



AIDS 2022: Terms & conditions for groups

Definitions

These terms & conditions for groups are valid for each group registration and every person registered as part of a group (hereinafter referred to as "group member") for AIDS 2022, the 24th International AIDS Conference (hereinafter referred to as "the conference" or "AIDS 2022"), which takes place in Montreal, Canada, and virtually from 29 July to 2 August 2022, with pre-conference meetings set to begin on 27 July 2022.

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

Group members can either be registered as regular delegates or students/postdocs/youths. All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person as of 27 July 2022, unless otherwise specified.

All references to a date or a deadline, mentioned in this and other AIDS 2022 documents, refer to the Central European Time Zone (CET).

The organizer of AIDS 2022 is IAS – the International AIDS Society – which is registered and based in Geneva, Switzerland.

Conference registration

Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full from the group manager/company making the group registration. If the full payment has not been received before the respective registration fee deadline these registrations will be charged with the respective additional surcharge(s) once the nearest 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 be able to be registered as a delegate, group members must be at least 16 years old. Delegates may be asked to present an official identity card stating their age.



To be able to be registered as a student/postdoc, group members must be at least 16 years old and present proof of fulltime enrolment at a recognized university or college at both the time of registration and during AIDS 2022.

To be able to be registered as a youth delegate, group members must be between 16 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/youths includes:

- In-person access to all conference sessions, satellite sessions, poster discussion sessions, the exhibition, the Global Village and pre-conference meetings.
- Online access to all conference sessions, satellite sessions and pre-conference meetings streamed live on the virtual platform, session recordings and other on-demand content, the virtual exhibition, e-posters and the virtual Global Village throughout the conference and after.

If the completed registration form, the payment in full and the required supporting documents (if applicable) are received on or before 1 June 2022, a printed pocket programme is guaranteed for in-person delegates. If the completed registration form and/or the full payment and/or the required supporting documents (if applicable) are received after 1 June 2022 (including onsite registrations), the IAS cannot guarantee that a printed pocket programme will be available.

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

Virtual registration

The virtual registration includes online access to all conference sessions, satellite sessions and pre-conference meetings streamed live on the virtual platform, session recordings and other on-demand content, the virtual exhibition, e-posters and the virtual Global Village throughout the conference and after.

The AIDS 2022 Registration team cannot be held responsible for double registrations/bookings of a participant made by the group manager as well as the individual or another company/organization.

Registration confirmation and invoice

A payment order will be sent by email to the group manager once the AIDS 2022 Registration team has received the fully completed registration form. After receipt of the full payment the group manager will be provided with a registration confirmation 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 or by bank transfer (no cheques are accepted). All bank fees and money transfer costs must be prepaid by the transmitter. Clearly indicate AIDS 2022, the group number and the group manager's name as a reference on all bank transfers.

Group registration procedure

After the AIDS 2022 Registration team has received the completed group registration form and payment in full, the group manager needs to complete a pre-formatted group information template (excel spreadsheet) which will then have to be sent to the AIDS 2022 Registration team together 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 complete details for the group members must be provided no later than 21 June 2022.

Registration name change

Name changes must be made by using the pre-formatted group information template. The group manager is requested to clearly mark the name change. Name changes received by 21 June 2022 are free of charge. After 21 June 2022, 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

AIDS 2022 allows the group manager to change group member's registrations 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 1 June 2022. 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

Should the IAS change the conference format to fully virtual, all in-person plus virtual registrations will be converted to virtual registrations and the difference refunded.

Cancellation policy

Notification of cancellation must be made in writing and sent to the AIDS 2022 Registration team by email.

Refunds, if applicable, 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 the local charitable giving programme) 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 1 June 2022, 50% of the registration fee will be refunded. No refund requests will be accepted after 1 June 2022. The cancellation will not be effective until a written acknowledgement from the AIDS 2022 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 AIDS 2022 Registration team, by email, no later than 2 August 2022. A handling fee of USD65 will be charged. No refund requests will be accepted after 2 August 2022. The refund will not be effective until a written acknowledgement from the AIDS 2022 Registration team is received.

