

REGISTRATION - General Terms and Conditions

Definitions

The International Federation of Library Associations and Institutions ("IFLA" or "host" or "hosting party") is hosting the IFLA Information Futures Summit 2024, which will be held from 30 September to 3 October 2024 in Brisbane, Australia ("IFLA 2024" or "Summit" or "Event"). They have entrusted K.I.T. Group GmbH Association & Conference Management ("Organizer" or "K.I.T. Group") - a Professional Conference Organizer (PCO) - with the organization and implementation of the Summit.

The Organizer leads the Summit secretariat and is responsible for Summit services such as, but not limited to registration services, hotel accommodation, sponsorship opportunities, exhibition management, etc.

General Terms and Conditions for Registration

These General Terms and Conditions apply to all Summit registrations and are valid for each participant registered for the Summit. Any registered person is considered a participant. These terms and conditions are also binding for all group registrations.

Summit Registration

The registration deadlines are as follows:

Early Registration deadline:	01 June 2024, 24.00 CET
Standard Registration deadline:	28 September 2024, 24.00 CET
Onsite Registration:	from 29 September 2024

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.

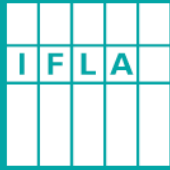
If the maximum participant capacity is reached, the Organizer reserves the right to refuse any registration. A claim to participation is excluded in this respect. Only registered participants will be permitted access to the Summit. The minimum age to register for participation is 18 years. Participants may be asked to present an official identity card stating their age.

Pre-registration deadline: 28 September 2024, 24.00 CET
After the pre-registration deadline, registrations are only possible onsite.

The registration fees can be found on the official [website](#).

The registration fee for regular delegates includes admission to the Summit, to all sessions, the exhibition area, the Opening Ceremony, the Closing Session, and the Exhibition Opening.

The registration fee for day tickets includes admission to the Summit, to all sessions on the day of registration, the exhibition area on the day of registration and the Opening Ceremony / Closing Session on the day of the registration if they are held onsite at the Summit venue (if applicable).



**International
Federation of
Library
Associations and Institutions**

The registration fee for accompanying persons includes admission to the exhibition area, the Opening Ceremony, the Closing Session and the Exhibition Opening. The registration fee for accompanying persons does not include admission or entry to the sessions. Only one accompanying person can be registered per participant.

Each active IFLA member is entitled to register at published membership rates. Registration for IFLA membership rates is only possible by providing the IFLA membership number. Each IFLA member does have to contact membership@ifla.org in case of missing or unknown membership number. A member of an IFLA affiliated national association does have to contact the respective national association for the correct membership number.

To participate at the student rate, proof of full-time enrollment at an accredited university or college must be presented and/or carried (valid student ID or official letter from the university) both at registration and during the Summit.

Media Registration

To register as a media representative, please send your official press card to ifla-registration@kit-group.org. You will then receive further information. There is no registration fee for accredited media representatives.

Group Registration

Group registrations will be accepted for a minimum of 10 participants. Additionally, if you register 15 full registrations or more, all attendees will qualify for the early bird member rate, regardless of their membership status. Furthermore, an additional registration will be complimentary if all 15 registrations are full registrations. Please contact ifla-registration@kit-group.org for further information. 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 group bookings is September 11, 2024. 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. K.I.T Group Secretariat 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 and is due in EUR, using one of the following methods:

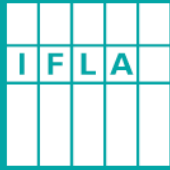
1. Credit Card

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

2 Bank Transfer – until 19 September 2024

Account Holder:	K.I.T. Group GmbH
Bank:	Commerzbank Berlin, Kurfürstendamm 237, 10719 Berlin, Germany
SWIFT-CODE:	DRESDEFF100
IBAN:	DE50 1008 0000 0514 0018 01
Reference:	Participant name, Participant number, IFLA2024

3. Cash Payment – exclusively applicable with **onsite registration** and accepted in EUR or AUD Currency (also applies to change).



**International
Federation of
Library
Associations and Institutions**

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 / invoice will be sent by email once K.I.T. Group has received the fully completed registration form and the related payment.

Without the QR code from the confirmation letter, independent printing of the name badge at any self-printing terminals that may be present at the venue is not possible.

General Information

In addition to the payment receipt, general Summit information will be sent to all participants by email approximately two weeks prior to the Summit in addition to being available on the Summit website.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from K.I.T. Group.

The Letter of Invitation does not financially obligate neither the Organizer nor the host in any way. All expenses incurred in relation to the Summit are the sole responsibility of the participant.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. The organizers will not directly contact embassies and consulates on behalf of visa applicants. The registration fee minus a handling fee of 50 EUR will be refunded after the conference (only if the visa was applied for in time latest twelve weeks before the conference), and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the Organizer at ifla-registration@kit-group.org.

Certificate of Attendance

A Certificate of Attendance for participants will be sent by email after the Summit and will not be available onsite.

Registration Cancellation Policy

Participation in the Summit can be cancelled with entitlement to refund. **A notification must be sent in written form to the Summit Secretariat by email to ifla-registration@kit-group.org until 15 May 2024 (date of receipt).** The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. A handling fee of 50 EUR will be deducted from the refund sum.

