

GENERAL TERMS AND CONDITIONS FOR REGISTRATION

Definitions

K.I.T. Group GmbH (hereinafter "K.I.T. Group") is the Professional Conference Organizer (PCO) of the ISPAD 2022 Conference October 13 – 16, 2022 (hereafter referred to as the "ISPAD 2022" and/or the "Conference"), hosted by the International Society for Pediatric and Adolescent Diabetes (hereinafter "ISPAD"). ISPAD 2022 will be held onsite in Abu Dhabi, UAE and virtually (hybrid event).

K.I.T. Group is the administrative organizer of the event and provides the Conference Secretariat (staff and technical infrastructure). Core tasks include the operation of the registration services, hotel accommodation, abstract management, sponsorship opportunities, exhibition management and social events.

ISPAD is a non-profit, scientific organization.

Both entities are hereinafter referred to each as the "organizer" or jointly as the "organizers". The following General Terms and Conditions ("GTC") apply to all services provided by K.I.T. Group GmbH, with headquarters in Berlin, Germany, and its affiliated K.I.T. Group Middle East FZ LLC.

These General Terms and Conditions are valid for each attendee registered for ISPAD 2022. Any registered person is considered an attendee. These General Terms and Conditions are also binding for all group registrations.

ISPAD 2022 Conference Registration

The registration deadlines are as follows:

<i>Early registration</i>	<i>June 28, 2022, 23:59 CET</i>
<i>Standard registration</i>	<i>August 30, 2022, 23:59 CET</i>
<i>Late registration</i>	<i>October 6, 2022, 23:59 CET</i>
<i>Onsite registration</i>	<i>From October 6, 2022</i>

We recommend finalizing **individual** registrations latest by October 6, 2022 via the online form to guarantee a smooth participation at ISPAD 2022.

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the completed online registration as well as the payment in full in accordance with the deadlines mentioned above. 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 and valid membership status or proof of profession/occupation if applicable.

The registration fee for regular attendees (ISPAD members, non-members, students, fellow, trainee, nurse, educator, dietitian, or other healthcare professionals), patient advocates, speakers, and media representative, includes the following access according to the chosen registration format:

	Face-to-Face Delegates	Virtual Delegates
Conference Venue	Full access to the whole scientific program onsite	No access to the scientific program onsite
Digital Platform	Full access to the whole scientific program online	Limited access to the scientific program online-see below ⁽¹⁾
Scientific content LIVE	Full access to the LIVE scientific program	⁽¹⁾ Access to the LIVE streaming of Session Hall 1 only with the possibility to participate in the Q&A and pollings in real time
Scientific content ON DEMAND	Full access to the VOD program via the digital platform until mid-January	⁽¹⁾ Access to VOD of Session Hall 1 and a selection of debates and updates sessions
Posters/ePosters	Access to all posters onsite and ePosters online via the digital platform	Access to all ePosters online
Poster Tours	Access to all poster tours	No access to the poster tours
Chat with the poster authors	Possible onsite during the poster tours and online via the digital platform	Possible online via the digital platform
Coffee-Breaks	Full access	No access
Lunch-Break	Full access	No access
Welcome Reception	Full access	No access
Exhibition	Full access	No access
Industry Symposia and workshops	Full access	No access
Recognition and Networking Evening	Access upon registration	No access
CME Credits	Access to the maximum number of CME credits	Access to a limited number of CME credits

The organizers reserve the right to refuse any registration. Any claim for participation in the event is excluded.

If the maximum attendee capacity is reached, the organizers reserve the right to refuse any registration.

Reduced Registration Categories

To benefit from the **ISPAD Member Registration Fee**, your membership must be valid for both the time of registration **AND** during the conference. Please make sure to apply for or to renew your membership if necessary. Otherwise, the ISPAD 2022 Registration Department reserves the right to change the registration fee to the higher non-member fee.

