



TERMS AND CONDITIONS FOR GROUPS ATTENDING THE IDF DIABETES COMPLICATIONS CONGRESS 2020 LISBON

Definitions

These terms & conditions for groups are valid for each group registration and every person registered as part of a group (hereinafter referred to as “group member”) to attend the IDF Diabetes Complications Congress 2020 to be held in Lisbon, Portugal, 3-5 December 2020.

Group registration is available for groups of at least 20 group members. One contact person must coordinate with the IDF Congress Secretariat. It is the sole responsibility of this contact person to distribute all relevant congress information to the group members. The IDF Congress Secretariat cannot be held responsible for any failure by the group contact person to register a participant or to deliver a name badge and congress materials to a registered participant.

A group contact person is not entitled to any of the participants’ benefits (access to the sessions, exhibition etc.). If the group contact person wishes to benefit from the participants’ entitlements, he/she will have to register as a participant.

All references to the age of a person, mentioned in this and other congress documents, refer to the age of that person as of 3 December 2020 (the first day of the congress), unless otherwise specified.

All references to a date or a deadline, mentioned in this and other congress documents, refer to the Coordinated Universal Time (UTC).

Group registration rate

The group rate is at the regular rate per person. The following discount scheme applies to all groups:

IDF Congress 2020 group discounts		
20 -30 people: 10 %	31-50 people: 15%	more than 50 people: 20 %

To register a group, the group contact person needs to first create their congress profile via the congress website www.idf.org. The congress profile gives access to the booking form for groups. The group contact person shall indicate the number of delegates to be registered.

Only fully completed registration forms will be accepted.

The discount is applied according to the number of participants in the initial group registration. After confirmation of a valid group registration, no further registrations can be added to the initial group registration and discounts are non-cumulative. Later registrations constitute a new and separate registration.

The discount applies to the early rate and standard rate; NOT to the onsite rates.

The registration cut-off date for the discounted group rate is 27 November 2020.



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The registration is only valid upon receipt of full payment. If the full payment has not been received by the corresponding deadline (early or standard rate), the subsequent rate will automatically apply. If the full payment has not been received by 27 November 2020 the group registration will be cancelled.

To be able to register, participants must be at least 18 years old. Participants may be asked to present an official identity card stating their date of birth (e.g. passport, driving license etc.).

The group contact person must collect the group's name badges and congress material from the registration desk at the Lisbon Congress Center CCL on Wednesday morning 2 December 2020.

No name badges or congress materials will be handed out until full payment has been received.

The registration fee includes entry to all congress sessions, the exhibition and poster area, the opening, a daily lunch box and a congress bag containing congress material.

The IDF Congress Secretariat cannot be held responsible for double registrations/bookings of a participant made by the group contact person, by the individual in question or by another company/organisation.

Registration confirmation/receipt

An invoice will be sent by email to the group contact person after the IDF Congress Secretariat has received the fully completed group registration form. The payment for the group registration has to be transferred upon receipt of the invoice. A registration confirmation/receipt will be sent to the group contact person as soon as full payment has been received.

Methods of payment

Payment should preferably be made by credit card (Eurocard/Mastercard, VISA or American Express). The card owner's name, the expiry date and the security code need to be included.

Personal cheques, company cheques or Euro cheques are not accepted.

Payment can also be made by direct bank transfer without charges to the beneficiary.

Beneficiary name: IDF
Account name: IDF Congress
Account number / IBAN: BE67 6451 4103 3587
Swift code / Routing: BIC JVBABE 22
Bank name: Bank: J. Van Breda & Co
Bank address: Ledeganckkaai 7, 2000 Antwerp, Belgium

The name and address of the group contact person and company must be clearly stated on the bank transfer.

Group registration procedure

After the IDF Congress Secretariat has received the completed group registration form and full payment, the group contact person will be provided with a link to the registration module to enter



the details of each group member. The group contact person must make sure that the following data for all group members will be provided:

First name, last name, nationality, gender and email address

The complete details for the group members must be provided no later than 27 November 2020.

