



GENERAL TERMS AND CONDITIONS

1. Preliminary remarks

K.I.T. Group GmbH Association & Conference Management (hereinafter referred to as "K.I.T. Group" or "Organiser") is the Professional Conference Organiser (PCO) of the SIOG Annual Conference 2024, from 17-19 October 2024 in Montreal. The event will be held as a face-to-face event. The PCO is responsible for the organisation and implementation of the event including programme coordination, abstract management, registration, sponsorship and exhibitor organisation.

These General Terms and Conditions ("GTC") apply to any person attending the SIOG Annual Conference, 17-19 October in Montreal, hereinafter referred to as "SIOG 2024", "Conference" and/or "Event".

2. Conference fees and registration

Registration for the conference is possible online 24 hours a day. Final registration can only be confirmed after full payment has been received.

The following periods apply for the fees:

Early registration: until **22 August 2024, 11:59 PM CEST** (Central European Summer Time)
Standard registration: as of **23 August 2024, 00:00 AM CEST** (Central European Summer Time)

The valid conference fee depends on the date of receipt of the registration according to the above-mentioned dates. If a registration deadline is missed, the next fee will be charged automatically. The final registration can only be confirmed after full payment has been received.

Registration during the conference is still possible online or on-site during the registration desk opening hours.

Registrations will only be considered if a completed online registration is available and the respective conference fee has been received in full on the Organiser's account within the due date. The online registration is completed by clicking the button "Register for payment" at the end of the online form.

The minimum age for registration and participation in the conference is 18 years.

The admission requirements for the event are based on the health and hygiene regulations in force and applicable at the venue in Montreal at the time of the event.

The registration fees for attendees include:

- Access to and participation in all scientific and public programme items of the conference
- Industry symposia and exhibition
- Poster exhibition
- Coffee breaks

3. Reductions

To be registered under the SIOG Member registration fees, participants must have a valid membership at the time of registration and for the duration of the Congress. No refunds will be made for participants who acquire or renew their membership after the registration has been confirmed.

Trainees, nurses, allied health professionals, emeritus and patient advocate/patient caregiver are considered as reduced attendees. Proof valid at the time of registration and for the duration of the event must be submitted with the registration. If no proof is submitted, the regular conference fee will be charged without discount.

Press representatives can register free of charge by enclosing a copy of their valid press card.

4. Group registration

Registrations for more than five (5) persons will be processed separately as a group booking. Please contact the Organiser at siog-registration@kit-group.org for this purpose. If the prepaid amount is not fully used during pre-registration, the remaining amount will be used for on-site registration. Participation fees for badges that have been paid but not used will not be refunded.

Only fully completed group registrations and fully completed name lists (including attendees' full name, individual email address and postal address) will be accepted. The Organiser cannot be held responsible for double bookings for an individual attendee or group by another company or organisation. Group registration will not be possible after 27 September 2024. Attendees must then register individually online.

5. Payment options

The registration fee must be paid in advance. Payments can only be accepted in USD. The following payment options are available:

a) Credit card (Visa, Master/Eurocard, American Express)

b) Bank transfer: Payment is only possible until 9 October 2024 and must be made to:

Account holder: K.I.T. Group GmbH, Kurfürstendamm 71, 10709 Berlin (Germany)

Bank: Commerzbank AG, Kurfürstendamm 237, 10719 Berlin,

IBAN: DE77 1008 0000 0514 0018 00

SWIFT-CODE: DRESDEFF100

Reason for payment: SIOG 2024, name, attendee number

Any transfer fees are to be paid in full by the attendee. Transfers without a balanced fee share are considered incomplete, not paid, and do not establish any claim to participation in the Conference.

6. Confirmation/payment receipt

Confirmation of registration will be sent by email to the email address provided in the registration process once the Organiser's registration department has received the completed online registration form and full payment.

7. Certificate of attendance

All persons who have attended the Conference will receive an e-mail with the certificate of attendance after the Conference to the e-mail address given in the registration process.

8. Change of name/replacement person

A 50 USD processing fee will be charged for a name change to an existing registration.