To **benefit from the reduced fee**, the ISPAD 2022 Registration Department may request a proof of profession or occupation. You will receive a separate email if needed. The following proofs may be required:

- To be able to register as a **student, fellow or trainee**, you must present proof of full-time enrollment at a recognized university or college for both the time of registration and during the conference.
- To be able to register as a **nurse, educator, dietitian or other healthcare professional** a supporting letter with business letterhead, signature and stamp from your Head of Department is required describing your status for both the time of the registration and for the time of the conference. Alternatively, you can submit a copy of your registration or practicing certificate or an ID from your institution if your profession is stipulated on it.
- To register as a **media representative**, please contact the ISPAD 2022 Registration Department at ispad2022-registration@kit-group.org to receive a media registration form. There is no registration fee for accredited media representatives. However, to register as a media representative, you must submit a copy of your official press card.

Participants from '**low-income**', '**lower-middle income**' or '**upper-middle income**' countries (as per [World Bank categories](#)) can also benefit from reduced registration fees, which are automatically generated according to the country of residence entered during the registration process.

Group Registration

Registrations for ten or more persons will be handled separately as a group booking. Please contact the ISPAD 2022 Registration Department at ispad2022-registration@kit-group.org. There is no discount for group registrations available.

The ISPAD 2022 Registration Department shall not be held responsible for the double booking of an individual attendee or group made by another company or organization.

A payment order will be sent by email to the group manager once the ISPAD 2022 Registration Department has received the fully completed registration form. Payment for the group registration shall be transferred immediately upon receipt of the payment order. A final registration invoice shall be issued and sent to the group manager after the conference.

The ISPAD 2022 Registration Department will provide the group manager with information on how to communicate the names of their group members. Individual data of each group member such as first name, last name, individual email address and postal address must be provided. The deadline to submit the information of each group member is always the next upcoming registration deadline.

New group requests will be considered until September 30, 2022, 23:59 CET (names, required attendee data and payment in full must be made until October 6, 2022) to guarantee a smooth procedure. After that date, only individual online registration will be possible. All other regulations mentioned in this general terms and conditions also apply for group registration.

Methods of Payment

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

1. Credit card (Visa, MasterCard, American Express): Attendees will be redirected to a secure online payment platform during the registration process.
2. Bank transfer payment is only possible until September 30, 2022 and should be made in USD to:

Bank: First Abu Dhabi Bank
Account Holder: K.I.T. Group Middle East FZ LLC
Account Number: 1441 3235 7866 9016
SWIFT Code: NBADAEAAXXX
IBAN: AE72 035 1441 3235 7866 9016
Reference: Attendee Name, Attendee Number, ISPAD 2022

Please note that all bank fees and money transfer costs (including charges that may be incurred on the receiving bank end) must be covered by the sender. Cheques will not be accepted.

Letter of Confirmation/Invoice

A registration confirmation/invoice incl. payment receipt will be sent by email once the ISPAD 2022 Registration Department has received the fully completed registration form, the related payment and proof of status if necessary. Attendees must present the confirmation/invoice at the registration counter as proof of their registration and payment.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her [visa requirements](#). Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. The organizers will not directly contact embassies and consulates on behalf of visa applicants. The registration fee minus a handling fee of 60 USD will be refunded

after the conference if the visa was applied for in time latest twelve weeks before the conference), and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the ISPAD 2022 Registration Department. Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2022 Registration Department by email no later than 14 days after the conference (October 30, 2022). No refund requests will be processed after this date.

Letter of Invitation

You may need a letter of Invitation to apply for a visa to the United Arab Emirates. The ISPAD 2022 Registration Department will provide the official Letter of Invitation to each attendee if requested during online registration. To receive this Letter of Invitation by email, attendees must first register to the conference and submit payment in full. The Letter of Invitation does not financially obligate the conference organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee. Please allow sufficient time for the application procedure.

Certificate of Attendance and CME Credits

A Certificate of Attendance and a Continuing Medical Education (CME) Credit Statement will be provided to all face-to-face attendees after participation in the ISPAD 2022 Conference.

