

## GENERAL TERMS AND CONDITIONS

### Definitions

The European Academy of Allergy and Clinical Immunology (hereafter referred to as "EAACI") is the registration system provider of EAACI Hybrid Congress 2024, 31 May – 03 June.

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### General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the EAACI Hybrid Congress 2024, 31 May – 03 June, which will be performed in a hybrid (on-site and digital) and a digital only format depending on the specific registration (hereafter referred to as "Hybrid Format Congress"). Any registered person (physician, healthcare professional, student, media representative, speaker, or exhibitor) is considered an attendee. These General Terms and Conditions are also binding for all group registrations.

### Congress Registration

The registration deadlines for the **hybrid congress** are as follows (the "Hybrid Format Congress Registration):

- Physical Attendance - Extra Early registration deadline: 15 December 2023, 23.59 CET
- Physical Attendance - Early registration deadline: 31 January 2024, 23.59 CET
- Physical Attendance - Standard registration deadline: 11 April 2024, 23.59 CET
- Physical Attendance - Late registration deadline: 18 May 2024, 23.59 CET
- Physical Attendance - On-site registration: from 19 May 2024

The registration deadlines for the **digital congress** are as follows (the "Digital Format Congress Registration):

- Online - Early registration deadline: 31 January 2024, 23.59 CET
- Online - Standard registration deadline: 11 April 2024, 23.59 CET
- Late registration deadline: From 12 April 2024, 00.00 CET

Content of live streamed elements will not be available if registering after the end of the Hybrid Format Congress.

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

If the maximum attendee capacity is reached, EAACI reserves the right to refuse any registration. A claim for participation in the Hybrid Format Congress is excluded.

To be eligible to register for the Hybrid Format Congress, attendees must be at least 18 years old. Attendees may be asked to provide an official identity card stating their age.

The registration fee for regular participants, students, speakers, and media representatives of the Hybrid Format Congress includes the entry to all scientific sessions, the exhibition area and includes access to the entire digital platform. The Digital Format Congress Registration includes access to the entire digital platform including the scientific sessions, the exhibition hall (except lay press) and the e-abstracts. Notwithstanding the foregoing, the attendees acknowledge that some sponsored symposia and/or (parts of) the exhibition hall (on-site and/or digital) may not be accessible to all attendees due to compliance regulations and applicable laws.

The exhibitor registration entitles access only to the exhibition area and the exhibitor's own symposium. Other sessions and/or activities are not accessible with an exhibitor badge.

To register as a media representative, please refer to the EAACI <https://www.eaaci.org/eaacimedia.html> section II. Accreditation, Registration and Access to EAACI Events directly to receive a media registration form. Official press credentials need to be submitted to proof the status as media representative. There is no registration fee for accredited media representatives.

### **Group Registrations**

Please note that the General 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 participant is only registered once. Cancellations of duplicated registrations will be handled in accordance with the registration cancellation policy. Each group manager should be able to provide a letter of appointment from the company they are representing.

It is the group contact's responsibility to provide each participant's correct event registration category (event fee). EAACI is not responsible for reviewing each individual's membership status.

### **Letter of Invitation**

Individuals requiring an official Letter of Invitation can request one from the Congress Registration Team. 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 EAACI in any way. All expenses incurred in relation to the congress attendance are the sole responsibility of the attendee.

### **Visa Requirements**

It is the sole responsibility of the attendee to take care of his / her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. The Congress Registration Team will not directly contact embassies and consulates on behalf of visa applicants. The registration fee minus a handling fee of **EUR 135** will be refunded after the congress if the visa was applied for in time (**by 1 March 2024**), and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the Congress Registration Team.

## 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) Attendees should complete the relevant section of the registration form.

2. Bank transfer: **only possible until Friday 17 May 2024**

Account holder: EAACI European Academy of Allergy & Clinical Immunology

Bank: UBS AG, 8302 Kloten

Account number: 278-851000.62T

IBAN-Code: CH50 0027 8278 8510 0062 T

Swift / BIC: UBSWCHZH80A

Reference: invoice number, Participant name, EAACI 2024

Please note that **all transfer costs** must be prepaid by the transmitter. Cheques will not be accepted

## Confirmation email/Payment Receipt

A confirmation/payment receipt will be sent by email once the Congress Registration Team has received the fully completed registration form and the related payment.

