



HIVR4P 2024: Terms and conditions for groups

Definitions

These terms and conditions for groups are valid for each group manager (hereinafter referred to as "group manager" or "data subject") and every person registered as part of a group (hereinafter referred to as "group member" or "data subject") for HIVR4P 2024, the 5th HIV Research for Prevention Conference, which is planned to take place in Lima, Peru, and virtually from 6 to 10 October 2024.

Group registration is applicable only for the registration 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 accept the present terms and conditions for groups on behalf of group members. It is the sole responsibility of the group manager to distribute all relevant conference information, including these terms and conditions for groups, to the group members.

Group members can be registered either as regular delegates or students/postdocs/young persons.

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person on 6 October 2024, unless otherwise specified.

All references to a date or a deadline, mentioned in this and other HIVR4P 2024 documents, refer to Central European Summer Time (CEST).

The organizer of HIVR4P 2024 is IAS – the International AIDS Society – a Swiss non-governmental organization with its principal office at Avenue de France 23, CH-1202 Geneva, Switzerland (Federal number CH-660.1.312.004-6).

Conference registration

Registration fees are published on the HIVR4P 2024 website and are in USD.

Only fully completed registration forms will be accepted. The registration will be confirmed only upon receipt of payment in full from the group manager/company submitting the group

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registration. If the full payment has not been received before the respective fee deadline, these registrations will be charged with the respective additional surcharge(s) once the earliest deadline has passed. If the maximum in-person delegate capacity is reached, the IAS reserves the right to decline new in-person plus virtual registrations or requests to change from virtual registrations to in-person plus virtual registrations.

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

To register as students/postdocs, group members must be at least 18 years old and present proof of full-time enrolment at a recognized university or college at both the time of registration and during HIVR4P 2024.

To register as young persons, group members must be between 18 and 25 (inclusive) years old and present proof of age (official identity card stating the age).

In-person plus virtual registration

The in-person plus virtual registration fee for delegates and students/postdocs/young persons includes:

- In-person access to all conference sessions, satellite sessions and the poster exhibition
- Light meals and refreshments, as outlined in the conference programme.
- Online access to all conference sessions and satellite sessions streamed live on the virtual platform, session recordings and on-demand content, and the e-posters, throughout the conference and after

If we receive the completed registration form, the payment in full and the required supporting documents (if applicable) on or before 8 August 2024, a printed pocket programme is guaranteed for in-person delegates. If we receive the completed registration form and/or the full payment and/or the required supporting documents (if applicable) after 8 August 2024 (including on-site registrations), the IAS cannot guarantee that a printed pocket programme will be available. All pocket programmes will be distributed on site only.

It is the responsibility of the group manager to inform the group members whether the name badge and pocket programme are being picked up and distributed by the group manager or whether each group member must do this individually. No name badges and pocket programmes will be handed out until payment in full has been received for the entire group registration.

Virtual registration

Virtual registration includes online access to all conference sessions and satellite sessions streamed live on the virtual platform, session recordings and on-demand content, and the e-posters, throughout the conference and after.



The HIVR4P 2024 Registration team cannot be held responsible for double registrations/bookings of a participant made by the group manager, as well as by the individual or another company/organization.

Payment order, registration confirmation and invoice

We will send a payment order by email to the group manager once the HIVR4P 2024 Registration team has received the fully completed registration form. After receipt of the full payment, the group manager will be provided with a confirmation of registration and all information needed to provide the required details of the group members. The invoice will be issued after the conference.

Methods of payment

The registration fee must accompany all conference registrations. Payments have to be made in advance and in USD only, using a credit card (up to USD 10,000) or by bank transfer (no cheques are accepted). The transmitter must prepay all bank fees and money transfer costs. Clearly indicate HIVR4P 2024, the group number and the group manager's company/organization name as a reference on all bank transfers.

