the form a face-to-face event ("onsite" or "onsite format") and a digital event ("online" or "online format"). The Professional Congress Organiser (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". ILTS and/or K.I.T. Group are referred to each as "Organiser" or all together as the "Organisers".

These General Terms and Conditions are valid for each attendee registered for hybrid 2022 Joint International Congress of ILTS, ELITA & LICAGE, May 4-7, 2022 in Istanbul, Turkey (hereafter referred to as the "Congress"). Any registered person is considered an attendee.

Congress Registration / Payment

The registration deadlines for participation in the onsite or online Congress are as follows:

Early Bird Registration	until February 28, 2022, 24:00 CET
Standard Registration	until April 18, 2022, 24:00 CET
Late Registration	until May 3, 2022, 18:00 CET
Onsite Registration	from May 4, 2022
Registration for on-demand content only	from May 8 – May 31, 2022

All registration and course fees are exempt of VAT.

Only fully completed and signed 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.

Only registered attendees will be permitted access to the Congress.

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.

The registration fee includes the admission to the Scientific Sessions and on-demand content until July 31, 2022 for onsite and online attendees. Admission to the Opening Ceremony and Exhibition is for onsite attendees only. The Closing Reception Event is not included in the registration fee.

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.

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



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professionals, associated press, industry representatives and other stakeholders in the science and management of liver transplantation.

To register as a media representative, please contact the ILTS Congress 2022 Registration Department in order to receive a media registration form. There is no registration fee for accredited media representatives. However, to register as a media representative, you must submit a copy of your official press card.

Registrations for more than ten persons will be handled separately as a group booking. Please contact the ILTS Congress 2022 Registration Department at registration@2022.ilsts.org. Should the pre-paid amount not be used in full during the pre-registration process, the remaining amount can be used for onsite registration. There will be no refund for badges which were paid for, but not used (according to the deadlines mentioned above). The deadline for group bookings is April 25, 2022. After the group registration deadline, registrations are only possible onsite.

Only fully completed group registration forms as well as fully completed name lists (including the participants full name, individual email and postal address) will be accepted. K.I.T Group Secretariat cannot be held responsible for double bookings of an individual participant or group made by another company or organisation.

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

Methods of Payment

Payment is required at the time of registration. It should be made in USD 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 is only possible until April 25, 2022 and should be made in USD to:

K.I.T. Group GmbH Association & Congress Management

Bank Name:	Commerzbank AG, Kurfürstendamm 237, 10719 Berlin, Germany
Bank Sorting Code:	100 800 00
K.I.T. Group Account Number:	0514 0018 15
SWIFT-CODE:	DRESDEFF100
IBAN:	DE60 1008 0000 0514 0018 15
Reference:	ILTSMay22-R-full name-participant number

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/payment receipt will be sent by email once ILTS Congress 2022 Registration Department 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 request one from the ILTS Congress 2022 Registration Department at registration@2022.ilsts.org. To receive a Letter of Invitation, attendees must first register to the



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Congress and submit payment in full. Letters of Invitation will not be sent after the standard registration deadline (April 18, 2022).

The Letter of Invitation does not financially obligate the Congress organisers or any of their related partners in any way. All expenses incurred in relation to the Congress are the sole responsibility of the attendee.

Visa Requirements for attendees of the onsite event

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.

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

In the event that a visa application is unsuccessful, but was applied for in due time, the registration fee, minus a handling fee of 75 USD can be refunded. To receive the refund, the official proof from the embassy confirming that a visa could not be granted, must be sent to the ILTS Congress 2022 Registration Department no later than May 2, 2022 24:00 CET.

Certificate of Attendance

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

Registration Name Change

A handling fee of 50 USD will be charged for every name change to an existing congress registration. A new 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 May 2, 2022 indicating clearly the new and old name. After this deadline, all name changes must be carried out onsite.

Lost Name Badge

Attending the onsite venue, the 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 USD will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Registration cancellation policy; Change of format policy

In general, participation in the Congress can be cancelled with entitlement to refund until **April 18, 2022**. A notification must be sent in written form to the Congress Secretariat by email to registration@2022.ilsts.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. A handling fee of 75 USD will be deducted from the refund sum.

In case of cancellation after this very date, no refunds will be made.

Due to the design of the Congress as a hybrid event, the attendee can change within formats (from onsite to online or from online to onsite) until the end of the registration period for the standard registration on **April 18, 2022**. Any difference in registration fees resulting from the format change will be subsequently charged to the attendee or refunded according to the principles stated below. No handling fee will be charged.

The attendee may change the selected format even after this period in principle until May 3, 2022. Any additional registration fees incurred will be charged to the attendee. Refunds of registration fees for format changes after **April 18, 2022** are excluded. Any change of participation format during this period will be charged separately with a processing fee of 75 USD.



