



GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) appointed by ISLS for the 5th Congress of International Advanced HBP Surgery, to be held 18th – 21st, 2023 in Kongresshaus Zurich, Switzerland. The congress organizer leads the congress secretariat and is responsible for registration services, hotel accommodation, speaker management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Group. The society is a non profit, scientific organisation.

K.I.T Group is the administrative organiser of the Society Congress and the Congress 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 5th Congress of International Advanced HBP Surgery, to be held 18th – 21st, 2023 in Kongresshaus Zurich, Switzerland (hereinafter referred to as the "Congress"). Any registered person, delegate, student, media representative, speaker or exhibitor is considered an attendee.

Congress Registration

The registration deadlines are as follows:

Early Bird registration deadline:	June 30 2023, 24.00 CET
Pre-registration deadline:	September 15, 2023, 24.00 CET
Late / On-site registration:	from September 16

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 organisers reserve the right to refuse any registration.



Only registered attendees will be permitted access to the congress.
To be eligible to register for the congress, attendees must be at least 18 years old.
Attendees may be asked to present an official identity card stating their age.

Registration Fees

Categories	All-Day-Pass		
	Early Bird Registration	Pre-registration	Late / On-site Registration
1. ISLS Members *	450.00 CHF	500.00 CHF	600.00 CHF
2. Non-members	500.00 CHF	550.00 CHF	700.00 CHF
3. Abstract Authors	300.00 CHF	350.00 CHF	400.00 CHF
4. Trainee / Students ***	300.00 CHF	350.00 CHF	400.00 CHF
5. Non-sponsoring Companies/Person	700.00 CHF	750.00 CHF	800.00 CHF

*The reduced registration fee for members is only granted to members who have an active membership at the time of registration.

** To register as an abstract author, you must provide your abstract number during the registration process.

***To register as a student, proof of eligibility (copy of student ID or official letter from the university) is required confirming that you are a student at the time of registration and for the duration of the congress.

All proofs must be uploaded directly during the registration process.

The registration fee for delegates (category 1-5) includes entry to all sessions, the exhibition area, the poster area, the opening session and the closing session.

To register as a media representative, please contact the ISLS 2023 Registration Team at isls-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.

Registrations for more than ten persons will be handled separately as a group booking. Please contact the ISLS 2023 Registration Team at isls-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).



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 ISLS 2023 Registration Team cannot be held responsible for double bookings of an individual participant or group made by another company or organisation.

Methods of Payment

Payment is required at the time of registration. It should be made in CHF 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 is only possible until 11 October, 2023 and should be made in CHF to:

K.I.T. Group Switzerland AG

SWIFT-CODE:	UBSWCHZH80A
IBAN:	CH10 0024 0240 7395 0801 T
Reference:	Participant number, name, ISLS 2023

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 K.I.T. Group Registration Department 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 from the ISLS 2023 Registration Team at isls-registration@kit-group.org. To receive a Letter of Invitation, attendees must first register to the congress and submit payment in full. Letters of Invitation will not be sent after the Pre-registration deadline (September 15, 2023, 24.00 CET).

The Letter of Invitation does not financially obligate the congress organisers or any of their related partners in any way. All expenses incurred in relation to the congress 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 70 CHF 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 ISLS 2023 Registration Team no later than 3 November, 2023.

Registration Name Change

A handling fee of 50 CHF will be charged for every name change to an existing congress registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the pre-registration deadline indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out on-site.

Lost Name Badge

The 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 an attendee loses, misplaces or forgets the name badge, a handling fee of 50 CHF will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the K.I.T. Group Registration Department by email or fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

In the event of cancellation of the registration up to and including 30.06.2023 (the date of receipt of the cancellation notification is decisive), a processing fee in the amount of 50% of the respective fee will be charged.

In case of cancellation of the registration after 01.07.2023, a processing fee in the full amount of the respective fee concerned will be charged; in these cases a refund is excluded.



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 40.00 CHF incl. statutory VAT will be charged.

Same applies for cancellation of additional orders.

Refund requests will be processed after the congress only. They must be made in writing and sent to the ISLS 2023 Registration Team by email no later than 3 November, 2023. No refund request will be processed after this date.

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

Modification of the Congress Programme

The congress organisers reserve the right to modify the programme, which is published as an indication only.

Cancellation of the Congress, Force Majeure

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

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 Congress 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.

For further information please read the [privacy policy](#).

Sharing and Data Protection of Contact Details

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

The Congress Secretariat will collect and store all data for the preparation and execution of the ISLS 2023. 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 Congress or other communications which may be of interest. Therefore, data might be passed on to third parties (e.g. industry companies) unless otherwise explicitly indicated by the attendee.

Your contact details will only be forwarded in accordance with Art. 6 sec. 1 lit a-f GDPR: (a) given consent, (b) performance of or entering into a contract, (c) compliance with a legal obligation, (d) protection of vital interests of data subject



or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of data controller and weighing of interests.

As some congress exhibitors and/or satellite holders may use the Lead Capture Technology, attendees can use their name badge like a business card with them to communicate their complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand and/or at the entrance to a satellite symposium implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using the data.

For further information please read the [privacy policy](#).

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

Film, Photo and Video Recordings

The ISLS 2023 will create image, film and audio recordings related during the ISLS 2023 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 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 congress secretariat. For further information please read the [privacy policy](#).

Liability

The congress organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the congress organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the congress at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the congress organisers.

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.

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 21 March 2023