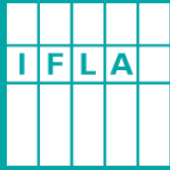
In case of cancellation after this very date, no refunds will be made.

Refund requests will be processed after the Summit 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. Reimbursement to or for the benefit of third parties is excluded.

Change from physical attendance to online attendance

In the event that the Summit cannot be held onsite at the agreed dates due to events beyond the control of the Organizer and/or the hosting party or due to events which are not attributable to wrongful intent or gross negligence of the Organizer and /or the hosting party, and the Organizer and/or the hosting party decide to convert the Summit to a fully virtual event only without a physical in-person meeting, neither the Organizer nor the hosting party or any of their related entities can be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.



**International
Federation of
Library
Associations and Institutions**

In the above case of converting the Summit into a virtual event, all participants with completed registration will automatically remain registered for the virtual event and, if available, the Organizer will refund the payment difference between physical registration fees and virtual registration fee.

If you do not agree or do not want to be part of the Summit in virtual form, you can declare your non-participation in the virtual Summit in writing to ifla-registration@kit-group.org within 14 days after receiving the conversion message and/or publication of the conversion decision on the Summit website. The date of receipt of your declaration by the Organizer is decisive for compliance with the deadline. In these cases, you will receive a refund of your registration fee, subject to a processing fee of 50 EUR per registration. Otherwise, the regulations from the above section "Registration Cancellation Policy" apply.

Registration Name Change

A handling fee of 50 EUR will be charged for every name change to an existing Summit registration. A registration form for the substitute participant should be submitted, 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 the standard registration deadline (29 September 2024), all name changes must be carried out onsite.

Lost Name Badge

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

Access

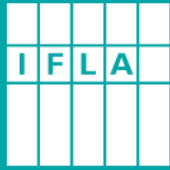
Admission to the venue is for registered participants only. Children and adolescents are generally not admitted to the venue. Access to the Opening Ceremony will also be granted to registered participants only. Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the participant to access the session rooms in good time.

Modification of the Summit Programme

The Summit 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 participant 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 Summit; Force Majeure; Hardship

If the Summit 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 Summit 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 Summit immediately after the aforementioned circumstances become known and/or to terminate the Summit without any liability and shall be released from its obligations to the participants. In these cases,



the Organizer cannot be held liable by the participants 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 Summit or to reimburse the participant for the costs already incurred for the organization of the Summit that could not be recovered from third parties.

Hygiene and safety regulations / house rules

Participants are obliged to inform themselves before or during their participation in the Summit about the currently valid official and/or Organizer-issued regulations on pandemic or epidemic-related containment measures and to comply with them. In addition, participants are obliged to observe the hygiene and safety measures or concepts issued by the Organizer and to inform themselves independently at all times about any corresponding adjustments.

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

Data Protection and transfer of personal data

During the registration process and the execution of the Summit the personal data of each participant 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.

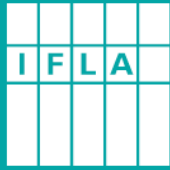
In the course of participation in the Summit, personal data may be processed by companies based in third countries without adequacy decision by the European Union Commission. The participant consents to such data processing insofar as it is necessary for his participation and the full use of the Summit 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 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 [privacy policy](#).

Intellectual Property Rights

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



**International
Federation of
Library
Associations and Institutions**

such on the event platform website. Should a copyright infringement nevertheless occur, the Organizer requires a corresponding notice. The relevant content will then be removed immediately.

Indemnification for copyright infringement

The participant confirms that any Summit-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 participant 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 participant/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 Summit website and its use

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the Summit website is the property of K.I.T. Group. Each participant with completed and confirmed registration is entitled to view any part of the Summit 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 Summit website requires in any case the permission of the Organizer.

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

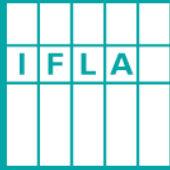
All reasonable efforts will be made to ensure that downloadable content is free of viruses. The Organizer cannot accept liability for any damages resulting from viruses affecting third party computer systems that originate from this website and/or any digital event platform. The Organizer cannot guarantee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

Access to the Summit website, the associated digital offers and/or any digital event platform can be blocked temporarily or permanently if there are concrete indications that the participant 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 participant will be taken into account appropriately.

The Organizer does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the Summit. Furthermore, the Organizer does not guarantee uninterrupted and/or error-free access to the Summit 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 participant understands that the Organizer will create image, film and audio recordings related during the Summit for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram, Flickr) about the event without entitlement to remuneration. The participant 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 participant waives any remuneration and will not assert any claims for remuneration whatsoever. The participant can withdraw her/his consent at any time by contacting the [Organizer](#) via email to ifla-registration@kit-group.org.



**International
Federation of
Library
Associations and Institutions**

Limitation of liability

The Organizer is liable within the scope of due diligence in accordance with the statutory provisions. The liability of the Organizer is limited to intent and gross negligence. Liability for damages caused by commissioned third parties remains unaffected. Participants attend the Summit and all associated events at their own risk.

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 participants 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 participants are substantially changed as a result, each participant with an existing and paid registration will be informed separately with the possibility of consent.

As of 13 February 2024

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