

GENERAL TERMS AND CONDITIONS

Definitions

K.I.T Group GmbH is the Professional Congress Organiser (PCO) of the 42nd European Cystic Fibrosis Conference (ECFS Conference), 5-8 June 2019 in Liverpool, United Kingdom. The PCO leads the registration services, hotel accommodation, abstract management, sponsorship opportunities, exhibition management and social events and is hereinafter referred to as K.I.T. Group. The European Cystic Fibrosis Society is a non-profit, scientific organisation.

K.I.T Group is the administrative organiser of the ECFS 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 42nd European Cystic Fibrosis Conference, 5-8 June 2019 in Liverpool, United Kingdom (hereinafter referred to as "the Conference"). Any registered person, Delegate, Student, Allied Health Professionals, Media representative, Speaker or Exhibitor is considered an attendee.

Conference Registration

The registration deadlines are as follows:

Early registration deadline: **14 March 2019, 24.00 CET**

Standard registration deadline: **15 May 2019, 24.00 CET**

Late / On-site registration: **from 16 May 2019**

Pre-registration deadline: **3 June 2019, 24.00 CET**

After the pre-registration deadline, registrations are only possible on-site.

Pre-Conference Courses registration deadline: **15 May 2019, 24.00 CET**

Group Booking Deadline (10 or more delegates): **15 May 2019, 24.00 CET**

Team Booking Deadline (3 persons of the same organisation per registration): **15 May 2019, 24.00 CET**

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. 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 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.

The registration fee for regular delegates, speakers, Allied Health Professionals, Patient Organisation Representatives and doctoral/PhD students includes entry to the Opening Plenary, all scientific sessions and workshops, satellite symposia, poster and exhibition areas, as well as conference material including abstract book, conference bag and certificate of attendance. The Pre-Conference Courses and certain pre-conference meetings are subject to a separate registration fee. The exhibitor registration entitles full access to the exhibition area and the exhibitor's own symposium but NOT to any sessions.

ECFS Members

For medical/scientific or Allied Health Professional delegates who are members of the ECFS, please note that the membership number is required for registration. The reduced registration fee for members will be granted only to ECFS Members having paid their subscriptions for 2019. Should the name/first name/email address be refused by the ECFS membership online identification system, please ensure first that the membership fee is paid. The ECFS membership department remains at your disposal for any further clarification at membership@ecfs.eu. The non-member registration fee will apply if valid membership is not confirmed.

Registration & full Membership

Registration & full Membership can be booked to become a new ECFS Member or to renew an expired ECFS Membership. The offer includes a full registration to the Conference at the preferential rate for Members and a 2019 ECFS Membership.

If registering for Registration & Membership, please note that the membership is not transferable and will not be refunded (even in the event of a name change or cancellation of the conference registration).

Allied Health Professionals

To be able to register as an Allied Health Professional (Nurses, Psychologists, Physiotherapists, Dieticians, Social Workers, and Pharmacists) a supporting letter of your Head of Department is required at both the time of registration and during the Conference (this is not applicable for ECFS Members) and must be sent to the Conference Secretariat via email to ecfs2019-registration@kit-group.org.

Doctoral/PhD Students

To register as a doctoral/PhD student, a supporting letter from the student's Head of Department or a valid student ID providing proof of full time enrolment at a recognised university or college at both the time of registration and during the Conference must be sent to the Conference Secretariat via email to ecfs2019-registration@kit-group.org.

Low and Middle-Income Countries

The 'Low and Middle Income' registration rate is available to participants working in countries classified as Low-income economies, Lower-middle-income economies and Upper-middle-Income economies by the [World Bank](#).

Media Registration

To register as a media representative, please contact the Conference Secretariat at ecfs2019-registration@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 more than ten participants will be handled separately as a group booking. Please contact the Conference Secretariat at ecfs2019-registration@kit-group.org. Should the pre-paid amount not be used in full during the pre-registration process, the remaining amount can be used for on-site registration. There will be no refund for badges which were paid for, but not used (according to the deadlines mentioned above). The deadline for the group bookings is **15 May 2019**. After the group registration deadline, registrations are only possible on-site.

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. The Conference Secretariat cannot be held responsible for double bookings of an individual participant or group made by another company or organisation. In such a case, no refund will be possible.

Team Registration

A team of three people (from the same CF center) is entitled to a Team Ticket. The Team Registration is available for Allied Health Professional (Nurses, Psychologists, Physiotherapists, Dieticians, Social Workers, and Pharmacists) only. Team Registration will be handled separately as a group booking. Please contact the Conference Secretariat at ecfs2019-registration@kit-group.org. There will be no refund for badges which were paid for, but not used (according to the deadlines mentioned above). The deadline for the team bookings is **15 May 2019**. After the team registration deadline, registrations are only possible on-site.

