

GENERAL TERMS AND CONDITIONS

Definitions

K.I.T Group is the Professional Congress Organiser (PCO) of the XXVI ISER Biennial Meeting, 20-24 October 2024 in Buenos Aires, Argentina. The PCO leads the registration services, abstract management, sponsorship opportunities, exhibition management and social events and is hereinafter referred to as K.I.T. Group. The International Society of Eye Research (hereinafter referred to as ISER) is a non-profit, scientific organisation.

K.I.T. Group is the administrative organiser of the ISER Meeting and the Meeting Secretariat (staff and technical infrastructure) is provided by K.I.T. Group GmbH.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the XXVI ISER Biennial Meeting, 20-24 October 2024 in Buenos Aires, Argentina (hereinafter referred to as "the Meeting"). Any registered person, Delegate, Student, Researcher, Media representative, Speaker or Exhibitor is considered an attendee.

Meeting Registration

The registration deadlines are as follows:

Early registration deadline: **30 April 2024, 24.00 CEST**

Standard registration deadline: **30 September 2024, 24.00 CEST**

Late / On-site registration: **from 1 October 2024**

Closing of Online Registration: **19 October 2024, 24.00 CEST**

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above.

The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form.

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.

If the maximum attendee capacity is reached, the organiser reserves the right to refuse any registration.

Only registered attendees will be permitted access to the Meeting. To be eligible to register for the Meeting, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

The registration fee for regular delegates and students/post-docs includes entry to all sessions, the exhibition area, the poster area, and the opening ceremony.

To be able to register as a student/post-doc, you must present proof of fulltime enrolment at a recognised university or college for both the time of registration and during the meeting.

The registration fee for accompanying persons includes entry to the meeting venue and the opening ceremony. Entry to the exhibition area, the poster area and other meeting sessions

is not included. A maximum of 1 (one) accompanying person can be registered per delegate.

To register as a media representative, please contact the ISER 2024 Registration Department at iser-registration@kit-group.org in order 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.

Registrations for more than ten persons will be handled separately as a group booking. Please contact the ISER 2024 Registration Department.

ISER Members

The reduced registration fee for members will be granted only to ISER Members having paid their subscriptions. The ISER membership department remains at your disposal for any further clarification at isermail@yahoo.com. The non-member registration fee will apply if valid membership is not confirmed.

Method of Payment

Payment is required at the time of registration. Cheques will not be accepted. It should be made, using one of the following methods:

1. Credit card (Visa, Master/Eurocard, and American Express): Attendees should complete the relevant section of the registration form. Payment in USD only.
2. Bank transfer: Payment by bank transfer is only possible until **1 October 2024** and should be made in USD to:

Account holder:	K.I.T. Group GmbH
Account Number:	05 140 018 00
Bank:	Commerzbank
IBAN:	DE7710 0800 0005 1400 1800
BIC / SWIFT:	DRESDEFF100
Reference:	ISER 2024, full name, attendee number

Please note that all transfer costs must be prepaid by the transmitter.

Letter of Confirmation/Payment Receipt

A letter of confirmation/payment receipt will be sent by email once the ISER 2024 Registration Department has received the fully completed registration form and the related payment. Attendees must present this confirmation/payment receipt at the registration counter as proof of their registration and payment.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the ISER 2024 Registration Department. To receive a Letter of Invitation, attendees must first register to the

meeting and submit payment in full. Letters of Invitation will not be sent after the standard registration deadline.

The Letter of Invitation does not financially obligate the meeting organizers in any way. All expenses incurred in relation to the meeting 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 organiser will not directly contact Embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of 25 USD will be refunded after the meeting if the visa was applied for in time, and an official proof of the embassy, confirming that a visa could not be granted, is forwarded to the ISER 2024 Registration Department.

Certificate of Attendance

All registered attendees will receive a Certificate of Attendance sent electronically to the email address provided in the registration process after the Meeting.

Registration Name Change

A handling fee of 35 USD will be charged for every name change to an existing meeting registration. A new registration form 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 the pre-registration deadline indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out on-site.

Lost Name Badge

The name badge must be worn at all times during the meeting. Access to the meeting facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 35 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 ISER 2024 Registration Department by email or fax. 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 the early registration deadline, 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

Same applies for cancellation of additional sessions and orders (e.g. Gala Dinner, etc.).

Refund

Refund requests will be processed after the meeting only. They must be made in writing and sent to the ISER 2024 Registration Department by email no later than 30 days after the meeting. No refund request will be processed after this date.

