



GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Conference Management is the organizer of the annual conference of the International Society for Pediatric and Adolescent Diabetes, October 30 – November 2, 2019 in Boston, USA. The organizer leads the conference secretariat and is responsible for registration and accommodation services, abstract management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Group.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the Annual Conference of the International Society for Pediatric and Adolescent Diabetes, October 30 – November 2, 2019 in Boston, USA (hereafter referred to as the "conference"). Any person, delegate, student, speaker, media or exhibitor representative is considered an attendee. These terms and conditions are also binding for all group registrations.

Conference Registration

The registration deadlines are as follows:

<i>Early registration</i>	<i>July 31, 2019, 24:00 CET</i>
<i>Standard registration</i>	<i>September 26, 2019, 24:00 CET</i>
<i>Late registration</i>	<i>October 21, 2019, 24:00 CET</i>
<i>Onsite registration</i>	<i>From October 22, 2019</i>

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. 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. For any payments made after October 21, 2019 the onsite registration fee will apply.

The pre-registration process is closing on October 21, 2019, 24:00 CET and reopens onsite. Registrations onsite will be subjected to the onsite registration fee.

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

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

The registration fee for delegates (ISPAD members, non-members, students, dietitians, nurses, and young physicians), speakers and media representative includes entry to all sessions, the exhibition area, the poster area, the opening ceremony and the closing ceremony. The exhibitor representatives receive access to the exhibition area only.

To be able to register as a **student**, you must be under 40 years old at the time of the conference. A proof of full-time enrollment at a recognised university or college for both the time of registration and during the conference must be presented together with a proof of our age.

To be able to register as a **nurse, educator, dietician, psychologist or healthcare professional** an official supporting letter with business letterhead, signature and stamp from your Head of Department is required describing your status for both the time of the registration and for the time of the conference.

To be able to register as a **young physician**, you must be max. 30 years old at the time of the conference. A proof of your age must be provided during the registration process.



To be able to register as an **ISPAD Member under 40**, you must be max. 39 years old at the time of the conference. A proof of your age must be provided during the registration process.

To register as a **media representative**, please contact the ISPAD 2019 Registration Department at registration-ispad2019@kit-group.org 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.

Group Registration

Registrations for 10 or more persons will be handled separately as a group booking. Please contact the ISPAD 2019 Registration Department at registration-ispad2019@kit-group.org. There is no discount for group registrations available.

The ISPAD 2019 Registration Department shall not be held responsible for the double booking of an individual participant or group made by another company or organisation.

A payment order will be sent by email to the group manager once the ISPAD 2019 Registration Department has received the fully completed registration form. Payment for the group registration shall be transferred immediately upon receipt of the payment order. A final registration invoice shall be issued and sent to the group manager after the conference.

The ISPAD 2019 Registration Department will provide the group manager with information on how to communicate the names of their group members. Individual data of each group member such as first name, last name, individual email address and postal address must be provided. The deadline to submit the information of each group member is always the next upcoming registration deadline.

Conference Material - Less is more

ISPAD is committed to cutting down on unnecessary print and engaging exciting new technologies while increasing scientific and personal exchange between professionals. In India we are moving towards a paper free conference with no printed Final Program, no bag and less waste. Instead we guarantee you more content, more personal support and more chances to interact with your peers. Use our Online Personal Planner at 2019.ISPAD.org and make sure to download our new app on your smart-phone or tablet before you travel.

Methods of Payment

Payment is required at the time of registration. It can be made in USD only, using one of the following methods:

1. Credit card (Visa, MasterCard)

Attendees should complete the relevant section of the registration form. For amounts above USD 1.500, a credit card fee of 3.5% will apply which cannot be invoiced.

2. Bank transfer – possible until October 6, 2019

Payment should be made in USD to:

Bank Name:	Commerzbank AG, Kurfürstendamm 237, 10719 Berlin, Germany
Account Holder:	K.I.T. Group GmbH Association & Conference Management
Bank Sorting Code:	100 800 00
K.I.T. Account Number:	0514 0018 00
SWIFT-CODE:	DRESDEFF100
IBAN:	DE77 1008 0000 0514 0018 00
Reference:	Participant Name, Participant Number, ISPAD 2019

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



Registration Discount

If you book a minimum of 3 nights at the Sheraton Boston Hotel (conference venue) through your ISPAD Conference Profile/ISPAD 2019 Accommodation Department **BEFORE** you register for the ISPAD 2019 Conference, a discount code will be sent to your email address to benefit from a special 50 USD discount on your registration fee.