Cancellation of AIDS 2022

If AIDS 2022 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, the IAS cannot be held liable by delegates for any damages, costs, financial losses or any other losses incurred.

Under 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 AIDS 2022 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.

Lost 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 forgets the name badge, a handling fee of USD65 will be charged for a new name badge. Upon handing out a new name badge, the lost badge will be deactivated and become invalid. The group manager is responsible for advising the group members on the conference policy for lost name badges.

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 AIDS 2022 Registration team. To receive a letter of invitation, the group member must be registered for AIDS 2022 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 Canada.

Visa requirements



It is the sole responsibility of the group manager/group member to confirm any [visa requirements](#). Group members who require an entry visa must allow sufficient time for the application procedure. Group members should contact the nearest Canadian embassy or consulate to determine the appropriate timing of their visa applications. We strongly encourage delegates to submit their visa applications to the authorities as early as possible and at least 12 weeks before the travel date.

Group members' registration details may be shared with the Canadian immigration authorities to assist in the immigration process. However, the IAS and/or the AIDS 2022 Registration team will not directly contact embassies and consulates on behalf of group managers/ group members.

If a visa was applied for in time (that is before 5 May 2022 for AIDS 2022 delegates) and proof is shown that a visa was not granted even though all requested documents were submitted, the in-person plus virtual registration will be converted to a virtual registration and the difference refunded. A refund for any additional items ordered cannot be made. Refund requests must be made in writing and sent with the required proof to the AIDS 2022 Registration team, by email, no later than 2 August 2022. No refund requests (including required proofs) 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 24th International AIDS Conference (AIDS 2022) conference and (ii) the preparation of future International AIDS Society, AIDS and HIVR4P conferences. Data protection is warranted in accordance with the Swiss Data Protection Act. Delegates' personal data will be retained securely and only be accessible on a 'need to know' basis by duly authorized persons. For further information please read the [IAS data privacy policy](#).

The data of delegates registering for AIDS 2022 entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, nationality, healthcare professional status, gender, organization, profession – will be shared with the following entity (third party), in countries which legislation might not ensure an adequate level of data protection:

- AIDS 2022 Registration team, c/o K.I.T. Group, Germany
- AIDS 2022 Virtual Platform Provider

The contact details (full name and home address, participant type, email) of delegates who have accepted to share their contact details when registering will be shared periodically with the following conference sponsors, in countries which legislation might not ensure an adequate level of data protection:

- Gilead, USA



- Merck, Sharp & Dohme, Corp. USA
- ViiV Healthcare, UK
- Janssen Global Services, LLC , USA

The above mentioned conference sponsors may only use these contact details to contact delegates regarding activities during the conference or other communications which may be of related interest. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the group members on the registration form

The group members herewith authorizes the IAS to collect, process and transfer their personal data to the above listed third parties and authorities. The group members 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 group members 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 group members' personal data will be processed by the above listed third party 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 group members' 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.

K.I.T. Group will collect and store all personal data for the preparation and execution of AIDS 2022 and not use the personal data for any other purposes.

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 data protection regulations, 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 conference, 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 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](#).

Privacy Notice and Consent

29 July – 2 August · Montreal & virtual



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 understood [IAS data privacy policy](#) and K.I.T Group [privacy policy](#).

Request of group members' attendance report after AIDS 2022

The request of list of attendances by the group manager will be delivered by IAS to the Group manager only if the group manager provides IAS with the proof of consent of each group members. The consents 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 consents at any time before conferences.

Conference embargo policy

All AIDS 2022 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 AIDS 2022 [conference 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 AIDS 2022 will be filmed and photographed, you hereby agree that, by attending the conference, your image and/or voice may be recorded and published or broadcasted through different media.

IAS principles and values of conference participation

By attending AIDS 2022, group members agree to comply with the [IAS principles and values of conference participation](#).

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 member shall take part in AIDS 2022 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 & 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 & 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.