## Certificate of Attendance & CME

A Certificate of Attendance and a Continuing Medical Education (CME) Credit Statement for regular participants will be available after the Hybrid Format Congress. Each medical specialist should claim the recognition of the UEMS/EACME CME credits to his/her own CME National Authority. The aim of the CME system is to assure a high level of theoretical and clinical competences throughout medical specialists' working lives. The UEMS/EAACMI CME Accreditation Committee guarantees that the CME programmes are of a high scientific and educational standard in agreement with the European and American CME system.

Each participant will be tracked during their online participation to be able to award CME credits, hence it is important that you allow cookies from your browser. For Digital Format Congress Registration, CME credit will be awarded depending on the time spent on EAACI live session programme (industry programme excluded). For the Hybrid Format Congress Registration, participants will be awarded with CME from the EAACI live session programme online (industry program excluded) and from session attended physically. Each participant is responsible for scanning their badge before entering a session room. It is not possible to scan after a session has taken place.

Please note, as per GDPR regulations, EAACI will not provide Certificate of Attendances and CME Certificates to group managers/agencies. All delegates will be able to download their own certificates via the digital congress platform.

## Registration Category Change

Registration category fees change (non-member, member, Junior Member, Special rate): a handling fee of **EUR 135** will be charged for registration type changes. Proof for the reduced fee should be submitted. An EAACI 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 Hybrid Format Congress only. They must be made in writing and sent to the Congress Registration Team by email. Refunds will be credited only to person / entity who / which paid the original registration.

### Registration Package Change

Registration upgrade from Digital Format Congress Registration to Hybrid Format Congress Registration is allowed and subject to seats availability without any surcharge of handling fees. The applied rate will be the actual rate applied when the request for upgrade will be received. Registration upgrade will only be accepted upon availability of seats.

Registration downgrade from Hybrid Format Congress Registration to Digital Format Congress Registration is allowed. A handling fee of **135 EUR** will be deducted before the refund of the remaining amount. Registration downgrade will only be accepted until **Wednesday 1 May 2024**.

### Registration Name Change

A handling fee of **EUR 135** will be charged for every name change to an existing Hybrid Format Congress Registration and a handling fee of **EUR 55** will be charged for every name change to an existing Digital Format Congress Registration.

A new excel spreadsheet with all the personal details; Full Name, Email address and Country for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until **Wednesday 1 May 2024**, clearly indicating the new and old name.

### Pre-booked Registration slots (No-Names)

Group registrations without the submission of delegate names are allowed until **Thursday 2 May 2024**, after which a handling fee of **EUR 55** will be charged per every name submitted.

**Please be aware that the pre-booked registrations are exclusively established at the rates provided below and will be allocated to delegates accordingly. If EAACI Members slots are booked, and the delegates submitted are Non-Members, you will be invoiced the difference to guarantee the registration. Please be aware that refunds based on membership type will not be possible.**

Physical Attendance Fee in Valencia	Extra Early Fee – until 15 December	Early Fee – until 31 January	Standard Fee – until 18 April	Late Fee – until 25 May	Onsite Fee
EAACI Member	€565	€665	€725	€799	€865
Non Member	€850	€950	€1050	€1150	€1250

Digital Registration Fee (Digital access only)	Early Fee – until 31 January	Standard Fee – until 18 April	Late Fee – From 19 April
EAACI Member	€530	€580	€640
Non Member	€750	€840	€920

### Lost Badge

If an attendee loses, misplaces, or forgets the name badge needed for the Hybrid Format Congress, a handling fee of **EUR 35** will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

### Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the congress Registration Team by email to [registration@eaaci.org](mailto:registration@eaaci.org). The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

Hybrid Format Congress Registration: If the written notification of cancellation is received before **31 March 2024**, a handling fee of **25%** of the registration fee will be charged. No refunds will be made for cancellations received from **1 April 2024**.

Digital Format Congress Registration: If the written notification of cancellation is received before **31 March 2024**, an administration fee of **50%** of the registration fee will be charged. If the written notification of cancellation is received before **8 May 2024**, an administration fee of **75%** of the registration fee will be charged. No refunds will be made for cancellations received from **8 May 2024**.

Refund requests will be processed after the Hybrid Format Congress only. They must be made in writing and sent to the Congress Registration Team by email to [registration@eaaci.org](mailto:registration@eaaci.org) no later than **14 days** after the Hybrid Format Congress. No refund request will be processed after this date.

Refund will not be given for unattended events, early termination of attendance or difficulties with the login procedure to access the digital platform. When experiencing difficulties, please contact the support staff in a timely manner. Refunds will be credited only to person / entity who / which paid the original registration. In cases of cancellations due to personal matters, after the cancellation deadline, please consult your personal insurance.

