

GENERAL TERMS AND CONDITIONS

Definitions

K.I.T Group is the Professional Congress Organiser (PCO) of the 46th European Cystic Fibrosis Conference (Conference), 7-10 June 2023 in Vienna, Austria. 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 (hereinafter referred to as ECFS) 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 GmbH.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the 46th European Cystic Fibrosis Conference, 7-10 June 2023 in Vienna, Austria (hereinafter referred to as "the Conference"). Any registered person, Delegate, Student, Allied Health Professional, media representative, Speaker, Patient Organisation Representative or Exhibitor is considered an attendee.

Conference Registration

The registration deadlines are as follows:

Early registration deadline: **30 March 2023, 24.00 CET**

Standard registration deadline: **16 May 2023, 24.00 CEST**

Late registration: **from 17 May 2023**

On-site registration: **from 7 June 2023**

All registration and course fees are exempt from VAT.

Pre-Conference courses registration deadline: **16 May 2023, 24.00 CEST**

Group booking deadline (10 or more delegates): **16 May 2023, 24.00 CEST**

Team booking deadline (3 persons of the same organisation per registration): **16 May 2023, 24.00 CEST**

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 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.

If the maximum attendee capacity is reached, the organiser reserves 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 and Closing Plenary, all scientific sessions and workshops, poster and exhibition areas, as well as conference material including online abstract book, conference bag and certificate of attendance. Satellite symposia are included for all participant categories except patient organisation representatives. 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.

To be able to register as an allied health professional, patient organisation representative or doctoral/PhD Student you must present proof for both the time of registration and during the conference.

ECFS Members

For medical/scientific, allied health professional or patient organisation representative 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 2023. Should the 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 2023 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 (AHP)

To be able to register as an AHP (nurses, psychologists, physiotherapists, dieticians, social workers, pharmacists, laboratory technicians and clinical research coordinators) a proof of professional status is required at the time of registration (this is not applicable for ECFS Members) and must be sent to the ECFS Registration Department via email ecfs-registration@kit-group.org. If you do not have such proof, please provide a supporting letter from your Head of Department.

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 ecfs-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 use the online 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 attendees will be handled separately as a group booking. Please contact the Conference Secretariat at ecfs-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 **16 May 2023**. 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 attendees' full name, individual email and postal address) will be accepted. The Conference Secretariat cannot be held responsible for double bookings of individual attendees or groups 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 professionals (nurses, psychologists, physiotherapists, dieticians, social workers, pharmacists, laboratory technicians and clinical research coordinators) only. Team Registration will be handled separately as a group booking. Please contact the Conference Secretariat at ecfs-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 **16 May 2023**. 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 attendees' 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 attendee 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 cystic fibrosis ("CF") to the Conference is to discourage attendance as a bug-free environment cannot be guaranteed. If a person with CF attends, neither ECFS nor the Organiser nor any related entity does take any responsibility whatsoever.

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.

Registration information for attendees without a medical profession background (non-HCP and/or non-HCF)

In accordance with applicable pharmaceutical and/or medical device advertising restrictions, all persons who are not considered health care professionals ("non-HCP") or who do not work in or represent health care facilities ("non-HCF") will not be admitted to the Industry Exhibition Premises and are not entitled to attend any of the events sponsored and/or supported by the sponsors or exhibitors.

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 **25 May 2023** 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 02
BIC / SWIFT:	DRESDEFF100
Reference:	ECFS 2023, full name, attendee 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 (ecfs-registration@kit-group.org). To receive a Letter of Invitation, attendees must first register for the Conference and submit payment in full. Letters of Invitation will not be sent after the standard registration deadline (16 May 2023).

Letters of Invitation are only provided when booking a full conference registration. They will not be provided for booking a pre-conference course/meeting only.

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 organiser 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 (10 July 2023) after the Conference.

Certificate of Attendance

All registered attendees will receive a Certificate of Attendance sent electronically to the email address provided in the registration process after the Conference.

Registration Name Change

A handling fee of 30 EUR will be charged for any 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 until 30 May 2023 by email indicating the new and old names as well as the new contact details (address, email). After this deadline, all name changes must be carried out on-site.

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 30 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

If the written notification of cancellation for the conference registration and Pre-Conference courses is received before the early registration deadline (30 March 2023), a full refund minus a handling fee of 50 EUR will be made. For cancellations received between 31 March and 16 May 2023, 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 (16 May 2023).

Notification of cancellation must be made in writing and sent to the Conference Secretariat by email at ecfs-registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

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 (10 July 2023). No refund request will be processed after this date. Please note that only the registration part of the registration in the 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 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 attendee 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 or Postponement of the Conference, Force Majeure, Hardship

If the Conference cannot take place or is postponed, or if the Organiser is prevented from fulfilling its obligations in connection with the Conference through no fault of its own due to external, unforeseeable events for which it is not responsible ("force majeure"), or if

circumstances occur which could not have been foreseen and of which the Organiser would not have concluded this contract under these General Terms and Conditions had it been aware and the elimination of which is not possible by economically reasonable means ("hardship"), the Organiser shall have the right to cancel the Conference immediately after the aforementioned circumstances become known and/or to discontinue the Conference without any liability and shall be released from its obligations to the attendees.

This also includes a cancellation due to pandemic reasons (COVID-19) or as a result of official orders and/or containment measures related thereto (see also section Covid-19 Regulations).