Attendees booked for the virtual part of the conference will only receive a Certificate of Attendance and a Continuing Medical Education (CME) Credit Statement with a limited number of CME credits as certified for the Virtual Conference Format.

Each attendee using the digital conference platform will be tracked during his/her online participation to be able to award CME credits, hence it is important that you allow cookies from your browser. CME credits will be awarded depending on the time spent on the ISPAD 2022 live session program.

Each medical specialist should claim the recognition of the UEMS/EACCME credits at his/her own CME National Authority.

Conference Material

The Conference sees itself as a sustainable event. Conference materials are largely paper-free and available in digital format. Use our Online Personal Planner at 2022.ispad.org and make sure to download the conference app on your smartphone or tablet. There is no claim to specific or individual conference material in paper format.

Registration Format Change

From VIRTUAL to FACE-TO-FACE

Should you decide to change your registration from a virtual to a face-to-face participation, please send your request to the ISPAD 2022 Registration Department who will provide an updated payment order. The price difference will be charged accordingly.

From FACE-TO-FACE to VIRTUAL

Should you decide to change your registration from a face-to-face to a virtual participation, please send your request to the ISPAD 2022 Registration Department who will provide an updated payment order. A refund of the price difference (subject to a 50 USD service charge) will be issued until July 30, 2022. After this deadline, no refund will be issued anymore. The conclusion of a travel cancellation or travel cancellation insurance is the responsibility of each attendee independently. The organizers are not liable to an attendee for missing deadlines or other reasons for cancellation or changes for which the attendee is responsible.

Should ISPAD be obliged to change the conference format to a fully VIRTUAL conference for COVID-19 related reasons, all FACE-TO-FACE registrations will be converted to a VIRTUAL registration and the price difference refunded accordingly.

If a presenter is unable to join in person because of pandemic-related travel restrictions imposed by the authorities of his/her country, the refund of the price difference in registration fees can be applied after the conference. It will be treated on a case-by-case basis provided that all requested evidence is supplied.

Registration Category Change

A handling fee of 50 USD will be charged for registration type changes. If there is a change to a lower (reduced) fee, the ISPAD 2022 Registration Department may request a proof of profession or occupation. An ISPAD 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 conference only. They must be made in writing and sent to the ISPAD 2022 Registration Department by email. Refunds will be credited only to person/entity who/which paid the original registration.

Registration Name Change

A handling fee of 50 USD will be charged for every name change to an existing conference registration. A new registration form for the substitute attendee should be submitted before October 6, 2022, as well as a proof for the reduced fee if applicable. After this date, name changes will no longer be accepted.

Lost Name Badge

The name badge must be always worn during the conference. Access to the conference facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 60 USD 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 ISPAD 2022 Registration Department by email to ispad2022-registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before August 1, 2022, 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2022 Registration Department by email no later than October 30, 2022. 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. Further claims of any kind and for any legal reason against the organizers are excluded.

Networking and Recognition Evening

The Networking and Recognition Evening will take place on Saturday, October 15, 2022. The number of seats is limited and available on a "first come, first served" basis.

If the written notification of the cancellation is received before August 1, 2022, a full refund for the Networking and Recognition Evening cancellation will be made. No refunds will be made for cancellations received after this date. Refund requests will be processed after the

conference only. Credit will not be given for unattended events or early termination of attendance.

Access/Accompanying Person/Children

Only registered attendees will be permitted access to the Conference. To be eligible to register for the conference, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age. Accompanying persons and children will not be granted access to the conference venue including the exhibition area and session rooms.

Access to the Opening Session / Welcome Ceremony will also be granted to registered attendees only.

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.

Modification of the Conference Program

The conference organizers reserve the right to modify the program, which is published as an indication only. There is no claim against the organizer for the implementation of announced or individual program components.

No refunds will be granted in case the program changes (including change of speakers, modification of topic, etc.).