Registration name change

Name changes must be made using the group information template. The group contact person is requested to clearly mark the name change. Name changes received until 27 November 2020 are free of charge. After 27 November 2020, an administrative fee of EUR 20 will be charged for each name change. Name changes received after 27 November 2020 will be processed onsite.

Only name changes advised by the group contact person will be accepted.

Cancellation policy

Notification of cancellation must be made in writing and sent to the IDF Congress Secretariat by email or fax. The notification must include all relevant information of the bank account to which a possible refund may be made.

Cancellation fee of EUR 20 applies for every cancelled delegate. Please note that if you cancel after 27 November 2020, no refund will be possible.

The cancellation will not be effective until a written acknowledgement from the IDF Congress Secretariat is received.

Only cancellations advised by the group contact person will be accepted.

In the case of overpayment or double payment, refund requests must be made in writing and sent to the IDF Congress Secretariat by email, no later than 31 December 2020. An administration fee of EUR 20 will be charged.

Refunds will be made in the same form as the original transaction. For original payments made by bank transfer, the cancellation notification must include all relevant information of the bank account to which a possible refund may be made.

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

Cancellation of the congress

In the event that the congress cannot be held or is postponed due to events beyond the control of the congress organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the congress organisers, the congress organisers cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.



Under these circumstances, the congress organisers reserve the right to either retain the entire registration fee and to use it for a future congress, or to reimburse the participant after deducting costs already incurred for the organisation of the congress and which could not be recovered from third parties.

Modification of the programme

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

Lost name badge

The congress name badge must be worn at all times during the congress. Access to the congress exhibition and sessions will not be granted without a proper name badge. If a participant loses, misplaces or forgets her name badge, an administrative fee of EUR 20 will be charged for a new name badge. Upon handing out a new name badge, the lost badge will be deactivated and become invalid. The group contact person is responsible for advising the group members on the congress policy for lost name badges.

Letter of Invitation

Group members requiring an official letter of invitation from the congress organisers can request one through their group contact person or by contacting the IDF Congress Secretariat. To receive a letter of invitation, the group member must be registered and payment must have been received in full for the entire group.

The letter of invitation does not financially oblige the congress organisers in any way. All expenses incurred in relation to the congress are the sole responsibility of the group contact person/group member.

Data protection and sharing of contact details

The IDF Congress Secretariat will collect and store all personal data for the preparation and execution of the IDF Congress 2020 only. Data protection is warranted in accordance with the General Data Protection Regulation (GDPR) on data protection and privacy for all individuals within the European Union.

Liability and Damage

The congress organisers cannot be held responsible for any personal injury, loss, damage or accident to private property, or for additional expenses incurred as a result of delays or changes in air, rail, road or other services, strikes, sickness, weather and other causes.

The participant shall be responsible for any damage or loss caused by the act, default or negligence of the participant or his/her guest and shall pay on demand the amount required to make good or remedy any such damage.



The participant must ensure he/she or members of his/her party and anyone visiting them at the congress behave in such a way that they do not cause a nuisance or unreasonable disruption to the congress, other participants, the congress organisers or any other visitor of the congress venue.

The congress organiser does not accept liability for, and the participant is to indemnify the congress organiser against, any claims arising from:

- i. Failure to provide any of the services contracted, and the congress organisers reserve the right to alter or cancel any booking due to circumstances beyond its control, including but not limited to industrial action, postal communications, flooding, storm, supply of gas electricity and water, fire alarm evacuation, or any act of god. In such a case, the congress organiser will use all commercially reasonable efforts to offer you alternative services.
- ii. Accident, injury or damage to the participant, their guest's contractors and agents, or their respective property due to their own actions, neglect or actions of others.

The participant should make sure that he/she is fully insured against all losses or liabilities referred to in this clause. The congress organiser reserves the right to refuse to accept any booking if the participant cannot provide proof that he/she has sufficient insurance to cover his/her liability under this clause.

Fulfilment and jurisdiction

This contract is subject to Belgian law. The terms of this contract shall be fulfilled in Lisbon, Portugal but, in the event of any legal claims arising from either party, Brussels in Belgium shall be the sole court of jurisdiction.