Persons with confirmed and paid registration will be refunded the fees already paid within 90 working days after the originally scheduled event date. In case of rescheduling of the conference within 13 months after the originally scheduled event date, the organiser may retain the registration fee earmarked for the replacement event. Attendees with completed registration will automatically be considered registered for the replacement event. The retention will be fully credited against the registration fees applicable at the replacement event.

Participants who exercise their right of withdrawal due to force majeure will have their registration fees reimbursed in full minus a handling fee of 50 EUR. Further claims for damages or claims for reimbursement of expenses (in particular preparation costs for the conference participation) are excluded on all sides.

Covid-19 Regulations: Cancellation of the conference, cancellation of attendance

If the Conference cannot take place at the originally planned dates due to government regulations, laws, ordinances and other public orders that apply in connection with the pandemic due to the SARS-CoV-2 (COVID-19) coronavirus and variants ("COVID-19 Regulations"), the organiser shall be released from the obligation to perform, and each registered and fully paid attendee shall receive a refund of the respective fee paid. Refunds will be made according to the procedure described above in the section "Cancellation or Postponement of the Conference".

In the event of cancellation of participation by a participant due to the above COVID-19 regulations in effect at the time of the event, which make his/her participation demonstrably impossible or unreasonable (e. g. quarantine obligations of more than five working days, etc.), notification of cancellation must be made in writing and sent to the Conference Secretariat by email at ecfs-registration@kit-group.org. The notification must include all the relevant information regarding official regulations and safety measures that make participation impossible and the bank account to which a possible refund may be remitted. The attendee will be refunded their registration fee regardless of the time of cancellation for a processing fee of 50.00 EUR.

Hygiene and safety regulations / House rules

Attendees are obligated to inform themselves in advance of their participation in the ECFS Conference 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 pandemic ("COVID-19 Regulations"), and to comply with them. In addition, attendees are required to comply with the hygiene and safety measures and/or concept enacted by the Conference organiser.

In view of the dynamic development of the coronavirus, the attendees acknowledge that the organiser is entitled to adapt the hygiene and safety measures to the current laws and regulations in place at any time and that attendees are obligated to inform themselves continuously about any changes on the hygiene and safety measures of the Conference, in particular via the ECFS Conference website.

If COVID-19 regulations in force at the time of the event stipulate that the persons participating in the event must have a test certificate which proves a negative COVID-19 PCR test result or a negative COVID-19 antigenic test result, or have a vaccination certificate, or must meet other requirements in this regard, attendees are required to adhere to these regulations and to the guidelines set forth by the organiser in this context (e.g. presentation of proof of personal access authorisation).

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

Data Protection

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

For further details on data processing, your rights about information and 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 the Conference 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 organiser, 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 occur, the organiser requires a corresponding notice. The relevant content will then be removed immediately.

Film, photo and video recordings

The attendee understands that the ECFS will create image, film and audio recordings during the Conference for educational purposes. This material can be shared and published within public reporting or used on social networks (Facebook, Twitter, LinkedIn) about the event without entitlement to remuneration. The attendee explicitly gives her/his consent to the use of her/his images captured at the event for publication and communication relating to the event according to the effective law. In this respect, the attendee waives any remuneration and will not assert any claims for remuneration whatsoever. The attendee can withdraw her/his consent at any time by contacting the Conference Secretariat via email at ecfs@kit-group.org.

Indemnification for copyright infringement

The attendee confirms that any Conference-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 attendee 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 attendee/presenter shall indemnify and hold harmless the host, the Organiser, or any related entity from any claims, liability, loss or expense (including attorneys' fees as legally permissible) arising out of any breach of the foregoing representations.

Limitation of liability

The organiser shall be liable for damages caused intentionally or through gross negligence by the organiser, its legal representative, executive employees or vicarious agents, irrespective of the legal grounds.

The organiser shall be liable for damages in the event of simple negligence, subject to statutory limitations of liability (for example, care in one's own affairs), only

- a. for damages arising from injury to life, body or health;
- b. for damages arising from the breach of an essential contractual obligation. "Material contractual obligations" are those obligations the fulfilment of which makes the proper

performance of this contractual relationship possible in the first place and on the observance of which the respective other contractual party may regularly rely. In the event of a breach of material contractual obligations, the organiser's liability for damages in cases of simple negligence shall be limited to the amount of the damage typically foreseeable at the time of conclusion of the contract.

Insofar as the organiser's liability is excluded or limited, this shall also apply to the organiser's vicarious agents and legal representatives.

The above exclusions and limitations of liability do not apply in the event of culpable or negligent injury to the life, limb or health of persons or in the event of the express assurance of characteristics and in accordance with the German Product Liability Act.

Viruses or other technical malfunctions; disclaimer of warranty

All reasonable efforts will be made to ensure that downloadable content is free of viruses. The Organiser 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 Organiser cannot guarantee trouble-free use of the Conference website and/or any digital event platform. Any claims for damages in this regard are excluded.

The Organiser does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the Conference. Furthermore, the Organiser does not guarantee uninterrupted and/or error-free access to the Conference websites. The Organiser 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.

Applicable law, place of jurisdiction

German law shall apply to the exclusion of the UN Sales Convention. As far as legally permissible, Berlin is agreed as place of jurisdiction.

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 some 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 organiser may make changes and/or additions to these General Terms and Conditions

at any time. The attendees will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the contract and if the rights of the attendees are substantially changed as a result, each attendee with an existing and paid registration will be informed separately with the possibility of consent.

Valid as of 23/11/2022