In addition to the new registration form, proof of retention of the reduced fee will be required for the person, if booked. Without such proof, reductions cannot be taken into account and the participation fee valid at the time of booking will be charged. Name changes will only be accepted

until 14 October 2024 indicating clearly the new and old name. After this deadline, all name changes must be carried out on-site.

9. Lost name badge

The name badge must be worn by all attendees at all times during the Conference. No access to the premises can be granted without a name badge. A processing fee of 50 USD will be charged for reissuing lost or forgotten name badges. The original name badge thereby loses its validity.

10. Cancellation conditions

Changes and cancellations of registration must be made in writing (e-mail or letter) and should be addressed to the Organisers office: *K.I.T. Group GmbH, Kurfürstendamm 71, 10709 Berlin* or siog-registration@kit-group.org

The following cancellation conditions apply:

- a) In the event of cancellation of the registration up to and including 22 August 2024 (the date of receipt of the cancellation notification is decisive), a processing fee of 50% of the fee concerned will be charged.
- b) Cancellation of registration from 23 August 2024 will incur a processing fee in the full amount of the respective fee concerned; a refund is excluded in these cases.
- c) Credit will not be given for no-show regardless of the reason or early termination of attendance.

In case of payment by bank transfer, the notification of cancellation must include the bank details for a possible refund of the registration fee. In the event of objection and self-inflicted return debit note, an additional processing fee of 50 USD will be charged.

Refunds will be made exclusively to the registered person by the same payment method as when the registration was made.

All refunds as a result of timely withdrawal will be made within 90 days of the conference.

11. Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the organiser at siog-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 10 August 2024.

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

12. 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 neither directly nor indirectly contact embassies and consulates on behalf of visa applicants. Any claims in this regard are excluded.

If a visa application is unsuccessful, but was applied for well in advance and no later than 10 August 2024, the registration fee, minus a handling fee of 50 USD can be refunded. To receive the refund, an official proof from the embassy confirming that a visa was not granted, must be sent to the Organiser at siog-registration@kit-group.org by 16 October 2024 12:00 AM CET.

13. Changes to the program

The Organiser reserves the right to make changes to the program at any time in terms of time, location, subject matter and content (in particular to the program schedule, the naming of speakers, the technical environment, program duration, etc.). There shall be no entitlement to the holding of a specific event, to a specific duration of the event or to the imparting of a specific content. Changes to the program do not give rise to a right of withdrawal on the part of the registered persons, provided that the character of the event as a scientific training event in the stated specialist area is not affected by the changes.

14. Cancellation of the SIOG Annual Conference

If the conference cannot take place or is postponed or if the Organiser is prevented from fulfilling his obligations in connection with the conference through no fault of his own due to external, unforeseeable events for which he 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 terms and conditions had it been aware and the elimination of which is not possible by economically reasonable means ("Hardship Event"), the Organiser shall have the right to cancel the Conference immediately after the aforementioned circumstances become known and/or to terminate the Conference without any liability whatsoever and shall be released from its obligations towards the Attendees. Any claims against the Organiser for reimbursement of costs or expenses (e.g., transport or accommodation costs) are excluded.

In such circumstances, the Organiser reserves the right to either retain the entire registration fee and use it for a future or rescheduled conference, or to refund the attendee with a pro-rata deduction of the costs already incurred for the organisation of the Conference, which could not be collected from third parties.

15. Hygiene and Safety Regulations / House Rules

Prior to their participation in the Conference, attendees are obliged to inform themselves about and comply with the currently valid regulations, laws, ordinances and other decrees (e. g., travel advisories) that may affect their participation in the Conference. Furthermore, attendees are obliged to comply with the applicable hygiene and safety measures or concepts issued by the Organisers.

The attendees take note that the Organiser is entitled to adapt the hygiene and safety measures to the current legal situation at any time and that the attendees are obliged to keep themselves informed about any changes, in particular about the hygiene and safety concept of the conference, especially via the conference website or other direct announcements.