Only fully completed team registration forms as well as fully completed name lists (including the participants full name, the organisation, individual email and postal address) will be accepted. The Conference Secretariat cannot be held responsible for double bookings of an individual participant or group made by another company or organisation. In such a case, no refund will be possible.

Registration Information for CF Patients

The ECFS policy for attendance of individuals with CF to the Conference is to discourage attendance as a bug free environment cannot be guaranteed. If a person with CF attends, ECFS does not take any responsibility.

Individuals with CF wishing to attend the Conference, regardless of the ECFS recommendation, will do so entirely at their own risk and will be asked to contact the registration counter for a sticker to put on their badge.

Due to national and EU regulation, the attendance of Non-Health Care Professionals in an industry related exhibition and/or satellite symposia sponsored by and/or supported by medical, pharmaceutical and/or medical devices companies is not allowed.

Conference Material

If the registration form and full payment are received no later than the standard registration deadline, a conference bag is included in the registration fee for Regular Delegates, Allied Health Professionals, Doctoral/PhD Students and Speakers. If the registration form and/or full payment are received after the standard registration deadline, the Conference Secretariat cannot guarantee that a conference bag will be available. All conference materials will be handed out on-site at the Conference Material counter. Day registrations do not receive a Conference Bag.

Method 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): Attendees should complete the relevant section of the registration form.
2. Bank transfer: Payment by bank transfer is only possible until 23 May 2019 and should be made in EUR to:

Account holder: K.I.T. Group GmbH, Association & Conference Management
Bank: Commerzbank Berlin, Kurfürstendamm 237, 10719 Berlin, Germany
IBAN: DE50 1008 0000 0514 0018 01
BIC / SWIFT: DRESDEFF100
Reference: ECFS 2019, 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 the Conference Secretariat 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 during the online

registration process or from the Conference Secretariat (ecfs2019-registration@kit-group.org). To receive a Letter of Invitation, attendees must first register to the Conference and submit payment in full. Letters of Invitation will not be sent after the standard registration deadline (15 May 2019).

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

Visa Requirements

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 30 EUR 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 Conference Secretariat no later than 30 days (8 July 2019) after the Conference.

Certificate of Attendance

All registered delegates will receive a Certificate of Attendance.

Registration Name Change

A handling fee of 30 EUR will be charged for every name change to an existing conference registration. A new registration form for the substitute attendee should NOT be submitted. However, supporting documentation for a reduced registration rate is required if applicable. Name changes will only be accepted up to the pre-registration deadline (3 June 2019) by email indicating the new and old names as well as the new contact details (address, email). After the pre-registration deadline, all name changes must be carried out on-site.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the Conference Secretariat by email at ecfs2019-registration@kit-group.org. 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 for the conference registration and Pre-Conference Courses is received before the early registration deadline (14 March 2019), a full refund minus a handling fee of 50 EUR will be made. For cancellations received between 15 March and 15 May 2019, a full refund minus a 150 EUR (50 EUR for students) cancellation fee will be made. No refunds will be made for cancellations received after this date (15 May 2019).

Refund

Refund requests will be processed after the Conference only. They must be made in writing and sent to the Conference Secretariat by email no later than 30 days after the Conference (8 July 2019). No refund request will be processed after this date. Please note that only the registration part of the registration and membership package can be refunded. Payments for membership are non-refundable.

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

Modification of the Conference Programme

The conference organisers reserve the right to modify the programme.

Film, Photo and Video Recordings

The ECFS will create image, film and audio recordings related during the 42nd European Cystic Fibrosis Conference for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, LinkedIn) 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. You can withdraw your consent at any time by contacting the conference secretariat. For further information please read the [privacy policy](#).

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

The Conference Secretariat will collect and store all data for the preparation and execution of the 42nd European Cystic Fibrosis Conference. 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.

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

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.

In the case that the Conference cannot be held or is postponed due to events beyond the conference organiser's control, or due to events which are not attributable to wrongful intent or gross negligence of the conference organizer, or if the United Kingdom withdraws from the EU and if this withdrawal has a material adverse effect on the activities contemplated under this Contract or the rights or obligations of either Party hereunder, 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.

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 Denmark. The terms of this contract shall be fulfilled in Liverpool, United Kingdom and in the event of any legal claims arising from either party, Denmark 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 20.12.2018

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