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Refund requests will be processed after the Congress only. They shall be made in writing and sent to the Conference Secretariat by email to registration@2022.ilts.org no later than 30 days after the Conference (June 8, 2022, 23:59 CEST Time). No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance in either Congress format. Refunds will be credited only to person / entity who / which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

Modification of the Congress Programme

The Congress programme is published as an indication only and may be subject to modification at any time in terms of time, location, theme, and content (in particular to the programme schedule, the appointment and/or selection of speakers, the technical environment, programme duration, etc.) The attendee has no claim to the staging of a particular speaker and/or event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.

Connectivity or technical issues

Attendees acknowledge that it is their responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that their web browser is up to date to avoid connectivity or other technical issues when participating in the Congress. The organizer will use its reasonable best efforts in providing access to the Congress through third party channels. If an attendee encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the attendee acknowledges that the organizer is not liable. The organizer will also not be liable in the event of an interruption of connection or connectivity issues due to a case of "Force Majeure" or to any interruption and/or malfunction of connection or any other connectivity issues attributable to the chosen third party network operator and/or service provider.

Cancellation, adjustment or postponement of the Congress

If the Congress cannot take place or must be cancelled due to the existence of circumstances for which the organizer is not responsible (an unavoidable, unforeseeable, external event that cannot be remedied by economically justifiable and reasonable means. i.e., Force Majeure), the organizer shall be released from its obligation to perform. This shall also apply to a cancellation of the Congress due to the regulations, laws, ordinances and other orders in force at the time of cancellation, which are applicable in connection with the containment of the coronavirus SARS-CoV-2 (COVID-19) ("COVID-19 Regulations"), if as a result the holding of the Congress would become impossible or would only remain feasible with the use of economically disproportionate means or if the participation in the Congress could lead to unreasonable hardship on the part of the attendees, which would contradict the purpose of participation.

In the above cases, the organizer reserves the right to hold the Congress entirely in digital format instead of the hybrid event and to hold it on the known event dates. In this case, all attendees with completed registration for the onsite part will automatically remain registered for the digital event. The procedure for settling congress fees already paid will follow the procedure agreed in the above section "*Registration cancellation policy; Change of format policy*". Fees paid for special events such as the social program that takes place exclusively in the presence part will be refunded.

If you, as an attendee of the onsite event, do not agree with this, you can declare your withdrawal from the Congress participation in writing to registration@2022.ilts.org within 10 working days after publication of the measure on the Congress website. The date of receipt of your declaration by the organizer is decisive for compliance with the deadline. Persons with confirmed and paid registration will receive a full refund of the fees already paid within 60 working days after the originally scheduled event date in the form of a voucher for the next following regular edition of the Congress. If you have opted in writing to registration@2022.ilts.org for a refund of your registration fee, you will receive a refund of the amount paid,



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limited to 75% of the payment made. A balance of 25% of the payment made will be used as a processing fee to cover costs incurred in the performance of our contract up to the date of cancellation.

This provision for reimbursement shall apply equally if the congress cannot take place either onsite or online for the reasons stated in the above paragraph 1 of this section and has to be cancelled completely. In the event of rescheduling within one year of the original event date (including the next following regular edition of the Congress), the organizer may make full reimbursement in the form of a voucher for the replacement event. Should the attendee wish to receive the refund in the form of payment, the procedure under paragraph 3 of this section shall apply. Further claims for damages or claims for reimbursement of expenses (in particular preparation costs for congress participation) are excluded on all sides.

Hygiene and safety regulations / house rules

Attendees of the onsite event are obligated to inform themselves in advance of their participation in the Congress about the currently valid regulations, laws, ordinances and other decrees that apply in connection with the containment of the SARS-CoV-2 (COVID-19) coronavirus containment ("COVID-19 Regulations"), and to comply with them. In addition, attendees are required to comply with the hygiene and safety measures and/or concept enacted by the Congress organisers.

In view of the dynamic development of the coronavirus, the attendees acknowledge that the organizer is entitled to adapt the hygiene and safety measures to the current legal situation at any time and that attendees are obligated to inform themselves continuously about any changes, in particular about the hygiene and safety concept of the Congress, in particular via the Congress website.

If COVID-19 regulations in force at the time of the event stipulate that the persons participating in the event have been negatively tested for infection with the SARS-CoV-2 coronavirus, have been vaccinated, or must meet other requirements in this regard, attendees are required to adhere to these regulations and to the guidelines set forth by the organizer in this context (e.g. presentation of proof of personal access authorization).

By entering the event premises, each participant accepts the house rules of the Congress premises, which can be viewed at the registration counter. The attendee is aware that the consumption of food and beverages brought to the event is not permitted.