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

Modification of the Meeting Programme

The meeting organizers reserve the right to modify the program, which is published as an indication only and may be subject to modification at any time in terms of time, location, theme, and content (in particular to the programme schedule, the appointment and/or selection of speakers, the technical environment, programme duration, etc.). The attendee has no claim to the staging of a particular speaker and/or event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.

Cancellation or Postponement of the Meeting

If the event cannot take place due to circumstances for which the organiser is not responsible, or if the event must be cancelled due to circumstances for which the organiser is not responsible, the organiser shall be released from its obligation to perform. This also includes a cancellation due to pandemic reasons (COVID-19) or as a result of official orders and/or containment measures related thereto (see also section Covid-19 Regulations).

Persons with confirmed and paid registration will be refunded the fees already paid within 90 working days after the originally scheduled event date. In case of rescheduling of the meeting within 13 months after the originally scheduled event date, the organiser may retain the registration fee earmarked for the replacement event. Attendees with completed registration will automatically be considered registered for the replacement event. The retention will be fully credited against the registration fees applicable at the replacement event.

Participants who exercise their right of withdrawal due to force majeure will have their registration fees reimbursed in full minus a handling fee of 50 EUR. Further claims for damages or claims for reimbursement of expenses (in particular preparation costs for the meeting participation) are excluded on all sides.

Covid-19 Regulations: Cancellation of the meeting, cancellation of attendance

If the Meeting cannot take place at the originally planned 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 organiser shall be released from the obligation to perform, and each registered and fully paid attendee shall receive a refund of the respective fee paid. Refunds will be made according to the procedure described above in the section "Cancellation or Postponement of the Meeting".

In the event of cancellation of participation by a participant due to the above COVID-19 regulations in effect at the time of the event, which make his/her participation demonstrably impossible or unreasonable (e. g. quarantine obligations of more than five working days, etc.), notification of cancellation must be made in writing and sent to the Meeting Secretariat by email at iser-registration@kit-group.org. The notification must include all the relevant information regarding official regulation and safety measures that make the participation impossible and the bank account to which a possible refund may be remitted. The attendee will be refunded their registration fee regardless of the time of cancellation for a processing fee of 50.00 EUR.

Hygiene and safety regulations / house rules

Attendees are obligated to inform themselves in advance of their participation in the ISER Meeting 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 Meeting organiser.

In view of the dynamic development of the coronavirus, the attendees acknowledge that the organiser is entitled to adapt the hygiene and safety measures to the current laws and regulations in place at any time and that attendees are obligated to inform themselves continuously about any changes on the hygiene and safety measures of the Meeting, in particular via the ISER Meeting website.

If COVID-19 regulations in force at the time of the event stipulate that the persons participating in the event must have a test certificate which proves a negative COVID-19 PCR test result or a negative COVID-19 antigenic test result, or have a vaccination certificate, or must meet other requirements in this regard, attendees are required to adhere to these regulations and to the guidelines set forth by the organiser in this context (e.g. presentation of proof of personal access authorisation).

By entering the event premises, each attendee accepts the house rules of the Meeting 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.

Data Protection

During the registration process and the execution of the Meeting 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 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 Meeting, personal data may be processed by companies based in third countries outside the European Union. The attendee consents to such data processing insofar as it is necessary for his/her participation and the full use of the Meeting 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](#).

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at the Meeting remain the property of their respective owners and are used for identification purposes only. The content and compilations published on the event website and/or related websites 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 organiser, 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 organiser requires a corresponding notice. The relevant content will then be removed immediately.

Film, photo and video recordings

The attendee understands that the ISER will create image, film and audio recordings during the Meeting for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, LinkedIn) about the event without entitlement to remuneration. The attendee explicitly gives her/his consent to the use of her/his images captured at the event for publication and communication relating to the event according to the effective law. In this respect, the attendee waives any remuneration and will not assert any claims for remuneration whatsoever. The attendee can withdraw her/his consent at any time by contacting the Meeting Secretariat via email to iser@kit-group.org.

Limitation of liability

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

The organiser 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 organiser'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 organiser's liability is excluded or limited, this shall also apply to the organiser'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 and in accordance with the German Product Liability Act.

Applicable law, place of jurisdiction

This contract is subject to the law of San Francisco, United States of America. The terms of this contract shall be fulfilled in Buenos Aires, Argentina and in the event of any legal claims arising from either party, San Francisco, United States of America shall be the sole court of jurisdiction.

Requirement of written form

Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

Severability clause

Should some provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, the remaining provisions shall not be affected thereby. Rather, the parties undertake to replace the ineffective and/or impracticable provisions with legally valid and/or practicable provisions which correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

Right of modification

The organiser may make changes and/or additions to these General Terms and Conditions at any time. The 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.

Valid as of 14 November 2023