



ICN Congress

Nursing Around the World

2-4 November 2021

The virtual meeting place of the world's nurses

GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group Association & Conference Management is a provider of the ICN Virtual Congress 2021, 2-4 November 2021. The provider supports the Congress secretariat and is responsible for registration services and is hereafter referred to as K.I.T. Group.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the the ICN Virtual Congress 2021, 2-4 November 2021 (hereafter referred to as "Congress"). Any person is considered an attendee. These terms and conditions are also binding for all group registrations.

Congress Registration

The registration deadlines are as follows:

Early registration deadline:	9 June 2021, 24.00 CET
Standard registration deadline:	30 September 2021, 18.00 CET
Late registration:	from 1 October 2021

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.

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.

To be able to register as a Student a letter of enrolment needs to be presented to the Congress Secretariat.

All registration fees are exempt from VAT. The registration fee includes admission to the Scientific Sessions.

The official Congress language is English. The official programme as well as selected Scientific Sessions will offer interpretation to and from English, French and Spanish. It is not guaranteed that all sessions will be interpreted, and no refund will be offered for sessions held in one of the three languages only.

Group Registrations

Registrations for ten (10) or more persons will be handled separately as a group booking. Please note that the Terms and Conditions stated in this document are applicable for each participant registered by a group. It is the group contact's responsibility to ensure that each delegate is only registered once. Cancellations of duplicated registrations will be handled in accordance with the general cancellation policy. Each group manager should be able to provide a letter of appointment from the company they are representing.

Third-Party Registrations

Registrations made on behalf of a third-party or for groups of up to nine (9) participants can be made through an online booking link. Please note that the Terms and Conditions stated in this document are applicable for each participant registered by a thirdparty. It is the third-party's responsibility to ensure that each delegate is only registered once. Cancellations of duplicated registrations will be handled in accordance with the general cancellation policy. Each third-party should be able to provide a letter of appointment from the company/delegate they are representing.



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Methods of Payment

Payment is required at the time of registration. It should be made in EUR only, using one of the following methods:

1. Credit card (Visa / Mastercard / American Express)

Attendees should complete the relevant section of the registration form. Please note that a 3,5% handling fee will be applied on each transaction.

2. Bank transfer: only possible until 4 October 2021

Account holder: K.I.T. Group
Bank name: UBS Switzerland AG
IBAN-Code: CH81 0024 0240 7395 0861 Q
Swift / BIC: UBSWCHZH80A
Reference: Participant name, Participant number, ICN 2021

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 ICN Virtual Congress 2021 Secretariat has received the fully completed registration form and the related payment.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the ICN Virtual Congress 2021 Secretariat. To receive a Letter of Invitation, attendees must first register to the Congress and submit payment in full.

The Letter of Invitation does not financially obligate the Congress organisers in any way. All expenses incurred in relation to the Congress are the sole responsibility of the attendee.

Certificate of Attendance, CPDs and ICNECS

A Certificate of Attendance for regular delegates will be available after the Congress. Certificates will be issued based on actual attendance to qualifying sessions which will be monitored and recorded by the online virtual platform. Each participant should claim the recognition of the ICNEC or CPD credits to his/her own national authority.

Registration Category Change

A handling fee of EUR 35 will be charged for registration type changes. Proof for the reduced fee should be submitted. An ICN Member must be a member in good standing (i.e. full payment received, possible proofs submitted, etc.) before completing the registration process to be eligible for a Member rate or eligible to claim the registration change. Refund requests will be processed after the Congress only. They must be made in writing and sent to the ICN Virtual Congress 2021 Secretariat by email. Refunds will be credited only to person / entity who / which paid the original registration.

Registration Name Change

A handling fee of EUR 50 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. Registration name changes will only be accepted until 30 October 2021 indicating clearly the new and old name.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to ICN Virtual Congress 2021 Secretariat by email or fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. No cancellation fee will apply if the cancellation is received before 9 June 2021. If the written notification of cancellation is



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received between 10 June 2021 and 30 September 2021, a handling fee of 25% will be charged. No refunds will be made for cancellations received after this date. Refund requests will be processed after the Congress only. They must be made in writing and sent to the ICN Virtual Congress 2021 Secretariat by email no later than 14 days after the Congress. No refund request will be processed after this date.

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.

Access

Admission to the virtual platform is for registered attendees only. Sharing of the registration link is prohibited as is view by more than the registered participant.

It is the registrant's responsibility to ensure that they have appropriate internet bandwidth to connect to the virtual platform. Full details on minimum requirements to access the virtual platform will be published on the Congress website by end of February 2021,

Refunds will not be made if a participant is unable to connect due to low or disrupted internet connections on their side.

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

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 registrants for any costs or losses incurred.

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 attendee after deducting costs already incurred for the organisation of the Congress and which could not be recovered from third parties.

Data Protection and Sharing of Contact Details

Collection and processing of personal data will comply with the applicable data protection legislation.

K.I.T. Group and ICN will collect and store all personal data for the preparation and execution of the ICN Virtual Congress 2021 only and not use the personal data for any other purposes.

When you register you will be asked to complete the online form providing for: your 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 processed (collected, forwarded to the respective payment service provider, stored until nine month after the end of the Congress and in accordance with the respective statutory retention periods).

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 us, we have implemented and use appropriate business systems and procedures. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.



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Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services.

Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.

Your credit card details will be kept by K.I.T. Group congress-related until the finalization of the payment process. The statutory retention periods remain unaffected by this.

In addition, the Congress organisers periodically share contact details of attendees with third parties 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 unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

- 1) You have given consent to forward your personal data for one or more specific purposes,
- 2) the forwarding is necessary to the performance of a contract, in which you are party or in order to take steps at your request prior to entering into a contract,
- 3) the forwarding is necessary for compliance with a legal obligation to which the Congress or K.I.T. Group is required,
- 4) the forwarding is necessary in order to protect the vital interests of yours or another natural person
- 5) the forwarding is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Congress or K.I.T. Group and
- 6) the forwarding is necessary for the purpose of the legitimate interests pursued by the Congress and/or K.I.T. Group or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of yours which require protection of personal data, in particular where children are affected.

You can find further information on data protection in our data privacy policy.

Should you have any queries regarding the processing of your personal data please contact our data protection officer under: Messe Berlin, Phone: +49 (0)30 3038-2889 or via email: datenschutzbeauftragter@messe-berlin.de

Granting of rights for photography, film and audio material for event documentation and public reporting

The participant hereby declares their consent to the creation of image, film and audio recordings related to the ICN Virtual Congress and that this material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram, etc.) about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their images captured during the event for publications and communications relating to the event. Images, film and audio material may also be published on Facebook, Twitter, Instagram, although according to the currently known information, photos and data on these social media channels can no longer be deleted but will not publicly displayed anymore. About the internal use of photos and data through these social media channels - for instance to form personality profiles - there is currently no sufficient information.

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.

Fulfilment and Jurisdiction

This agreement shall be subject to Swiss law. The event itself shall be coordinated in Geneva, Switzerland, and to the extent permitted by mandatory local law, in the event of any legal claims arising from either party, Geneva, Switzerland shall be the sole court of jurisdiction.



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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 shall not be impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, that best reflects the original intention of the parties.

As of January 2021