



## General Terms and Conditions

### Definition

K.I.T. Group GmbH Dresden (hereafter referred to as K.I.T. Group) is the congress secretariat of the ISFA 2023 congress, which takes place from 01-03 June 2023, in Berlin, Germany (hereafter referred to as ISFA 2023). K.I.T. Group is authorized to act on behalf of the congress Hosts, the International Society for Apheresis – European Group. K.I.T. Group leads the congress secretariat and is responsible for registration and abstract submission, corresponding attendee services, as well as exhibition and sponsorship management. These General Terms and Conditions are valid for each registered attendee of ISFA 2023. Any person registered (member, non-member, student, nurse, press representative, invited speaker, exhibitor, sponsor etc.) is considered an attendee.

### Registration and Payment

The registration and payment deadlines are as follows:

Early registration deadline:	31 March, 2023, 23:59 CET
Regular registration deadline:	25 May, 2023, 23:59 CET
On-site registration:	from 26 May, 2023, 00:00 CET

Everyone who wants to attend ISFA 2023 must register. Until the regular registration deadline, the registration for the congress is solely possible via the online registration form. After the regular registration deadline, the registration for the congress is solely possible on-site at the registration desk by completing the on-site registration form. Completing the online registration form (by clicking the button “register and pay” at the end of the form) or handing in the on-site registration form on-site, the contract between K.I.T. Group and the attendee is legally binding. K.I.T. Group is authorized to act on behalf of the congress Host.

Everyone who wants to register at a reduced registration fee (e.g. ISFA members, E-ISFA members, students, PhD students, press representatives, etc.) needs to provide the requested proof to K.I.T. Group upon registration. The attendee will receive an official confirmation of registration/ invoice from K.I.T. Group via email. All registration fees must be paid in due time according to the due date stated on the invoice. For applying for the early/ regular registration fee, payment in full must be made within the given deadlines. Otherwise, the congress organization reserves the right to change the registration to the higher registration fee and send a new invoice.

Payments are only accepted in EUR and can be made by credit card or by bank transfer. Any bank charges have to be paid by the attendee. Cheques will not be accepted. All registration fees must be fully paid prior to the congress. Exceptions can only be made, if a written request has been officially confirmed by the congress secretariat and sent to K.I.T. Group. In this case, payment may be made on-site at the registration desk in cash or by credit card. Only after full payment has been received, the registration will be considered valid.

In order to meet the impact of the Covid-19 pandemic we reserve the right to change the format of the event from fully on-site meeting to virtual meeting. In that case we would change the registration from presence meeting to virtual meeting, if there is any registration fee difference it would be refunded.

### Visa Requirements and Invitation Letter

It is the sole responsibility of the attendee to take care of his/ her visa requirements. Attendees who require an entry visa must schedule sufficient time for the application procedure. Attendees should contact the nearest em-



bassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least three months in advance of the conference.

Everyone who requires an official letter of invitation can request it during the online registration. Invitation letters will be issued only for registered attendees, who fully paid their registration fee. Invitation letters will be issued electronically (as PDF file via email). Upon request, a hand-signed hard copy can be sent via regular mail service. Kindly note that tracking of regular mail is not possible and that mail delivery times are beyond the organizers control. Express delivery is possible upon request as well but will involve an extra service charge. Issuing the invitation letter does not financially obligate the congress organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

### **Cancellation Policy**

All registration changes and cancellations must be communicated to K.I.T. Group in written form, i.e. via email, mail or fax. In case of cancellation of the registration or cancellation of single bookings received by 31 March 2023, a cancellation fee of 50% of the registration fee applies. No refund will be given for any cancellations made after 31 March 2023, and the claim for the full payment of all registration fees remains, respectively. In case of abstract rejection, the paid fees will be refunded in full. In case of cancellations due to denied VISA applications, the full registration fee minus a processing fee of EUR 50.00 will be refunded after the congress if the visa was applied for in time. To apply for the refund, a proof of timely application together with an official notice from the embassy confirming that a visa could not be granted needs to be forwarded to K.I.T. Group by email, mail, or fax. In case of cancellations due to rejection of the submitted abstract, your registration will be cancelled without any cancellation fee.

No refund will be given for unattended events, in case of illness or early termination of attendance.

### **Publication of Abstracts**

According to the publication policy of the ISFA 2023, only abstracts from authors who have registered and fully paid the registration fees according to the payment deadline mentioned in their invoice, will be published (in the abstract book, in the online program, on the conference website, the program app). Furthermore, the poster must be presented by the author (or at least any of its co-authors) in person on-site. Hence, the abstract will be deleted from the abstract book / program afterwards, in case of no-show.

### **Name badge**

On arrival at the congress venue, every attendee needs to proceed to the registration desk first in order to pick up the name badge and the congress material. The name badge has to be worn at all times during the congress and entrance to the congress premises will only be allowed when presenting a valid name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of EUR 20.00 will be charged for re-printing the badge. Upon handing out a new name badge, the lost badge will become invalid.

### **Film, Photo and Video Recordings**

ISFA / E-ISFA and K.I.T. Group are collaborating closely to create a comprehensive overview of the congress programme, interactions and events that may be of promotional interest to the societies. Accordingly, please be informed that you may be filmed or photographed at any time (e.g. in the session rooms, or in the poster and exhi-



bition area). With the registration to the congress, attendees confirm and agree to the publication of the above-mentioned photo/video material on conference-related websites or printed matters.

### **Cancellation of the congress |Force Majeure**

If ISFA 2023 cannot be held or is postponed due to events beyond the control of the congress Host (“force majeure”), neither the host nor the congress organizer can be held liable for any damages resulting for the attendees. Under these circumstances, the congress organizers reserve the right to either retain the entire registration fee and to re-book it for a future congress, or to reimburse the attendee after deducting costs already incurred for the organization of the congress, which could not be recovered from third parties.

### **Dietary Requirements**

Please let us know if you have any dietary restrictions or special considerations, and we will do our best to accommodate you. If you have any dietary requirements, please indicate these during the registration process or email us.

We will make every effort to accommodate dietary restrictions; however, there is no guarantee that we will be able to accommodate all food intolerances and/or special diets. It is your responsibility to let us know if they have any food allergies or restrictions at least 28 days before the start of the Congress.

### **Insurance**

The registration fees do not include insurance of any kind. The organizers cannot accept any responsibility or liability for injuries or losses sustained as a result of any cancellations, accidents, illness or other occurrences that may arise in connection with the congress or its evening events. Attendees are advised to organize appropriate travel and health insurance themselves.

### **Liability**

K.I.T. only acts as mediator and is not liable for any losses of things, in accidents, destructions and damages of property and/or in the injury of persons, the reason does not matter. Attendees and accompanying persons participate in all congress events on their own risk.

### **Place of Fulfilment**

The court of jurisdiction is Dresden. The law of the Federal Republic of Germany applies. All dates and times mentioned in line with the ISFA 2023 refer to Central European Time (CET).

### **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 October 2023)