

## General Terms and Conditions - Registration

### Definitions

K.I.T. Group GmbH (hereinafter “K.I.T. Group”) is the organizer of the 18th International Congress of Immunology (hereafter referred to as the “IUIS 2023 Congress” and/or the “Congress”), hosted by the International Union of Immunology Societies (hereinafter “IUIS”). IUIS 2023 Congress will be held onsite in Cape Town, South Africa, 29 November – 2 December 2023.

K.I.T. Group is the administrative organizer of the event and provides the Congress secretariat (staff and technical infrastructure). Core tasks include the operation of the registration services, abstract management, hotel accommodation, sponsorship opportunities, exhibition management and the logistics of the social events.

Both entities are hereinafter referred to each as the “organizer” or jointly as the “organizers”. The following General Terms and Conditions (“GTC”) apply to all services provided by K.I.T. Group GmbH, with headquarters in Berlin, Germany.

---

These General Terms and Conditions are valid for each delegate registered for the IUIS 2023 Congress. Any registered person is considered a delegate. These terms and conditions are also binding for all group registrations.

### Congress Registration

The registration deadlines are as follows:

Early Registration deadline:	30 August 2023, 24:00 (CET)
Standard Registration deadline:	6 November 2023, 24:00 (CET)
Late Registration:	from 7 November 2023

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. The online registration can be completed by clicking the button “Register/Register and Pay” which can be found at the end of the form. 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.

The organizers reserve the right to refuse any registration. Any claim for participation in the event is excluded.

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

The registration fee for regular delegates includes admission to the Congress, to all sessions, the exhibition area, the poster area, and the Opening Session.

### Reduced registration fees

To be able to register as a **student/postdoc**, delegates must present a proof of fulltime enrolment at a recognized university or college for both, the time of registration and during the Congress.

Delegates from ‘**low-income**’ and ‘**lower-middle income**’ - **countries** (as per [World Bank categories](#)) or [FAIS/SAIS countries](#) can also benefit from reduced registration fees, which are automatically generated according to the country of residence entered during the registration process.

### Media Registration

There is no registration fee for accredited media representatives. However, a copy of the official media / press card ID must be submitted and is subject to prior approval by the Congress secretariat. Please contact [registration@iuis2023.org](mailto:registration@iuis2023.org) for further information.

### Group Registration

Registrations for 5 or more persons will be handled separately as a group booking. Please contact [registration@iuis2023.org](mailto:registration@iuis2023.org) for further information. There is no discount for group registrations available.

The organizers shall not be held responsible for the double booking of an individual delegate or group made by another company or organization.

A payment order will be sent by email to the group manager once K.I.T. Group 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 Congress.

K.I.T. Group 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 address of main residence must be provided. The deadline to submit the information of each group member is always the next upcoming registration deadline.

New group requests will be considered until 15 November 2023, 24:00 CET (names, required delegate data and payment in full must be made until 21 November 2023) to guarantee a smooth procedure. After that date, only individual online registration will be possible. All other regulations mentioned in this general terms and conditions also apply for group registration.

### Course Registration

The number of seats for any courses are limited and available on a “first come, first served” basis.

All courses require pre-registration and are based on a minimum number of 30 delegates. Should the minimum number of delegates not be reached, K.I.T Group reserves the right to cancel the course.

### Methods of Payment

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

#### 1. Credit Card

Visa, AMEX or MasterCard are accepted. Credit cards are debited in USD.

#### 2 Bank Transfer – until 15 November 2023

Account Holder:	K.I.T. Group GmbH Commerzbank AG, Kurfürstendamm 237, DE-10719 Berlin
Bank Sorting Code:	100 800 00
K.I.T. Group Account Number:	05 140 018 00
SWIFT-CODE:	DRESDEFF100
IBAN:	DE77 1008 0000 0514 0018 00
Reference:	IUIS 2023/D23570, Delegate name, Delegate number

Please note that all bank fees and money transfer costs (including charges that may be incurred on the receiving bank end) must be covered by the sender. Cheques will not be accepted.