Cancellation or Postponement of the ISPAD 2022 Conference

In the event that ISPAD 2022 cannot be held or is postponed due to events beyond the control of K.I.T. Group (force majeure) or for events, for which neither party can be held responsible for or due to events which are not attributable to wrongful intent or gross negligence of K.I.T. Group, neither K.I.T. Group nor indirectly its client ISPAD can be held liable by attendees for any damages or financial losses incurred.

Under these circumstances, K.I.T. Group reserves the right to either retain the entire registration fee and to use it for a future ISPAD conference, or to reimburse the attendee after deducting costs already incurred for the organization of ISPAD 2022 and which could not be recovered from third parties.

COVID-19 Regulations: Cancellation of the Conference, cancellation of attendance

If the Face-to-Face Conference cannot take place at the originally scheduled event dates due to government regulations, laws, ordinances, and other public orders that apply in connection with the pandemic due to the SARS-CoV-2 (COVID-19) coronavirus and variants ("COVID-19 Regulations"), the organizer shall be released from the obligation to perform. In case the Conference is switched to a virtual-only event, the procedures outlined in the section above "Registration Format Change" apply. In case of complete cancellation, registered and fully paid attendee shall receive a refund of the respective participation fee paid. Refunds will be made according to the procedure described above in the section "Cancellation or Postponement of the Conference".

In the event of cancellation of attendance by an attendee due to the above mentioned COVID-19 regulations in effect at the time of the event in his/her country of residence, the attendee will be refunded his/her registration fee regardless of the time of cancellation for a processing fee of 50 USD.

Hygiene and safety regulations, House rules

Attendees are obligated to inform themselves in advance of their participation in the Conference about the currently valid regulations, laws, ordinances, and other decrees that apply in connection with the containment of the SARS-CoV-2 (COVID-19) coronavirus pandemic ("COVID-19 Regulations"), and to comply with them. In addition, attendees are

required to comply with the hygiene and safety measures and/or concept enacted by the organizer.

In view of the dynamic development of the coronavirus, each attendee acknowledges that the organizer is entitled to adapt the hygiene and safety measures to the current situation at any time and that attendees are obligated to inform themselves continuously about any changes on the hygiene and safety measures of the Conference, in particular via the Conference website: 2022.ispad.org

By entering the event premises, each attendee accepts the house rules of the Conference premises, which can be viewed at the registration counter. The attendee is aware that the consumption of food and beverages brought to the event is not permitted.

Connectivity or technical issues

The delegates attending ISPAD 2022 on the conference digital platform acknowledges that it is their responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that his/her web browser is up to date in order to avoid connectivity or other technical issues when attending the virtual format of ISPAD 2022. K.I.T. Group will use its reasonable best efforts in providing access to the ISPAD 2022 through third party channels. In the event that the attendee encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the attendee acknowledges that K.I.T. Group is not liable. K.I.T. Group will also not be liable in the event of an interruption of connection or connectivity issues due to a case of "Force Majeure" or attributable to a third party's network operators.

Data Protection, Conference Tool and sharing of contact details

Data Protection

During the registration process and the execution of the Conference the personal data of each attendee is processed. All personal data will be processed in accordance with the applicable national data protection regulations and in particular the strict General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec. 1 lit a-f GDPR: (a) express consent, (b) performance or conclusion of a contract, (c) fulfilment of a legal obligation, (d) protection of vital interests of the data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the Conference, personal data may be processed by companies based in third countries outside the European Union (EU)/European Economic Area (EEA). This can lead to disadvantages in the enforcement of data subjects' rights, a lack of control over the further processing and transfer of data or access by state agencies for control and monitoring purposes without sufficient legal protection. By registering for the Conference, the attendee consents to such data processing insofar as it is necessary for his/her participation and the full use of the Conference services.

For further details on data processing, your rights about information and access to personal data and how to contact the Data protection officer, please refer to the privacy policy at <https://2022.ispad.org/privacy-policy/>.

Conference Tool

A digital conference platform tool will be implemented and used for the virtual format of ISPAD 2022. Before using the digital conference platform tool, you will be informed about your data protection rights. For details on data processing, please refer to the privacy policy at <https://2022.ispad.org/privacy-policy/>

All attendees who register for the Conference and use the digital conference platform tool agree to its Terms & Conditions of use and application. The use of the digital conference platform tool becomes part of the contract and is insofar a prerequisite for participation in the Conference.