Data Protection; Congress tool

During the registration process and the execution of the Conference the personal data of each attendee is processed. All personal data will be processed in accordance with the applicable national data protection regulations and in particular the General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec. 1 lit a-f GDPR: (a) express consent, (b) performance or conclusion of a contract, (c) fulfilment of a legal obligation, (d) protection of vital interests of the data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the Congress, personal data may be processed by companies based in third countries outside the European Union (EU)/European Economic Area (EEA). This can lead to disadvantages in the enforcement of data subjects' rights, a lack of control over the further processing and transfer of data or access by state agencies for control and monitoring purposes without sufficient legal protection. By registering for the Congress the attendee consents to such data processing insofar as it is necessary for his/her participation and the full use of the Congress services.

For further details on data processing, your rights about information and access to personal data and how to contact the Data protection officer, please refer to the privacy policy at <https://2022.ilt.org/privacy-policy/>



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Congress Tool

At the Congress, a digital congress platform tool will be implemented and used. Before using the digital congress platform tool, you will be informed about your data protection rights. For details on data processing, please refer to the privacy policy at <https://2022.ilsts.org/privacy-policy/>. Each participant who registers at the Congress agrees to the use and application of the congress platform. The use of the congress platform tool becomes part of the contract and is insofar a prerequisite for participation in the congress.

The Congress Secretariat has entered into a data processing agreement with the service partner of the congress platform tool and implement the strict provisions of the applicable data processing regulations when using the congress platform tool.

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at the Congress remain the property of their respective owners and are used for identification purposes only. The content and compilations published on the event website and/or related websites are subject to the applicable copyright laws. The reproduction, editing, distribution, sharing and/or any kind of exploitation outside the limits of the applicable copyright laws require the written consent of the respective author and/or creator.

Downloads and copies of information, documents, files, presentations, and other content shared are only permitted if explicitly marked and solely for private use. The commercial use of content is prohibited without the consent of the author/creator. Insofar as the content on the event platform website has not been created by the organiser, the copyrights of third parties will be observed. Contributions of third parties are marked as such on the event platform website. Should a copyright infringement nevertheless occur, the organisers require a corresponding notice. The relevant content will then be removed immediately.

Film, photo and video recordings

The attendee understands that the organiser will create image, film and audio recordings related during the Congress for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram) about the event without entitlement to remuneration. The attendee explicitly gives her/his consent to the use of her/his images, voices and other content captured at the event for publications and communications relating to the event according to the effective law. In this respect, the attendee waives any remuneration and will not assert any claims for remuneration whatsoever. The attendee can withdraw her/his consent at any time by contacting the Congress Secretariat via email to registration@2022.ilsts.org.

Blocking access

Access to the digital event website and/or Congress platform may be blocked temporarily or permanently if there are concrete indications that the attendee is violating or has violated these GTC and/or applicable law or if the organiser(s) have another justified, substantial interest in blocking access. When deciding on a blocking, the legitimate interests will be taken into account appropriately.

Limitation of liability

The organiser shall be liable for damages caused intentionally or through gross negligence by the organiser, its legal representative, executive employees or vicarious agents, irrespective of the legal grounds.

The organiser shall be liable for damages in the event of simple negligence, subject to statutory limitations of liability (for example, care in one's own affairs), only

- for damages arising from injury to life, body or health;
- for damages arising from the breach of an essential contractual obligation.



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"Material contractual obligations" are those obligations the fulfilment of which makes the proper performance of this contractual relationship possible in the first place and on the observance of which the respective other contractual party may regularly rely. In the event of a breach of material contractual obligations, the Organiser's liability for damages in cases of simple negligence shall be limited to the amount of the damage typically foreseeable at the time of conclusion of the contract.

Insofar as the Organiser's liability is excluded or limited, this shall also apply to the Organiser's vicarious agents and legal representatives.

The above exclusions and limitations of liability do not apply in the event of culpable or negligent injury to the life, limb or health of persons or in the event of the express assurance of characteristics and in accordance with the Product Liability Act.

Disclaimer of warranty

The organiser does not warrant the adequacy, accuracy and/or completeness of any information conveyed during the Congress and published all Congress related publications, media, websites and/or on the platform.

The organiser does not guarantee uninterrupted and/or error-free access to the websites and/or the platform of the Congress. The organisers endeavours to fix such interruptions as fast as possible. In all other respects, the regulations from the above "*Connectivity or technical issues*" section apply.

Applicable law, place of jurisdiction

German law shall apply to the exclusion of the UN Sales Convention. As far as legally permissible, Berlin is agreed as place of jurisdiction.

Requirement of written form

Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

Severability clause

Should individually provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, the remaining provisions shall not be affected thereby. Rather, the parties undertake to replace the ineffective and/or impracticable provisions with legally valid and/or practicable provisions which correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

Right of modification

The organisers may make changes and/or additions to these General Terms and Conditions at any time. The attendees will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the contract and if the rights of the attendees are substantially changed as a result, each attendee with an existing and paid registration will be informed separately with the possibility of consent.

Valid as of January 17, 2022