Please note that this discount will be granted to individual bookings only and if the hotel reservation is fully paid in due time. In case of a complete cancellation of the booking or a reduction of the number of nights (less than 3 nights), the discount will be cancelled and the difference of 50 USD will be charged to you additionally.

Letter of Confirmation/Invoice

A registration confirmation/invoice incl. payment receipt will be sent by email once the ISPAD 2019 Registration Department has received the fully completed registration form, the related payment and proof of status if necessary. Attendees must present this confirmation/invoice at the registration counter as proof of their registration and payment.

Letter of Invitation

The ISPAD 2019 Registration Department will provide the official **Letter of Invitation** to each attendee. To receive this Letter of Invitation by email, attendees must first register to the conference and submit payment in full. The Letter of Invitation does not financially obligate the conference organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee. Please allow sufficient time for the application procedure. We recommend that you allow at least eight weeks' time prior to the conference. The process may take longer in certain countries, so we therefore suggest that you contact your nearest embassy or consulate to determine the appropriate timing of your application.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The organizers will not directly contact embassies and consulates on behalf of visa applicants. The registration fee minus a handling fee of 80 USD will be refunded after the conference if the visa was applied for in time (minimum eight weeks before the conference), and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the ISPAD 2019 Registration Department.

Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2019 Registration Department by email no later than 14 days after the conference (November 17, 2019). No refund requests will be processed after this date.

Certificate of Attendance

A Certificate of Attendance and a Continuing Medical Education (CME) Credit Statement for all regular delegates will be available online after the conference.

Registration Category Change

A handling fee of 45 USD will be charged for registration type change if lower (e.g. Member) registration fee is claimed. A proof for the reduced fee should be submitted. An ISPAD Member must be a member in good standing (i.e. full payment received, possible proofs submitted, etc.) before completing the registration process to be eligible for a Member rate or eligible to claim the registration change. Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2019 Registration Department by email. Refunds will be credited only to person / entity who / which paid the original registration.

Registration Name Change

A handling fee of 45 USD 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 indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out onsite.

**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 an attendee loses, misplaces or forgets the name badge, a handling fee of 60 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

Notification of cancellation must be made in writing and sent to the ISPAD 2019 Registration Department by email or fax. 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 the early registration deadline (July 31, 2019, 24:00 CET), 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

The same applies for cancellation of additional sessions and orders.

Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2019 Registration Department by email no later than 14 days after the conference (November 17, 2019). No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance. No refunds will be made in case of non-appearance, illness or premature departure. Refunds will be credited only to person / entity who / which paid the original registration.

Networking and Recognition Evening

The Networking and Recognition Evening will take place on Saturday, November 2, 2019. We recommend to book in advance since the number of seats is limited and available on a "first come, first served" basis.

If the written notification of the cancellation is received by July 31, 2019, a full refund for the Networking and Recognition Evening cancellation will be made. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the conference only. Credit will not be given for unattended events or early termination of attendance.

Access

Admission is for registered attendees only. Children will not be granted access to the conference venue including the exhibition area and session rooms.

Access to the Opening Session / Welcome Ceremony will also be granted to registered attendees only. Accompanying persons will not be allowed to attend.

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 Conference Program

The conference organizers reserve the right to modify the program, which is published as an indication only.

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 organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, the conference organizers 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 organizers reserve 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 organization of the conference and which could not be recovered from third parties.

We strongly encourage attendees to buy a travel insurance to cover this risk.

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 will collect and store all personal data for the preparation and execution of the ISPAD 2019 Annual Conference only and not use the personal data for any other purposes.

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 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 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 nine months after the end of the conference and thereafter safely deleted.

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. 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 / QR Code like a business card with any conference 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.



You can find further information on data privacy in our data privacy policy at

<https://regonline.react-profile.org/web/uploads/formular/privacyPolicy/2384afc9c29a65a93662b497631dd10ad85a06f4.pdf>

Should you have any queries regarding the processing of your personal data please contact our data protection officer:

Data protection officer

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 image, film and audio recordings related to the ISPAD 2019 Annual Conference and that this material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram, Twitter, 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.

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 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 organisers.

Fulfilment and Jurisdiction

This agreement shall be subject to German law. The event itself shall take place in Boston, USA and to the extent permitted by mandatory local law, 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 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 March, 2019