The Conference Secretariat has entered into a data processing agreement with the service partner of the Conference platform tool and implement the strict provisions of the applicable data processing regulations when using the conference platform tool.

Sharing of contact details

Personal data will not be passed on to third parties unless this is necessary for the provision of services to the attendee (e.g., the data required for payment processing will be passed on to the respective payment service provider (credit card company, bank).

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at the Conference remain the property of their respective owners and are used for identification purposes only. The content and compilations published by the providers at the digital conference platform and/or on the event website are subject to the applicable copyright laws. The reproduction, editing, distribution, sharing and/or any kind of exploitation outside the limits of the applicable copyright laws require the written consent of the respective author and/or creator.

Downloads and copies of information, documents, files, presentations, and other content shared are only permitted if explicitly marked and solely for private use. The commercial use of content is prohibited without the consent of the author/creator. Insofar as the content on the event platform website has not been created by the organizer, the copyrights of third parties will be observed. Contributions of third parties are marked as such on the event platform website. Should a copyright infringement nevertheless occur, the organizers require a corresponding notice. The relevant content will then be removed immediately.

Film, photo and video recordings

The organizer will create image, film and audio recordings during the Conference for communication or educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram) about the event without entitlement to remuneration. Each attendee explicitly gives his/her consent to the use of his/her images captured at the event for publications and communications relating to the event according to the effective law. You can withdraw your consent at any time by contacting the Conference Secretariat (ispad2022-registration@kit-group.org).

Blocking access

Access to the digital conference offerings may be blocked temporarily or permanently if there are concrete indications that the attendee is violating or has violated these GTC and/or applicable law or if the organizer(s) have another justified, substantial interest in blocking access. When deciding on a blocking, the legitimate interests will be appropriately considered.

Limitation of liability

The organizer shall be liable for damages caused intentionally or through gross negligence by the organizer, its legal representative, executive employees or vicarious agents, irrespective of the legal grounds.

The organizer shall be liable for damages in the event of simple negligence, subject to statutory limitations of liability (for example, care in one's own affairs), only

- a. for damages arising from injury to life, body or health;
- b. for damages arising from the breach of an essential contractual obligation. "Material contractual obligations" are those obligations the fulfilment of which makes the proper

performance of this contractual relationship possible in the first place and on the observance of which the respective other contractual party may regularly rely. In the event of a breach of material contractual obligations, the organizer's liability for damages in cases of simple negligence shall be limited to the amount of the damage typically foreseeable at the time of conclusion of the contract.

Insofar as the organizer's liability is excluded or limited, this shall also apply to the organizer's vicarious agents and legal representatives.

The above exclusions and limitations of liability do not apply in the event of culpable or negligent injury to the life, limb or health of persons or in the event of the express assurance of characteristics.

Disclaimer of warranty

The organizers do not warrant the adequacy, accuracy and/or completeness of any information conveyed during the 48th Annual Conference of the International Society for Pediatric and Adolescent Diabetes and published on the platform.

The organizers do not guarantee uninterrupted and/or error-free access to the digital conference offerings. The organizers will endeavor to remedy such interruptions as quickly as possible within the bounds of what is technically possible and reasonable. In all other respects, the regulations from the connectivity or technical issues section apply.

Fulfilment and Jurisdiction

This contract is subject to the law of Berlin, Germany. The terms of this contract shall be fulfilled in Abu Dhabi, United Arab Emirates and in the event of any legal claims arising from either party, Berlin, Germany shall be the sole court of jurisdiction.

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 are not impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being closed.

Right of modification

The organizers may make changes and/or additions to these General Terms and Conditions at any time. Attendees will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the contract and if the rights of the attendees are substantially changed as a result, each attendee with an existing and paid registration will be informed separately with the possibility of consent.

As of 23 May, 2022