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Terms & Conditions

Definitions

These Terms & Conditions are valid for every person registered as a regular delegate, student/post-doc delegate, accompanying adult, accompanying child and media representative to attend the 4th HIV Research for Prevention (HIVR4P 2020) conference, to be held in Cape Town, South Africa, from 11-15 October 2020 (hereinafter referred to as "the conference").

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person as of 11 October 2020, unless otherwise specified.

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

Conference registration (for regular delegate, student/post-doc delegate, accompanying adult, accompanying child)

Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full. If the full payment has not been received before the respective registration fee deadline the registration will be cancelled. If the maximum delegate capacity is reached, the International AIDS Society (IAS) reserves the right to refuse additional registrations.

To be able to register as a regular delegate, individuals must be at least 18 years old. Delegates may be asked to present an official identity card stating their age.

To be able to register as a student/post-doc delegate, individuals 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-doc delegates may be asked to present an official identity card stating their age.

To be able to register as a youth delegate, individuals must be between 18 and 25 (inclusive) years old and present proof of age. Youth delegates may be asked to present an official identity card stating their age.

The registration fee for regular delegates and student/post-doc/youth delegates includes entry to all conference sessions, the opening and closing sessions, satellite sessions and the poster area, as well as some meals as outlined in the conference programme.

If the completed registration form, the payment in full and the required supporting documents (if applicable) are received on or before 10 June 2020, conference materials are guaranteed. If the completed registration form and/or the full payment and/or the required supporting documents (if applicable) are received after 10 June 2020 (including onsite registrations), the IAS cannot guarantee that conference materials will be available. All conference materials will only be distributed onsite.

An accompanying adult must be at least 18 years old. The registration fee for accompanying adults includes entry to the conference venues, the opening and closing sessions. Entry to the poster area and all other conference sessions is not included.

Accompanying persons under the age of 18 years must be registered as accompanying children of a regular delegate and are required to submit the Parent/Guardian Consent Form in order to attend the conference. Accompanying children must be in the presence of this regular delegate at all times when they are in the conference venues or when they are attending conference-affiliated activities outside of the conference venues. The regular delegate they are accompanying will be held responsible for all actions of the accompanying child. Accompanying children have access to all conference sessions, the poster area and the opening and closing sessions (ONLY if they accompany the regular delegate their registration is attached to).

Media registration and accreditation

Application process and requirements

Media representatives must register online by submitting both the media registration form as well as the supporting documents. Only applicants who have submitted both the registration form and the supporting documents will be considered. Only qualified journalists and media organizations will be accredited.

To be able to register as a media representative, you must be at least 18 years old. You may be asked to present an official identity card stating your age.

To be accredited as a media representative, you must submit the following:

- The personal and organization information requested on the registration form
- Proof of employment by or assignment by a qualifying media organization (for example, a copy of your publication masthead or letter of assignment from the assigning editor)
- Two recent by-lined or otherwise credited articles, radio, TV or video pieces demonstrating the applicant's capacity to report on the types of issues to be presented at the conference. MS Work documents will not be accepted. We require copies of the original published article or the complete URL for articles published online
- A copy of your press card. If you do not have a press card, your editor must state this clearly in the above letter

Application review

Your media registration will be processed only upon receipt of the fully completed registration form and verification of the requested credentials. The HIVR4P 2020 conference secretariat will thoroughly check and verify all submitted applications. Additional credentials may be requested before accreditation is approved. Please allow a minimum of 14 days' processing time to receive confirmation of your registration. The IAS cannot take responsibility for delays or delivery failure of supporting documentation. If the maximum delegate capacity is reached, the conference organizers reserve the right to refuse additional registrations.

Media registration permits entry to all conference sessions, the poster area, the opening and closing sessions and the media centre, as well as some meals as outlined in the conference programme. Conference materials are also included and will be distributed onsite. Conference materials may be mailed to media representatives.

Media delegates may not share their passes with other delegates. Identification will be checked on entry to the media centre. Individuals who share their passes will be removed.

Invoice/Registration confirmation

An invoice/registration confirmation will be sent by email once the HIVR4P 2020 Registration Team has received the fully completed registration form, the related payment and any required supporting documents. Delegates are requested to bring their invoice/registration confirmation to the conference in order to receive their name badge onsite.

There is no registration fee for accredited journalists.

A registration confirmation will be sent by email once the HIVR4P 2020 Registration Team has received the fully completed registration form, the related payment (if applicable) and any required supporting documents and only after accreditation is approved. Media representatives are requested

to bring their registration confirmation to the conference in order to receive their name badge onsite.

Methods of payment

The registration fee must accompany all conference registrations. Payments should be made in advance and in US\$ only, using a credit card or by bank transfer. 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 HIVR4P 2020, the delegate's name and invoice number as a reference on all bank transfers.