### Letter of Confirmation/Invoice

A registration confirmation/invoice incl. payment receipt will be sent by email once K.I.T. Group has received the fully completed registration form, the related payment and proof of status if necessary. Delegates must present the confirmation/invoice onsite at the Congress venue as proof of their registration and payment.

### Visa Requirements

It is the sole responsibility of the delegate to take care of his / her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the Congress. When the registration has already been paid, the registration fee minus a handling fee of 50 USD will be refunded after the Congress if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to K.I.T Group (no later than 17 December 2023). No refund request will be processed after this date.

### Letter of Invitation

You may need a letter of Invitation to apply for a visa to South Africa. K.I.T. Group will provide the official Letter of Invitation to each delegate if requested during online registration. To receive this Letter of Invitation by email, delegates must first register to the Congress and submit payment in full. The Letter of Invitation does not financially obligate the Congress organizers in any way. All expenses incurred in relation to the Congress are the sole responsibility of the delegate. Please allow sufficient time for the application procedure.

### Certificate of Attendance

A Certificate of Attendance will be sent by email to regular delegates and students after the Congress.

### **Cancellation Policy**

**Registration** - Notification of cancellation must be made in writing and sent to K.I.T Group by email to [registration@iuis2023.org](mailto:registration@iuis2023.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 is received before 15 July 2023, a handling fee of 50 USD will be charged. No refunds will be made for cancellations received after this date.

**Pre-Congress Courses/ Congress Party** - If the written notification of the cancellation is received before 15 July 2023, a full refund will be made. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the Congress only. Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original registration.

Further claims of any kind and for any legal reason against the organizers are excluded.

### **Abstract Submission Cancellation Policy**

No refund will be granted since this is a non-refundable handling fee.

### **Registration Category Change**

A handling fee of 50 USD will be charged for registration type changes. If there is a change to a lower (reduced) registration fee, K.I.T. Group may request a corresponding proof. Refund requests will be processed after the Congress only. They must be made in writing and sent to K.I.T. Group by email. Refunds will be credited only to person/entity who/which paid the original registration.

### **Registration Name Change**

A handling fee of 50 USD will be charged for every name change to an existing Congress registration. A new registration form for the substitute delegate should be submitted before 15 November 2023, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the standard registration deadline indicating clearly the new and old name. After this date, name changes will no longer be accepted.

### **Lost Name Badge**

The official Congress name badge must be worn at all times during the Congress. Access to the Congress facilities will not be granted without a proper name badge. If a delegate loses, misplaces, or forgets the name badge, a handling fee of 50 USD will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

### **Access/Accompanying Person/Children**

Only registered delegates will be permitted access to the Congress. To be eligible to register for the Congress, delegates must be at least 18 years old. Delegates may be asked to present an official identity card stating their age. Accompanying persons and children will not be granted access to the Congress venue including the exhibition area and session rooms.

Access to the Opening Session will also be granted to registered delegates only.

Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the delegate to access the session rooms in good time.

### **Modification of the Congress Program**

The Congress programme is published as an indication only and may be subject to modification at any time in terms of time, location, theme, and content (in particular to the programme schedule, the appointment and/or selection of speakers, the technical environment, programme duration, etc.) The delegate has no claim to the staging of a particular speaker and/or event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.

### **Cancellation of the Congress; Force Majeure; Hardship**

If the Congress cannot be held or is postponed, or if the organizer is prevented through no fault of its own from fulfilling its obligations in connection with the Congress due to external, unforeseeable events beyond its control ("Force Majeure"), or if circumstances arise, which could not have been foreseen and in the presence of which the organizer would not have concluded this Contract in such a way and the elimination of which cannot be carried out by economically reasonable means ("Hardship"), the organizer shall have the right to cancel the Congress immediately after the aforementioned circumstances become known and/or to terminate the Congress without any liability and shall be released from its obligations to the delegates. In these cases, the Organizer cannot be held liable by the delegates for any damages,

costs or losses such as transportation costs, accommodation costs, financial losses, lost profits, etc. In these circumstances, the organizer reserves the right to either retain the entire registration fee and use it for a future or rescheduled Congress or to reimburse the delegate for the costs already incurred for the organization of the Congress that could not be recovered from third parties.

