

# General Terms and Conditions for Registrations

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## **Definitions**

The EASL Liver Cancer Summit 2023 taking place from 20-22 April in Estoril, Portugal and online. EASL Liver Cancer Summit 2023 is organised by the European Association for the Study of the Liver (EASL™).

These General Terms and Conditions apply to your registration and participation at the onsite or online EASL Liver Cancer Summit 2023.

Congrex Switzerland Ltd is the registration system data processor of The EASL Liver Cancer Summit 2023, 20-22 April on behalf of European Association for the Study of the Liver. The provider supports the event secretariat and is responsible for registration services and is hereafter referred to as Congrex Switzerland Ltd.

Any enquiries or requests for additional information, modifications and cancellations are to be communicated to Congrex Switzerland Ltd by email: [summit.registration@easloffice.eu](mailto:summit.registration@easloffice.eu)

## Acceptance of the General Terms and Conditions

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These General Terms and Conditions written on the EASL™ platform shall manage your use of our platform and the participation in the EASL Liver Cancer Summit 2023. These General Terms and Conditions will be applied fully and affect to your use of this platform. By using this platform, you agreed to accept these General Terms and Conditions. You shall not use this platform if you disagree with any of these General Terms and Conditions.

## **Registration Fees**

The registration fees are published on the [EASL Liver Cancer summit 2023 website](#):

## Condition for registration

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The General Terms and Conditions are valid for each attendee registered for the EASL Liver Cancer Summit 2023, 20-22 April. Any registered person is considered a delegate. These General Terms and Conditions are also binding for all group registrations.

## Registration fees deadlines

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**Early registrations will be accepted until Tuesday 14 March 2023 - Midnight CET.**

Should your early registration remain unpaid on Tuesday 14 March 2023 it will be upgraded to the late registration fee.

**As of Wednesday 15 March 2023 until Wednesday 20 April 2023, regular registration fees apply for every new registration.**

**As of Thursday 20 April 2023, late registration fees apply for every new registration.**

## Modification & Cancellation

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For cancellations received prior to **Thursday 09 February 2023**, midnight CET, deposits will be refunded less a 25% administrative charge. After this deadline, no refund policy will be in effect\*.

A handling fee of 30 EUR per registration will be charged for every registration modification. Name changes are possible until 05th April 2023 only.

**if a delegate wishes to change the registration from onsite to online or vice versa.**

1. Onsite to online: no additional handling fee applies. The difference, calculated and based on the fees that applied at the initial time of the registration, will be refunded.

2. Online to onsite change: no additional handling fee applies. The difference, calculated and based on the fees that applied at the initial time of the registration, will be invoiced.

The General Payment Conditions apply.

## Registration Procedure – Event Platform

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After registration, you will receive personal access details to access the event platform. This access details are strictly personal and cannot be given to any other person. We will identify all access details on our platform.

As a travel agent, please make sure to only register the delegates with their individual email addresses.

The EASL Liver Cancer Summit 2023 registration includes full on-demand access to online EASL Liver Cancer Summit 2023 content until 22 October 2023.

## Group Registration Procedure

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To register your group, please log in / create a profile [here](#). If you cannot remember your password, please use the “forgot password” option. Once logged in, please click on the tab “**group registration**” and follow the 3 steps given online:

1. Order tickets (please make sure to choose the correct registration category for your delegates and keep in mind that some categories require proof uploads)
2. Add delegates (please only use the delegates’ individual email addresses)
3. Assign tickets

## General Payment Conditions

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The registration will only be confirmed upon receipt of payment in full. Payments will be accepted in Euros by credit card, as well as per bank transfer (only available until 05th April 2023).

A letter of confirmation/payment receipt will be sent by email once the EASL Liver Cancer Summit 2023 Registration Team has received the fully completed registration form and the related payment. This letter of confirmation/payment receipt will act as a contract, and once issued, the above payment and cancellation conditions will apply.

#### **Onsite Registrations VAT**

1. Registration fees for onsite participants are subject to 23% Portuguese VAT.
2. Onsite group registrations by Portuguese business entities are subject to reverse charge.

#### **Online Registrations VAT**

1. Registration fees for online participants no VAT is applicable.
2. Group registrations by business entities for online participants no VAT is applicable.

#### **Methods of Payment:**

Credit card: only Eurocard/MasterCard, Visa and American Express are accepted. Please note that the merchant's name that would appear on your credit card statement would be "Congrex Switzerland Ltd."

**Per booking, a handling fee of 3% applies.**

**Bank transfer:** Bank account details will be mentioned on your registration invoice (only available until 05th April 2023).

**Cheques:** please note that payments by personal cheques are not accepted.

## **Badge loss**

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**EUR 50.00 (incl. VAT) will be charged for replacing a lost badge and for re-printing due to incorrect submission of names and/or company names or addresses.**

## **Data Privacy**

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#### **Individual Data Privacy Policy:**

For further information on what data will be collected and how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy:

<https://easl.eu/privacy-policy/>

#### **Group Data Privacy Policy:**

The group leader agrees and warrants that:

- a. the personal data have been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities);
- b. the transfer to, and processing by, EASL™ pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality.
- c. prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the



intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects.

d. the data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law.

e. it has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to EASL™.

f. it will inform EASL™ of any specific requirement from any data subject or any relevant authority on how personal data should be processed.

g. it will inform without delay EASL™ of any request from any data subject or any relevant authority to rectify, update or delete any personal data.

h. after assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;

i. it will provide EASL™, when so requested, with copies of relevant data protection laws or references to them of the country in which the [group leader] is established.

j. it will respond to enquiries from data subjects and authorities concerning processing of personal data by EASL™.

k. it will notify within 72 hours delay EASL™ of any actual, potential or alleged breach of the provision of this Clause.