Group registration procedure

After the HIVR4P 2024 Registration team has received the completed group registration form and payment in full, the group manager must complete a pre-formatted group information template (Excel spreadsheet), and then send it to the HIVR4P 2024 Registration team 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 completed details for the group members must be provided no later than 6 September 2024.

Registration name change

Name changes must be made using the pre-formatted group information template. The group manager is requested to clearly mark the name change. Name changes received by 6 September 2024 are free of charge. After 6 September 2024, a name change fee of USD 65 will be charged for every name change to an existing registration. Only name changes advised by the group manager will be accepted.

Registration format change

HIVR4P 2024 allows the group manager to change group members' registration to virtual or in-person plus virtual as follows:



- If there is a change from in-person plus virtual registration to virtual registration, the difference will be refunded free of charge until 8 August 2024. After this date, all refunds are subject to a USD 65 handling fee.
- If there is a change from virtual registration to in-person plus virtual registration, the difference will be charged.

Conference format change

If the IAS changes the conference format to fully virtual, all in-person plus virtual registrations will be converted to virtual registrations and the difference refunded at no extra cost to the delegate.

Cancellation and refund policy

Notification of cancellation must be made in writing and sent to the HIVR4P 2024 Registration team by email.

If the written notification of cancellation is received on or before 8 August 2024, 50% of the registration fee will be refunded. No refund requests will be accepted after 8 August 2024. The cancellation will not be effective until a written acknowledgement from the HIVR4P 2024 Registration team is received.

In the case of overpayment or double payment, refund requests (including any required supporting documents, if applicable) must be made in writing and sent to the HIVR4P 2024 Registration team, by email, no later than 10 October 2024. A handling fee of USD 65 will be charged. No refund requests will be accepted after 10 October 2024. The refund will not be effective until a written acknowledgement from the HIVR4P 2024 Registration team is received.

Refunds, if applicable, will be made in the same form as the original transaction. If the original transaction was processed by credit card, the refund will be made to the same credit card. If the original transaction was processed by bank transfer, the refund will be made to the bank account used for the initial payment.

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

Cancellation of HIVR4P 2024

If HIVR4P 2024 cannot be held or is postponed due to events beyond the control of the IAS (including force majeure) or due to events that are not attributable to wrongful intent or gross negligence of the IAS, delegates cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

In these circumstances, the IAS reserves the right to either retain the entire registration fee and use it for a future conference or to reimburse the delegate after deducting costs already



incurred for the organization of HIVR4P 2024 and which could not be recovered from third parties.

Modification of the programme

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

Replacement name badge

The conference name badge must be worn at all times during the in-person conference. Access to the conference venue will not be granted without a proper name badge. If a group member loses, misplaces or does not have the name badge in their possession, a handling fee of USD 65 will be charged for a new name badge. Upon handing out a new name badge, the replaced badge will be deactivated and become invalid. The group manager is responsible for advising the group members about the conference policy for a name badge replacement.

Letter of invitation

Group members requiring an official letter of invitation from the IAS can request one through their group manager or by contacting the HIVR4P 2024 Registration team. To receive a letter of invitation, the group member must be registered for HIVR4P 2024 and any required supporting documentation (if applicable), as well as payment in full, must be received for the entire group.

This letter of invitation does not place any financial obligations on the IAS. All expenses incurred in relation to conference participation are the sole responsibility of the group manager/group member. The letter of invitation does not guarantee an entry visa to Peru.

Visa requirements

It is the sole responsibility of the group manager/group member to comply with any [visa requirements](#). Group members who require a visa to enter Peru must allow sufficient time for processing of the application. Group members should contact their nearest Peruvian embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be made as early as possible since the visa process can take up to 3 months (that is, no later than early July 2024 for conference delegates).

Group members' registration details may be shared with the Peruvian immigration authorities to assist in the immigration process. However, the IAS and/or the HIVR4P 2024 Registration team will not directly contact embassies and consulates on behalf of group members.