### Hygiene and safety regulations; House rules

Delegates are obligated to inform themselves in advance of their participation in the Congress about the currently valid regulations, laws, ordinances and other decrees that apply in connection with the containment of the SARS-CoV-2 (COVID-19) coronavirus containment ("COVID-19 Regulations"), and to comply with them. In addition, delegates are required to comply with the hygiene and safety measures and/or concept enacted by the Congress organizers.

In view of the dynamic development of the coronavirus, the delegates acknowledge that the Organizer is entitled to adapt the hygiene and safety measures to the current legal situation at any time and that delegates are obligated to inform themselves continuously about any changes, in particular about the hygiene and safety concept of the Congress, in particular via the Congress website.

If COVID-19 regulations in force at the time of the event stipulate that the persons participating in the event have been negatively tested for infection with the SARS-CoV-2 coronavirus, have been vaccinated, or must meet other requirements in this regard, delegates are required to adhere to these regulations and to the guidelines set forth by the Organizer in this context (e.g. presentation of proof of personal access authorization).

By entering the venue, each delegate accepts the house rules of the Congress venue, which can be viewed at the registration counter. The delegate is aware that the consumption of food and beverages brought to the Congress is not permitted.

---

### Data Protection and transfer of personal data

During the registration process and the execution of the Congress the personal data of each delegate is processed. All personal data will be processed in accordance with the applicable national data protection regulations and in particular the General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec. 1 lit a-f GDPR: (a) express consent, (b) performance or conclusion of a contract, (c) fulfilment of a legal obligation, (d) protection of vital interests of the data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the Congress, personal data may be processed by companies based in third countries without adequacy decision by the European Union Commission. The delegate consents to such data processing insofar as it is necessary for his participation and the full use of the Congress services, although the assertion of rights under data protection law and powers of appeal may be limited or made more difficult.

Delegates can use the name badge with the QR Code as a business card with any Congress exhibitor and/or satellite holder to give them the complete contact details as indicated during registration. In this case the delegate decides to whom data is provided. 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 organizers and may contact you, using this data.

For further details on data processing, your rights as a data subject to information, objection, revocation of consent, blocking and deletion of personal data as well as access to personal data and how to contact the data protection officer, please refer to the [privacy policy](#).

### Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at and/or during the Congress remain the property of their respective owners and are used for identification purposes only. The content and compilations published on the event website and/or related websites are subject to the applicable copyright laws. The reproduction, editing, distribution, sharing and/or any kind of exploitation outside the limits of the applicable copyright laws require the written consent of the respective author and/or creator.

Downloads and copies of information, documents, files, presentations, and other content shared are only permitted if explicitly marked and solely for private use. The commercial use of content is prohibited without the consent of the author/creator. Insofar as the content on the event platform website has not been created by the organizer, the copyrights of third parties will be observed. Contributions of third parties are marked as such on the event platform website. Should a

copyright infringement nevertheless occurs, the Organizer requires a corresponding notice. The relevant content will then be removed immediately.

### **Indemnification for copyright infringement**

The delegate confirms that any Congress-related use or exploitation of works and/or materials employed or used by him/her in connection with an activity or on the occasion of participation in such an activity (i.e., lecture, presentation, moderation and/or other contributions, etc.) is done lawfully and in particular in compliance with all applicable copyright protection regulations and in recognition of all rights of third parties.

