



## **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 **LIVES Physiology** of the European Society of Intensive Care Medicine (ESICM), 6-8 February 2020 in Prague, Czech Republic. The PCO supports the Conference registration secretariat which is the ESICM (and hereafter referred to as the "Conference Organisers") and is responsible for registration services.

These Terms and Conditions are valid for each participant registered for **LIVES Physiology** of the European Society of Intensive Care Medicine (ESICM), 6-8 February 2020 in Prague, Czech Republic (hereafter referred to as the "Conference"). Any person, delegate, young physician, nurse, allied healthcare professional, media representative, faculty or exhibitor is considered a participant.

### **Conference Registration**

Only fully completed registration forms will be accepted. 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 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 1st January 1990. A proof of your age must be provided during the registration process.

### **Nurses and Allied Healthcare Professionals**

Participants registering as nurses and allied healthcare professionals must submit proof of their status to the 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.

### **ESICM Member Registration**

The reduced registration fee for members will be granted only to official members of ESICM and CSIM.

### **Group Registration**

Registrations for more than 10 (ten) participants will be handled separately as a group booking. Please contact the Registration Department at [registration@esicm-congress.org](mailto:registration@esicm-congress.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 paid but not used badges.



### **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 No., Name, ESICM Physiology 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/payment receipt will be sent by email once the 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 Registration Department. To receive a Letter of Invitation, participants must first register to the Conference and submit payment in full.

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 Registration Department no later than 30 days after the Conference.

### **Certificate of Attendance**

A Certificate of Attendance will be made available for the participants. The ESICM Registration Department will send an email to each delegate to download the certificate of attendance after the congress.



### **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 by email indicating the new and old names as well as the new contact details (address, email).

### **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 Registration Department by email or fax. No refunds will be made for cancellations.

### **Refunds**

Refund requests will be processed after the Conference only and can only be made. They must be made in writing and sent to the Registration Department by email no later than 30 days after the Conference. 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 Congress Programme**

The congress organisers reserve 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 Congress and that this material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram etc.) about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their images captured at the event for publications and communications relating to the event according to the effective law.

### **Data Protection and Processing of Credit Card Details**

When you register you will be asked to complete the online form providing your full 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 compliance with the applicable data protection legislation.

In order to protect and safeguard the personal data provided to us, appropriate business systems and procedures have been implemented and are in full operation. For example, credit card information is transmitted through a secure server protocol, which encrypts all personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology.



The TLS certificate for K.I.T. Group and all its subsidiaries has been issued by [utn.usertrust.com](https://utn.usertrust.com).

Furthermore, security procedures and technical and physical restrictions for accessing and using personal information have been implemented and are in full operation. Only authorized personnel is permitted to access personal information for performing their duties in respect of the requested services.

The server and network of K.I.T. Group and all its subsidiaries are protected by firewalls against unauthorized access. Intrusion detection systems that monitor and detect unauthorized attempts to access or misuse of our servers are installed and in full operation.

Your credit card details will be kept by the ESICM Registration Department for up to three months after the end of the Conference.

### **Data Protection and Sharing of Contact Details**

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal data is executed by the ESICM Registration Department within the applicable guidelines of the effective German data protection regulations / European General Data Protection Regulation.

The ESICM Registration Department will collect and store all data for the preparation and execution of the ESICM LIVES Physiology 2020. In addition, K.I.T Group and its subsidiaries periodically share contact details of attendees with third parties (e.g. industry companies) that may use these details to contact attendees regarding activities at the Conference or other communications which may be of interest. Therefor data might be passed on to third parties (e.g. industry companies) unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

- your explicit consent is given, or
- a third party has proven to the congress organisers that you have violated the rights of this third party and thus demands the disclosure of your data as long as your interests, fundamental rights and basic freedoms are not outweighed, which is required by the protection of your personal data, or
- the congress organisers are obliged to give out your data due to, for example, a court order or an official order.

As some conference exhibitors and/or satellite holders may use the Lead Capture Technology, attendees can use their name badge like a business card with them to communicate 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 organisers and may contact you, using the data.

In case of data protection inquiries please contact the data protection official of K.I.T. Group and its subsidiaries by email [datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de).

### **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 or due to events which are not attributable to wrongful intent or gross negligence of the conference organiser, the conference organiser 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 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 this. The attendee 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 organiser.

### **Fulfilment and Jurisdiction**

This contract is subject to the law of Belgium. The terms of this contract shall be fulfilled in Prague, Czech Republic and in the event of any legal claims arising from either party, Belgium 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.

As of 01.09.2019

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