



## **AIDS 2020: Virtual - Terms & Conditions for Groups**

### **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 AIDS 2020: Virtual to be held from 6-10 July 2020 (hereinafter referred to as “the conference”), with pre-conferences being held in the days leading up to the conference.

Group registration is only applicable to registrations of five people or more. The company or organization requesting a group registration must nominate one group manager who will administer the group booking. The group manager is duly authorized to sign the present Terms & Conditions for Groups on behalf of the group members. It is the sole responsibility of the group manager to distribute all relevant conference information, including these Terms & Conditions for Groups, to the group members.

Group members can either be delegates or students/post-docs/youths. All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person as of 30 June 2020 (the first pre-conference day), unless otherwise specified.

All references to a date or a deadline, mentioned in this and other conference documents, refer to the Central European Time Zone (CET).

All references to “IAS” mentioned in this and other conference documents, refer to the IAS, a District of Columbia, United States, non-profit corporation with its principal office at 1035 Market Street, Suite 400, San Francisco, CA 94103, USA, doing business in California as AIDS 2020 (IAS DBA AIDS 2020).

All references to International AIDS Society mentioned in this and other conference documents refers to the International AIDS Society, registered and based in Geneva, Switzerland. The International AIDS Society is the custodian of the International AIDS Conference and hosts the conference secretariat.

All references to conference organizers mentioned in this and other conference documents refers to the current partners: International AIDS Society, the Joint UN Programme on HIV and AIDS (UNAIDS), the International Community of Women Living with HIV (ICW) and the International Council of AIDS Service Organisations (ICASO).

### **Conference registration**

Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full.

To be able to be registered as delegate, group members must be at least 18 years old. Group members may be asked to present an official identity card stating their age.



To be able to be registered as a student/post-doc, group members must be at least 18 years old and present proof of fulltime enrolment at a recognized university or college at both the time of registration and during the conference. Student/post-doc identification must be kept available during all times at the conference. Student/post-docs may be asked to present an official identity card stating their age.

To be registered as a youth, group members must be between 18 and 25 (inclusive) years old and must present a proof of age. Youth may be asked to present an official identity card stating their age.

The registration fee for delegates and students/post-docs/youths includes access to AIDS 2020: Virtual, a compelling combination of virtual sessions and satellites, poster and commercial exhibitions, interactive community networking zones and workshops accessible from anywhere in the world from 6-10 July 2020, as well as selected virtual pre-conferences being held in the days leading up to the conference.

The AIDS 2020: Virtual - Registration team cannot be held responsible for double registrations/bookings of a participant made by the group manager as well as the individual or another company/organization.

## **Registration confirmation**

A payment order will be sent by email to the group manager once the AIDS 2020: Virtual - Registration team has received the fully completed group registration form or any additional orders. After receipt of the full payment the group manager will be provided with a registration confirmation and all information needed to process their group and to provide the required details of their group members.

## **Methods of payment**

The registration fee must accompany all registrations. Payments should be made in advance and in USD only, using a credit card (up to a total amount of USD 7.000) or by bank transfer (for any amount). Personal cheques, company cheques or Euro cheques are not accepted. All bank fees and money transfer costs must be prepaid by the transmitter. Clearly indicate AIDS 2020: Virtual and the group manager company name as a reference on all bank transfers.

## **Group registration procedure**

After the AIDS 2020: Virtual - Registration team has received the completed group registration form and payment in full, the group manager either need to enter the group member's details online via a group login, or complete a pre-formatted group information template (excel spreadsheet) which will then have to be sent to the AIDS 2020: Virtual - Registration team together with any required supporting documents (if applicable). The group manager must make sure that all individualized mandatory data for all group members is provided.

The complete details for the group members must be provided no later than 5 June 2020.



## Registration name change

Name changes must either be made online or by using the group information template. Only name changes advised by the group manager will be accepted. The group manager is requested to clearly mark the name change. Name changes received by 5 June 2020 are free of charge. After 5 June 2020, a handling fee of USD 65 will be charged for each name change. No name changes will be accepted after 19 June 2020.

## Cancellation policy

Notification of cancellation must be made in writing and sent to the AIDS 2020: Virtual - Registration team by email. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Refunds will be made in the same form as the original transaction. For original payments made by bank transfer, the cancellation notification or refund request must indicate all relevant information regarding the bank account to which a possible refund may be remitted. Credit will not be given for unattended events or early termination of attendance. Requests for refunds of any additional items ordered (such as the Local Charitable Giving Programme) will not be accepted.

If the written notification of cancellation (including all relevant information regarding the bank account if applicable) is received on or before 30 April 2020, 50% of the registration fee will be refunded. No refund requests will be accepted after 30 April 2020. The cancellation will not be effective until a written acknowledgement from the AIDS 2020: Virtual - Registration team is received.