By entering the venue, each attendee accepts the house rules applicable there, which can be viewed at the registration desk. The attendee is aware that the consumption of food and beverages brought to the event is not permitted. In particular, the attendee acknowledges that local dietary restrictions or regulations may limit the catering offered.

16. Data Protection and Disclosure of Personal Data

Personal data of the attendees will be processed in the course of the registration and the implementation of the Conference. All personal data will be processed in accordance with the applicable data protection regulations, in particular the EU Data Protection Regulation DSGVO (Regulation (EU) 2016/679) and the Federal Data Protection Act (BDSG).

Personal data will not be disclosed to third parties unless the conditions of Art. 6 para. 1 lit a-f DSGVO are met: (a) explicit consent, (b) fulfilment 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 responsible body and balancing of interests.

In the context of participation in the Conference, personal data may be processed by companies located in third countries without an adequacy decision of the EU Commission. The attendee consents to this data processing insofar as it is necessary for his/her participation and the full use of the conference services, acknowledging that the assertion of rights under data protection law and the possibility of lodging complaints may be restricted or made more difficult.

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 can be found in the [data protection information](#).

17. The Conference website and its use

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the Conference website is the property of the website operator. For further information and guidance on the use and terms of use of the conference website and the content displayed there, please contact website operators directly (<https://siog.org/events/siog-events/siog-2024-annual-conference>).

18. Audio, photo, and video recordings

The Organiser may create and/or use photo, video and audio recordings and/or recordings of the attendee or attendees made during the conference for educational purposes. This material may be passed on and published by the Organiser as part of public reporting or used in social networks about the Conference without any claim to remuneration. The attendee expressly consents to the use of his/her visual, audio and/or text material recorded at the event for publications and communications about the conference in accordance with applicable law, waiving any claim to remuneration or compensation. The consent may be revoked at any time in text form (e-mail, letter, fax) to the Organiser: *K.I.T. Group GmbH, Kurfürstendamm 71, 10709 Berlin, Fax +49 30 24603 200, siog-registration@kit-group.org*

19. Viruses or other technical malfunctions; blocking of access; disclaimer of warranty.

All reasonable efforts will be made to ensure that downloadable content is free from viruses. The Organiser cannot accept liability for any damage resulting from viruses affecting third party computer systems which originate from this website. Any claims for damages in this respect are excluded.

Access to the registration website and other websites operated by the Organiser can be blocked temporarily or permanently if there are concrete indications that the attendee is violating or has violated these GTC and/or applicable law or if the Organiser has another justified, substantial interest in blocking access. The legitimate interests of the attendee shall be given due consideration in the decision to block access.

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

20. Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at and/or during 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.

21. 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 Organiser 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.

22. Liability

The organizer assumes no liability for the loss of or damage to the attendee's property or for financial losses of the attendee.

The exclusion of liability does not apply to damages resulting from the breach of a material contractual obligation (cardinal obligation) or for damages resulting from an intentional or grossly negligent breach of duty by the organizer, its legal representative(s) or a vicarious agent of the organizer.

The liability for damages resulting from injury to life, body or health shall apply in any case without limitation.

23. Place of fulfilment and jurisdiction

The place of fulfilment 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.

24. Requirement of written form, severability clause and reservation of right of amendment

No oral agreements have been made. Amendments and/or additions to these terms and conditions of business must be made in writing in order to be effective. This also applies to the waiver of the written form requirement.

Should individual provisions of these General Terms and Conditions be and/or become invalid and/or unenforceable, the remaining provisions shall not be affected thereby. Instead, the parties undertake to replace the invalid and/or unenforceable provisions by legally valid and/or enforceable provisions which correspond economically to the invalid and/or unenforceable provisions. This also applies to any loopholes.

The Organiser may make amendments and/or additions to these General Terms and Conditions at any time, subject to the written form requirement. Attendees shall be informed of any such revisions from time to time. If the changes and/or amendments affect essential parts of the contract and if the rights of the attendees are significantly changed as a result, each attendee with existing and paid registration will be informed separately with the possibility of consent.



K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Deutschland
siog-registration@kit-group.org
www.kit-group.org

Status: May 2024