GENERAL TERMS AND CONDITIONS

Definitions
K.I.T. Group GmbH Association & Conference Management is the organiser of the Annual Conference of the International Society for Pediatric and Adolescent Diabetes, October 14 – October 17, 2020 in Abu Dhabi, UAE. The organiser leads the conference secretariat and is responsible for registration services, hotel accommodation, abstract management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Group. The society is a non-profit, scientific organisation.

K.I.T Group is the administrative organiser of the Society Conference and the Conference Secretariat (staff and technical infrastructure) is provided by 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 14 – October 17, 2020 in Abu Dhabi, UAE (hereafter referred to as the “Conference”). Any registered person, delegate, student, media representative, speaker or exhibitor is considered an attendee. These terms and conditions are also binding for all group registrations.

Conference Registration
The registration deadlines are as follows:

- Early registration: July 9, 2020, 24:00 CET
- Standard registration: September 9, 2020, 24:00 CET
- Late registration: October 6, 2020, 24:00 CET
- Onsite registration: From October 7, 2020

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 6, 2020 the onsite registration fee will apply.

The pre-registration process is closing on October 6, 2020, 24:00 CET and reopens onsite. Registrations onsite will be subject to the onsite registration fee.

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

The registration fee for regular delegates (ISPAD members, non-members, students, fellow, trainee, nurse, educator, dietician or other healthcare professionals), 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.

Reduced Registration Categories
To benefit from the ISPAD Member Registration Fee, your membership must be valid for both the time of registration AND during the conference. Please make sure to apply for or to renew your membership if necessary (Membership year runs from June 30 to July 1). Otherwise the ISPAD 2020 Registration Department reserves the right to change the registration fee and further bookings to the higher non-member fees.
To benefit from the reduced fee, the ISPAD 2020 Registration Department may request a proof of profession or occupation. You will receive a separate email if needed. The following proofs may be required:

To be able to register as a **student, fellow or trainee**, you must present proof of full-time enrollment at a recognised university or college for both the time of registration and during the conference.

To be able to register as a **nurse, educator, dietician or other healthcare professional** a 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. Alternatively, you can submit a copy of your registration or practicing certificate or an ID from your institution if your profession is stipulated on it.

To register as a **media representative**, please contact the ISPAD 2020 Registration Department at registration-ispad2020@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 ten or more persons will be handled separately as a group booking. Please contact the ISPAD 2020 Registration Department at registration-ispad2020@kit-group.org. There is no discount for group registrations available.

The ISPAD 2020 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 2020 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 2020 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. Again in 2020, 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 2020.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, American Express):** 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:** Payment is only possible until September 28, 2020 and 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

   Please contact the ISPAD 2020 Registration Department at registration-ispad2020@kit-group.org for the IBAN code.
Please note that all transfer costs must be prepaid by the transmitter. Cheques will not be accepted.

**Letter of Confirmation/Invoice**
A registration confirmation/invoice incl. payment receipt will be sent by email once the ISPAD 2020 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 2020 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 organisers 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 organisers 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 2020 Registration Department. Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2020 Registration Department by email no later than 14 days after the conference (October 31, 2020). 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 changes. If there is a change to the reduced fee, the ISPAD 2020 Registration Department may request a proof of profession or occupation. 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 2020 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 2020 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 9, 2020, 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 2020 Registration Department by email no later than 14 days after the conference (October 31, 2020). 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 Friday, October 16, 2020. 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, 2020, 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/Accompanying Person/Children
Only registered attendees will be permitted access to the Conference. 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. Accompanying persons and 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. 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 organisers reserve the right to modify the program, which is published as an indication only.

Cancellation of the Conference, Force Majeure
In the event that the Conference cannot be held or is postponed or the ISPAD organiser is prevented from carrying out its obligations as it pertains to the conference as a result of any cause or due to events beyond its control, including but not limited to acts of God, strikes, labour disputes, government requisitions or advisory, restrictions or regulations on travel, hotel or facility availability, commodities or supplies, war or apparent act of war, terrorism, disaster of natural or man-made cause, civil disorder, diseases, epidemic or pandemic, curtailment or restriction on transportation facilities, or any other comparable calamity, casualty or condition (collectively a “Force Majeure”) or due to events which are not attributable to wrongful intent or gross negligence of the Conference organisers, the Conference organiser shall have the right to cancel the Conference immediately and/or terminate the affected Conference without any liability and shall be relieved of its obligations to
Attendee. In addition, if the Conference is terminated due to or as a result of a Force Majeure occurrence, the Conference organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, lost profits etc. Under these circumstances, the Conference organisers reserve the right to either retain the entire registration fee and to use it for a future or rescheduled 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.

Flight booking (offered by the ISPAD 2020 Registration Department to special groups of delegates only)
Any participant wishing to secure a flight is automatically redirected to our partner agency Flugbörse/H+S Reisen Vermittlungs GmbH. The operating company is responsible for all content, offers and conditions. All contracts and agreements are exclusively between participating persons and Flugbörse/H+S Reisen Vermittlungs GmbH and not with K.I.T. Group GmbH.

Processing and Data Protection 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 the ISPAD 2020 Registration Department, 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.

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 ISPAD 2020 Registration Department for up to three months after the end of the Conference.

For further information please read the privacy policy.

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

The ISPAD 2020 Registration Department will collect and store all data for the preparation and execution of the Annual Conference of the International Society for Pediatric and Adolescent Diabetes, October 14 – October 17, 2020 in Abu Dhabi, UAE. 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. Therefore, data might be passed on to third parties (e.g. industry companies) unless otherwise explicitly indicated by the attendee.

Your contact details will only be forwarded in accordance with Art. 6 sec. 1 lit a-f GDPR: (a) given consent, (b) performance of or entering into a contract, (c) compliance with a legal obligation, (d) protection of vital interests of data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of data controller and weighing of interests.

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.

For further information please read the privacy policy.

In case of data protection inquiries please contact the data protection official of K.I.T. Group and its subsidiaries by email security@kit-group.org

Film, Photo and Video Recordings
K.I.T. Group or its assigned partner will create images, films and audio recordings during the ISPAD Conference for educational and promotional purposes. 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 participant explicitly gives his/her consent to the use of his/her images captured at the event for publications and communications relating to the event according to the effective law. You can withdraw your consent at any time by contacting the conference secretariat. For further information please read the privacy policy.

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 contract is subject to the law of Berlin, Germany. The terms of this contract shall be fulfilled in Abu Dhabi, United Arab Emirates 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.

As of March, 2020