In the case of overpayment or double payment, refund requests (including all relevant information regarding the bank account and any required supporting documents if applicable) must be made in writing and sent to the AIDS 2020: Virtual - Registration team, by email, no later than 10 July 2020. A handling fee of USD 65 will be charged. No refund requests will be accepted after 10 July 2020. The refund will not be effective until a written acknowledgement from the AIDS 2020: Virtual - Registration team is received.

## Cancellation of the conference

In the event that the conference cannot be held or is postponed due to events beyond the control of the IAS and the conference organizers (incl. force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the IAS and the conference organizers, neither the IAS nor the conference organizers can be held liable by delegates for any damages, costs, or losses incurred, financial losses, etc.

Under these circumstances, the IAS reserves the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the delegate after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

## Modification of the programme



The IAS and the conference organizers reserves the right to modify the programme, which is published as an indication only.

## **Data protection and sharing of contact details with third parties**

The International AIDS Society will collect, process, transfer and store delegates personal data only for (i) the preparation and execution of AIDS 2020: Virtual and (ii) the preparation of future International AIDS Society and International AIDS Conferences. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act. Delegates' personal data will be retained securely and only be accessible on a 'need to know' basis by duly authorized persons.

The data of delegates registering for AIDS 2020: Virtual entered in the Conference Account (i.e. full first and last name(s), gender, date of birth, nationality, organisation type, profession type, email, full home address) will be shared with the following entity (i.e. third party), in countries which legislation might not ensure an adequate level of data protection:

- the AIDS 2020: Virtual - Registration team, c/o K.I.T. Group, Germany.

The contact details (full name and home address, email and phone) of delegates who have accepted to share their contact details when registering will be shared periodically with the following conference sponsors, in countries which legislation might not ensure an adequate level of data protection:

- Gilead, USA
- Johnson & Johnson/Janssen, USA
- Merck, Sharp & Dohme, Corp. USA
- ViiV Healthcare, UK

The above mentioned conference sponsors may only use these contact details to contact delegates regarding activities during the conference or other communications which may be of related interest. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the delegate on the registration form.

The delegates herewith authorize the International AIDS Society to collect, process and transfer their personal data to the above listed third parties and authorities. The delegates further expressly acknowledge and agree that any personal data disclosed in connection with the Conference Account and registration form will be subject to the laws of the country where it is transferred and may not be covered by Swiss law. The International AIDS Society cannot assure delegates that the laws and regulations in the recipient country will necessarily offer the same level of confidentiality or data protection as under Swiss law and may require the above listed third parties and/or authorities to whom the personal data is transferred, to disclose all or any part of the personal data to other authorities or third parties.

The International AIDS Society will nevertheless contractually ensure that your personal data will be processed by the above listed third parties to the same extent as it is authorized for itself under Swiss law. The International AIDS Society will also ensure that all third parties which will process your personal data have implemented appropriate



technical and organisational measures to protect your personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected.

K.I.T. Group will collect and store all personal data for the preparation and execution of the AIDS 2020: Virtual 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 example: your name, address and email address. 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). All data will be saved and processed in compliance with the EU-General Data Protection Regulation (EU-GDPR).

In order to protect and safeguard the personal data provided to K.I.T. Group, K.I.T. Group has implemented and uses 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.

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.

In addition, data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your contact details will only be forwarded in accordance with Art. 6 sec. 1 lit a-f GDPR:

- (a) given consent,
- (b) performance of or entering into a contract,
- (c) compliance with a legal obligation,
- (d) protection of vital interests of data subject or another natural person,
- (e) public interest or exercise of official authority,
- (f) legitimate interest of data controller.

For further information please read the privacy policy.

[Click here](#) for further information about K.I.T. Groups privacy policy.

Should you have any queries regarding the processing of your personal data please contact our data protection team ([datenschutz@messe-berlin.de](mailto:datenschutz@messe-berlin.de)).

## Conference Embargo Policy

All AIDS 2020: Virtual Conference abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of embargo procedures for different types of abstracts is available on the [AIDS 2020: Virtual conference embargo policy page](#).

All conference participants, presenters and media are asked to respect this policy.



## Liability

The IAS and the conference organisers shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the IAS and conference 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 delegate shall take part in the conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.

## Fulfilment and jurisdiction

This Terms & Conditions for Groups and the rights of the Parties hereunder shall be governed by and construed in accordance with the laws of Washington, District of Columbia, USA, without regard to choice of law rules.

Any dispute, controversy or claim arising out of, or in relation to, this Terms & Conditions for Groups shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution in force on the date on which the notice of arbitration is submitted in accordance with these Rules. The number of arbitrators shall be one. The seat of the arbitration shall be Geneva. The arbitral proceedings shall be conducted in English. The arbitration shall be conducted in accordance with the provisions for Expedited Procedure.

Click [here](#) for further information on the International AIDS Society's copyright, disclaimer and privacy policies.