The group leader hereby commits with the present Data Protection and Privacy Policy:

<https://easl.eu/privacy-policy/>

## Group Data Management

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Names of all participants must be submitted, and reservations assigned online before **30 March 2023**.

The Group Leader hereby commits to manage group registrations using the tools proposed by the official registration bureau. The m-anage portal will be used to respect relevant registration deadlines.

Contact information is to be entered in the system including the full coordinates of the participant of the conference. No generic agency coordinates will be accepted if reservations are handled by a third party or on the behalf of a sponsor. Reservations for Registration will then be assigned and updated through the m-anage portal and managed by the Group Leader or its internal representative.

Congrex Switzerland Ltd, as the Official Registration Bureau will not be responsible for entering contacts' coordinates nor assigning services on behalf of the entity hereby engaged in this contract.

**Should the Group Leader or the entity engaged in the present contract choose not to proceed with the proposed online tools, Congrex Switzerland Ltd will charge a handling fee of 40 EUR per participant, provided that the full coordinates are supplied.**

## General Conditions

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### **Insurance, release and waiver of liability:**

To the extent permitted by applicable law, EASL™, its Board of Officers, Executive Committee Members and employees shall not be liable for any direct, indirect or consequential damages of any kind, loss of profits and/or loss of data arising from and in connection with the access and the participation in the EASL Liver Cancer Summit 2023. The liability of commissioned service providers shall remain unaffected by this.

EASL™ does not guarantee uninterrupted and/or error-free access to the platform and the EASL Liver Cancer Summit 2023. EASL™ endeavours to fix such interruptions as fast as possible.

### **Minimum age**

Registration and/or admittance to the conference shall be limited solely to participants who are 18 years of age or older, due to current health and safety regulations and legislation in effect.

Any registration by anyone who is under 18 is unauthorized and in violation of these Terms and Conditions and will automatically result in the forfeit of their registration. You hereby accept that identification is to be provided to event staff upon request.

By registering to the conference, you represent and warrant that you are 18 years of age or older, and that you agree to and to abide by all of the Terms and Conditions of this conference.

### **Force majeure and cancellation**

EASL™ and Congrex Switzerland Ltd cannot be held liable by attendees for either the partial or total non-execution of these T&C or because the Event cannot be held due to events beyond the control of EASL™ and MCL (force majeure) or in the event of accident, an act caused by a third party, such as Acts of God including, without limitation to, credible threats of natural disaster in the geographic vicinity, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, pandemic, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause comparable events or disaster beyond the parties' control or if for the same reasons the event is cancelled by Congrex Switzerland Ltd or EASL™. Under these circumstances, EASL™ reserves the right to either retain the entire registration fee and to use it for a future event, or to reimburse the attendee after deducting costs already incurred for the organisation of the EASL Liver Cancer Summit 2023 and which could not be recovered from third parties.

The Organizers may at their entire discretion repay the delegate fee or Service Charge paid by the Delegate or Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such Delegate fee or Service Charge, and shall be under no liability to the Delegate or Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate or Exhibitor, as the result of the

happening of any such event.

### **Photography/Videography Disclosure**

As a registered attendee of the EASL Liver Cancer Summit 2023 you agree to grant permission for EASL™ and Congrex Switzerland Ltd to use your likeness in a photograph, printscreen or video in any and all of its publications and presentations, including website entries, social media, without payment or any other consideration; to authorize EASL Liver Cancer Summit 2023 and Congrex Switzerland Ltd to edit, alter, copy, exhibit, publish or distribute the photograph, printscreen or video for purposes of publicizing EASL Liver Cancer Summit 2023 programs or for any other lawful purpose; to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears; that these materials will become the property of EASL™ and Congrex Switzerland Ltd.

### **Intellectual Property Rights**

EASL™ and/or the speakers/authors retain the copyright and intellectual property rights on their information, documents, files, presentations, and other content shared during the EASL Liver Cancer Summit 2023 and on the platform.

### **Media Representatives Accreditations:**

Official press credentials need to be submitted to proof the status as media representative. There is no registration fee for accredited media representatives.

### **Membership:**

To benefit from EASL member registration fees, your membership must be valid at the time of the registration until the end of the event.

## **Modification of the EASL Liver Cancer Summit 2023 programme**

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EASL™ reserves the right to modify the programme, which is published as an indication only. No refunds will be granted in case the programme changes (including change of speakers).

## **Code of conduct**

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EASL is committed to providing a professional, friendly, and safe environment for all participants at its meetings and events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected class.

We expect the event participants and speakers to help ensure a safe and positive experience for everyone. Unacceptable behaviour will not be tolerated during any event.

Unacceptable behaviour includes, but is not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions
- verbal abuse of any attendee, speaker, exhibitor, staff member, provider, or other meeting guest
- inappropriate use of nudity and/or sexual images



- real or implied threat of professional or financial damage or harm
- disrupting presentations during sessions
- photographing, video-, or audio-recording of slides, oral or poster presentations without the presenter or author's permission

Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. EASL reserves the right to remove such messages and potentially ban sources of those solicitations.

EASL reserves the right to take any action deemed necessary and appropriate, including immediate removal from the platform without warning or refund, in response to any incident of unacceptable behaviour. EASL also reserves the right to prohibit attendance at any future meeting.

## Fulfilment and Jurisdiction

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Fulfilment and Jurisdiction: These General Terms and Conditions shall be subject to Swiss 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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