



HARBOUR GRAND KOWLOON  
**HONG KONG**  
12-14 APRIL 2018



## General Terms and Conditions Registration

### Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Conference Organiser (PCO), (hereafter referred to as the "PCO") of the ESICM EuroAsia, 12-14 April 2018 in Hong Kong. The PCO supports the Congress Secretariat and is responsible for registration services, hotel accommodation, abstract management and exhibition management and is hereafter referred to as K.I.T. Group.

These Terms and Conditions are valid for each participant registered for the ESICM EuroAsia, 12-14 April 2018 in Hong Kong (hereafter referred to as the "Conference"). Any person, delegate, young physician, nurse, physiotherapist, allied healthcare professional, media representative, faculty or exhibitor is considered a participant.

### Conference Registration

The registration deadlines are as follows:

Early registration deadline:	22 February 2018, 23:59 CET
Late registration deadline:	26 March 2018, 23:59 CET
On-site registration:	from 27 March 2018

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form and the payment in full in accordance with the deadlines mentioned above. Should one deadline be missed, the next applicable fee will be charged automatically.

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

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

The registration fee for regular delegates, young physicians, nurses, physiotherapists and allied healthcare professionals includes entry to all sessions, the exhibition area and the opening session.

### Young Physician Registration

To be able to register as a Young Physician, you must be born on or after 01 January 1988. A proof of your age must be provided during the registration process.

### Nurses, Physiotherapists and Allied Healthcare Professionals

Participants registering as nurses, physiotherapists and allied healthcare professionals must submit proof of their status to the ESICM EuroAsia Registration Department at the time of registration. If proof cannot be presented the regular participant registration fees apply. Proof can be a professional card showing the status or a Letter from the Head of Department confirming the status on an official Letterhead.

### Media Representative Registration

There is no registration fee for accredited media representatives. However, to register as a media representative, a copy of the official press card must be provided.



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## **ESICM/Asian Society Member Registration**

The reduced registration fee for members will be granted only to official members of the ESICM and/or Asian Society Members. If a participant applies for a membership during the Conference registration process the ESICM has 3 (three) weeks to approve or reject the application. In case of a membership rejection, the non-member registration fee will apply.

## **Group Registration**

Group registration is only applicable to registration for more than 10 (ten) participants. The company requesting a group registration must nominate a group manager who will administrate the group booking. It is the sole responsibility of the group manager to distribute all relevant congress information to the group members. Please contact the ESICM EuroAsia Registration Department at [esicmasia@kit-group.org](mailto:esicmasia@kit-group.org).

The ESICM EuroAsia Registration Department cannot be held responsible for the double booking of an individual participant or group made by another company or organisation.

## **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): Participants should complete the relevant section of the registration form.
2. Bank transfer: Payment should be made in EUR to:

K.I.T. Group GmbH

Commerzbank AG, Kurfürstendamm 237, 10719 Berlin, Germany

K.I.T. Group Account Number: 0514 0018 02

SWIFT-CODE: DRESDEFF100

IBAN: DE23 1008 0000 0514 0018 02

BLZ/Bank Sorting Code: 1008 0000

Reference: Participant Number, Name, ESICM Asia 2018

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 the ESICM EuroAsia Registration Department has received the fully completed registration form and the related payment. Participants 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 ESICM EuroAsia Registration Department. To receive a Letter of Invitation, participants must first register to the Conference and submit payment in full.



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The Letter of Invitation does not financially obligate the Conference Organisers in any way. All expenses incurred in relation to the Conference are the sole responsibility of the participant.

## **Visa Requirements**

It is the sole responsibility of the participant to take care of his/her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

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

The registration fee minus a handling fee of 50 EUR will be refunded after the Conference if the visa was applied for in time, and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the ESICM EuroAsia Registration Department no later than 30 days after the Conference (10 May 2018).

## **Certificate of Attendance**

A Certificate of Attendance will be made available for the participants.

## **Registration Name Change**

A handling fee of 15 EUR will be charged for every name change to an existing Conference 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 the pre-registration deadline (**26 March 2018**) 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, all name changes must be carried out on-site.

The same rule applies to name changes made by groups after the group registration deadline on 26 March 2018.

## **Lost Name Badge**

The name badge must be worn at all times during the Conference. Access to the Conference facilities will not be granted without a proper name badge. If a participant loses, misplaces or forgets the name badge, a handling fee of 15 EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

## **Registration Cancellation Policy**

Notification of cancellation must be made in writing and sent to the ESICM EuroAsia Registration Department by email or fax. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before **22 February 2018**, 25% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

## **Refunds**

Refund requests will be processed after the Conference only. They must be made in writing and sent to the ESICM EuroAsia Registration Department by email no later than 30 days after the Conference (10 May 2018). No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance.



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### **Modification of the Conference Programme**

The Conference Organisers reserve the right to modify the programme, which is published as an indication only.

### **Film, Photo and Video Recordings**

ESICM wants to create a comprehensive overview of the conference interactions and events that may be of promotional interest to the society. Accordingly, please be advised that you may be filmed or photographed at any time (in the session rooms, poster area, etc.) and any presentations you deliver may be recorded.

### **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 ESICM Euro Asia 2018, 12-14 April 2018 in Hong Kong.

When you register you will be asked to complete the online form providing for: your name, address, email address and telephone number. 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 used security procedures, 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 our servers.

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

In addition, the Conference Organisers periodically share 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. Therefore data might be passed on to third parties unless otherwise explicitly indicated by the attendee.



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Your complete contact details will only be forwarded if:

- your explicit consent is given,
- a third party has proven to the Conference Organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- the Conference 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 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 implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using this data.

### **Cancellation of the Conference**

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

### **Liability**

The Conference 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 Conference 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 participant shall take part in the Conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the Conference Organisers.

### **Fulfilment and Jurisdiction**

This contract is subject to the law of Brussels, Belgium in regards to the registration. The terms of this contract shall be fulfilled in Hong Kong and in the event of any legal claims arising from either party, Brussels, Belgium in regards to the registration 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 General 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.

As of October 2017