### Access

Admission is for registered attendees only. Accompanying persons and children will not be granted access to the Hybrid Format Congress. Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the attendee to access the session rooms in good time.

During the registration process, each participant must accept the here outlined General Terms and Conditions in accordance with GDPR to register for the Hybrid Format Congress and to access the digital platform. This access details are strictly personal and cannot be given to any other person. We will identify all access details on our platform.

Registration will be assigned to individual MyEAACI profiles. If you do not have a MyEAACI Account, your registration will be automatically stored, and an account will be created. Access details to your automatically created MyEAACI account will be shared in a separate email after the registration. Kindly note, group managers does not receive confirmation emails.

It lies in the responsibility of the individual registered attendee to ensure the receipt of the access details to the digital platform. The registered attendee and/or the group manager must contact the Congress Registration Team if access details have not been received by **25 May 2024**. EAACI cannot be held liable if attendees are not able to access the digital platform due to missing personal access details.

My EAACI Account [Terms and Conditions](#).

### **Modification of the Congress Programme**

EAACI 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).

### **Cancellation of the Congress**

In the event that the Hybrid Format Congress and/or Digital Format Congress cannot be held or is postponed due to events beyond the control of EAACI (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of EAACI, **EAACI cannot be held liable by attendees for any damages, costs or financial losses incurred, such as transportation costs, accommodation costs etc.**

**Under these circumstances, EAACI reserves 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 Hybrid Format 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.

EAACI will collect and store all personal data for the preparation and execution of the Hybrid Format Congress only and not use the personal data for any other purposes.

All data will be saved and processed in compliance with the applicable data protection legislation.

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.

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, due to preparation and execution of the Hybrid Format Congress, we may share contact details of attendees with third parties (e.g. service partners and/or industry companies) that may use these details**

**to contact attendees regarding activities at the Hybrid Format Congress. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the attendee.**

Your complete contact details will only be forwarded with Art. 6 sec. 1 lit a-f GDPR: (a) your explicit consent given, (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 and weighing of interests.

Attendees of the Hybrid Format Congress can use the name badge with the barcode/QR code like a business card with any congress exhibitor and/or satellite holder to give them the complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand and/or at the entrance to a satellite symposium implies your acceptance that the respective company receives your complete contact details and may contact you using this data.

You can find further information on data privacy in our privacy notice.

In case of data protection inquiries please contact EAACI directly at [gdpr@eaaci.org](mailto:gdpr@eaaci.org)

### **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 Hybrid Format Congress and that this material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram, Twitter, etc.) about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their images/recordings captured at the event for publications and communications relating to the event.

The attendee hereby understands that unauthorized recordings and the capture of images and videos to be publicly shared by them are prohibited.

### **Intellectual Property Rights**

EAACI/Wiley and/or the speakers/authors retain the copyright and intellectual property rights on their information, documents, files, presentations, and other content shared during Hybrid Format Congress and on the digital platform.

### **Liability**

To the extent permitted by applicable law, EAACI, 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 participation in the Hybrid Format Congress and the access and use of the digital platform. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the Hybrid Format Congress at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by EAACI.

EAACI does not warrant the adequacy, accuracy and/or completeness of the information conveyed during the Hybrid Format Congress and published on the digital platform. EAACI does not guarantee uninterrupted and/or error-free access to the digital platform. EAACI endeavours to fix such interruptions as fast as possible. The attendee acknowledge that it is her or his responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that his or her web browser is up to date to avoid connectivity or other technical issues. EAACI is not liable for interruptions and/or connectivity issues.

### **Acceptance of the General Terms and Conditions**

These General Terms and Conditions shall manage your attendance to the Hybrid Format Congress and use of our digital platform.

These General Terms and Conditions will be applied fully and affect your Hybrid Format Congress attendance and use of the digital platform. By registering for the Hybrid Format Congress (hybrid format and/or digital format), you agreed to accept these General Terms and Conditions.

EAACI reserves the right to amend these General Terms and Conditions at any time. Registered attendees will be notified of such amendments. Attendees which do not accept the amended General Terms and Conditions, shall inform the Congress Registration Team by email within **14 days** after the notification of the amended General Terms and Conditions. EAACI may exclude attendees, which do not accept the amended General Terms and Conditions from the Hybrid Format Congress.

### **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, Zurich, Switzerland shall be the sole court of jurisdiction.

### **Severability Clause**

If there is a determination of these General Terms and Conditions to be ineffective or impracticable, then the validity of the General 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.