If the group member applied for the visa in time (that is, at least three months before the travel date) and the group member/group manager can show proof that the visa was not granted even though all requested documents were submitted, the group manager may request:

- Changing the group member's in-person plus virtual registration to a virtual registration and getting the difference to their in-person and virtual registration fee refunded
- Full reimbursement for the group member's in-person plus virtual registration minus a handling fee of USD 65

To request either of these options, group managers must contact the HIVR4P 2024 Registration team by email and provide the visa rejection letter no later than 6 October 2024. No requests will be accepted after 6 October 2024. The change to a virtual registration or refund request will not be effective until the delegate has received a written acknowledgement from the HIVR4P 2024 Registration team.

Data protection and sharing of contact details with third parties

The IAS will collect, process, transfer and store data subjects' personal data only for: (i) the preparation and execution of HIVR4P 2024; and (ii) the preparation of future IAS, AIDS and HIVR4P conferences. Data protection is warranted in accordance with the Swiss Federal Act on Data Protection (nFADP) and the European Union General Data Protection Regulation (GDPR). Data subjects' personal data will be retained securely and be accessible only on a need-to-know basis by duly authorized persons. For further information, please read the IAS data [privacy policy](#).

The details of data subjects registering for HIVR4P 2024 entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, nationality and healthcare professional status – will be shared with the following parties:

- HIVR4P 2024 Registration team, c/o K.I.T. Group, Germany
- HIVR4P 2024 Accommodation team, c/o K.I.T. Group, Germany
- HIVR4P 2024 virtual platform provider, COVR BV, Belgium

To facilitate border entry and visa applications, data subjects' details entered in the conference account and registration form (first and last name, home address, date of birth, passport number, nationality, country of residence, gender, email and telephone) may also be shared with the Peruvian immigration authorities.

Each data subject herewith authorizes the IAS to collect, process and transfer their personal data to the above-listed third parties and authorities. Each data subject further expressly acknowledges and agrees 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 the data subject 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 data subjects' personal data will be processed by the above-listed third parties to the same extent as it is authorized for itself under the nFADP and the GDPR. The IAS will also ensure that all third parties that will process data subjects' personal data have implemented appropriate technical and organizational measures to protect data subjects' personal data against accidental or unlawful destruction or accidental loss, alteration and unauthorized 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 HIVR4P 2024 and will not use it for any other purposes.

During the registration process and the execution of the conference, the personal data of each data subject is processed. All personal data will be processed in accordance with the applicable data protection regulations, in particular, GDPR and the Peruvian 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; and (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. Each data subject consents to such data processing insofar as it is necessary for their 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 IAS data [privacy policy](#).

Privacy notice and consent

The group manager should collect the consent of group members about the use of their personal data and ensure that the group members read and understand the IAS data [privacy policy](#).

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Request for group members' attendance report after HIVR4P 2024

The IAS will deliver a list of attendance requested by the group manager to the group manager only if the group manager provides the IAS with the proof of consent of each group member. The consent of group members should be freely given, specific, informed and unambiguous. The group manager should inform the group members about their right to withdraw their consent at any time before the conference.

Conference embargo policy

All HIVR4P 2024 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 2024 embargo policy page](#).

All conference participants, presenters and media commit to adhere to this policy when they apply for conference registration.

Photo and video consent

In view of the fact that the events related to HIVR4P 2024 will be filmed and photographed, the group manager and group member hereby agree that, by attending the conference, the group member's image and/or voice may be recorded and published or broadcast through different media.

Principles of conference participation

By attending HIVR4P 2024, group members agree to comply with the [Principles of participation in our conferences](#).

Liability

The IAS 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 – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The group members shall take part in HIVR4P 2024 at their own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.



Fulfilment and jurisdiction

These terms and conditions for groups and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of Switzerland, without regard to choice of law rules.

Any dispute, controversy or claim arising out of, or in relation to, these terms and 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 an expedited procedure.