The delegate further confirms that the above assurance also extends to the documentation of the event and public reporting by means such as photography, filming and recording as described above. The delegate/presenter shall indemnify and hold harmless the Organizer and/or the hosting party from any claims, liability, loss or expense (including attorneys' fees as legally permissible) arising out of any breach of the foregoing representations.

### **The Congress website and its use**

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the Congress website is the property of K.I.T. Group. Each delegate with completed and confirmed registration is entitled to view any part of the Congress website and to copy or download content, provided it is used exclusively for personal or non-commercial use and third-party rights are not opposed. Any other reproduction of the contents of the Congress website requires in any case the permission of the Organizer.

### **Viruses or other technical malfunctions; blocking of access; disclaimer of warranty**

All reasonable efforts will be made to ensure that downloadable content is free of viruses. The Organizer cannot accept liability for any damages resulting from viruses affecting third party computer systems that originate from this website and/or any digital event platform. The Organizer cannot guarantee trouble-free use of the Congress website and/or any digital event platform. Any claims for damages in this regard are excluded.

Access to the Congress website, the associated digital offers and/or any digital event platform can be blocked temporarily or permanently if there are concrete indications that the delegate is violating or has violated these GTC and/or applicable law or if the Organizer has another justified, substantial interest in blocking access. When deciding on a blocking, the legitimate interests of the delegate will be taken into account appropriately.

The Organizer does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the Congress. Furthermore, the Organizer does not guarantee uninterrupted and/or error-free access to the Congress websites. The Organizer shall endeavour to remedy such interruptions as quickly as possible using economically reasonable means. In all other respects, the regulations from the area of connectivity or technical issues apply.

### **Film, photo, and video recordings**

The delegate understands that the Organizer will create image, film and audio recordings related during the Congress for educational purpose. 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 delegate explicitly gives her/his consent to the use of her/his images, voices and other content captured at the event for publications and communications relating to the event according to the effective law. In this respect, the delegate waives any remuneration and will not assert any claims for remuneration whatsoever. The delegate can withdraw her/his consent at any time by contacting the Congress Secretariat via email to [info@iuis2023.org](mailto:info@iuis2023.org).

### **Limitation of liability**

The Organizer is liable for intent and gross negligence.

The Organizer shall be liable for wilful misconduct or gross negligence. For simple negligence the Organizer shall be liable only in case of violation of an obligation the compliance with which is as essential prerequisite for orderly performance of this Agreement and on the due performance of which the counterpart can reasonably rely (so-called „key obligations“). Apart therefrom, the Organizer does not assume any liability for losses of any kind, irrespective of the legal basis therefor which shall also include also any pre-contractual liability.

If the Organizer shall be liable for simple negligence as mentioned above, the liability shall be limited to losses the occurrence of which it could have reasonable foreseen based on the situation known upon registration completion.

The abovementioned exclusions of liability do not apply in case of damage of life, body and health. The liability pursuant to the product liability law remains unaffected.

The above disclaimers apply also to the benefit of employees, agents and other third parties the Organizer has retained for the execution of the registration agreement.

**Place of performance and jurisdiction**

Place of performance and jurisdiction is - as far as legally permissible - Berlin.

The law of the Federal Republic of Germany shall apply to the exclusion of the UN Convention on Contracts for the International Sale of Goods.

**Requirement of written form**

Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

**Severability clause**

Should individually provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, the remaining provisions shall not be affected thereby. Rather, the parties undertake to replace the ineffective and/or impracticable provisions with legally valid and/or practicable provisions which correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

**Right of modification**

The Organizer may make changes and/or additions to these General Terms and Conditions at any time. The delegates will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the registration agreement and if the rights of the delegates are substantially changed as a result, each delegate with an existing and paid registration will be informed separately with the possibility of consent.

As of 23 January 2023

K.I.T. Group GmbH

Association & Conference Management

Kurfürstendamm 71

10709 Berlin, Germany

[info@iuis2023.org](mailto:info@iuis2023.org)

[www.kit-group.org](http://www.kit-group.org)