Registration name change

A name change fee of US\$ 75 will be charged for every name change to an existing registration. A new registration form for the substitute delegate should NOT be submitted. Name changes will be accepted by email and should indicate the old and new names and any changes in contact information. Changes can be made until 1 October 2020. After this date, all name changes must be carried out onsite.

A name change to an existing media registration is not possible. The granted media registration must be cancelled and the new media representative must register and submit the required documents.

Cancellation policy

Notification of cancellation must be made in writing and sent to the HIVR4P 2020 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 additional tickets for the welcome reception) 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 10 September 2020, 50% of the registration fee will be refunded. No refund requests will be accepted after 10 September 2020. The cancellation will not be effective until a written acknowledgement from the HIVR4P 2020 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 HIVR4P 2020 Registration Team, by email, no later than 15 October 2020. A handling fee of US\$ 75 will be charged. No refund requests will be accepted after 15 October 2020. The refund will not be effective until a written acknowledgement from the HIVR4P 2020 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 organisers (incl. force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the IAS and the conference organisers, neither the IAS nor the conference organisers can be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, 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 organisers reserves the right to modify the programme, which is published as an indication only.

Lost name badge

The conference name badge must be worn at all times during the conference. Access to the conference venues will not be granted without a proper name badge. If a delegate loses, misplaces

or forgets the name badge, a handling fee of US\$ 75 will be charged for a new name badge. Upon handing out a new name badge, the lost badge will be deactivated and become invalid.

Letter of invitation

Individuals requiring an official letter of invitation for the conference can request one through the online registration form. To receive a letter of invitation, delegates, accompanying persons/children and student/post-doc/youth delegates must first register to the conference, pay in full and submit any required supporting documentation (if applicable). The deadline to request a letter of invitation is 31 July 2020.

The letter of invitation does not financially obligate the conference organisers nor the IAS in any way, nor does it guarantee an entry visa to South Africa. All expenses incurred in relation to the conference are the sole responsibility of the delegate.

Visa requirements

It is the delegate's responsibility to investigate the visa requirements for South Africa and apply for a visa, if necessary. Delegates are advised to apply for their visa at least 90 days before travelling to South Africa to ensure adequate processing times (that is no later than 11 July 2020 for conference delegates). For more information on the South African visa application processes and requirements, please review the visa page on the HIVR4P website.

Delegate's registration details (full name, home address, date of birth, nationality, passport number and participant number) may be shared with the South African immigration authorities to assist in the immigration process. However, the IAS, the conference organisers and/or the HIVR4P 2020 Registration team will not directly contact embassies and consulates on behalf of delegates.

The registration fee minus a handling fee of US\$ 75 will be refunded after the conference if the visa was applied for in time (i.e. on or before 31 July 2020 for conference delegates) and proof is shown that a visa could not be granted even though all requested documents were submitted. A refund for any additional items ordered cannot be made. Refund requests must be made in writing and sent together with the required proof to the HIVR4P 2020 Registration Team, by email, no later than 15 October 2020. No refund requests (including required proof) will be accepted after this date.

Data protection and sharing of contact details with third parties

The IAS will collect, process, transfer and store delegates personal data only for (i) the preparation and execution of the 4th HIV Research for Prevention (HIVR4P 2020) conference and (ii) the preparation of future conferences organized or co-organized by the International AIDS Society. 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 HIVR4P 2020 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 HIVR4P 2020 Registration Team, c/o CTI Meeting Technology
Nußdorfer Strasse 20/22
1090 Vienna
Austria

The delegates herewith authorize the IAS 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 IAS 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 IAS will nevertheless contractually ensure that delegates' 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

IAS will also ensure that all third parties which will process delegates' personal data have implemented appropriate technical and organisational measures to protect delegates' 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.

CTI Meeting Technology will collect and store all personal data for the preparation and execution of the HIVR4P 2020 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 CTI Meeting Technology, CTI Meeting Technology 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 complete contact details will only be forwarded if:

- A third party has proven to the conference organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- The conference organisers are obliged to give out your data due to for example a court order or an official order.

For further information please read the privacy policy.

Click [here](#) for further information about CTI Meeting Technology privacy policy.

Should you have any queries regarding the processing of your personal data please contact our data protection team.

Conference Embargo Policy

All HIVR4P 2020 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 HIVR4P 2020 conference embargo policy page.

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

Photo and video consent

The IAS takes photographs and videos of the events related to the conference for use in the IAS' news and promotional materials in print, digital, email and other media, including the IAS' website and social media platforms such as SmugMug. Event participants grant the IAS the right to use any image, photograph and voice in this context without compensation. All media become the property of the IAS and may be displayed, distributed or used by the IAS.

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 Delegates and the rights of the Parties hereunder shall be governed by, construed and interpreted in accordance with the substantive laws of Switzerland, without recourse to Swiss international private law rules. Any dispute, controversy or claim arising out of, or in relation

to, this Terms and Conditions for Delegates 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 IAS' copyright, disclaimer and privacy policies.