

## Terms and Conditions for Group Registrations

These terms and conditions apply to each attendee. Attendee means any contract partner (individual person or entity) entering into a contract with the European Association for the Study of Diabetes (organiser).

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

### 1. Registration fees

Registration Fees:		Early Registration (until 10 July 2017)	Late Registration (11 July – onsite)
<b>Paid-up Members of EASD</b> <small>(Discounts are only available if membership is valid before registering online and during the Annual Meeting).</small>	Student	95 Euro	250 Euro
	PostDoc / Fellow	180 Euro	490 Euro
	Allied Health Professional / Nurse	180 Euro	490 Euro
	Presenters of an accepted abstract <b>(is available from June onwards)</b>	180 Euro	490 Euro
	Standard	485 Euro	635 Euro
	Non-Member	600 Euro	750 Euro

### 2. Registration process

Attendees must be registered for the Annual Meeting using the online system on our website [www.easd.org](http://www.easd.org) or onsite.

Our offers are non-binding. By clicking the “Finish” button at the end of the registration process, the contract partner makes a binding offer to enter into a contract with the organiser. Only fully completed registrations will be processed. Registrations must include the name of the attendee; the organiser does not accept blank registrations.

To be entitled to register at the reduced member rate, the attendee has to be a paid up (active) member of EASD before starting the registration process. Membership must be valid at the time of the Annual Meeting. Deadline for new membership applications is 1 July 2017.

#### **Attendees receive:**

Admission to the Scientific Programme  
Admission to the Exhibition  
Conference material  
Public transportation ticket (valid from 11 to 15 September 2017)

The name badge and all other conference materials will be distributed onsite.

**Children under the age of 18 will not be permitted in session rooms, exhibition or poster halls.**

### **3. Invoice / payment**

The registration contract becomes effective with receipt of the invoice. The contract partner will receive the first invoice after 10 July 2017. After this date, further invoices will be sent on a daily basis for new registrations / name changes and the late registration fee will apply.

Invoices are due on date of issue and payable within 14 days of the invoice date. If payment is not received within 14 days, 15% late payment charge will be added. All final payments must be received before 6 September 2017.

Once an invoice has been issued, any details e.g. the address **cannot** be changed. In addition, €50 is charged to amend / cancel an incorrect registration fee selected by the client. Registration fee amendments can only be processed until 21 August 2017.

### **4. Methods of payment**

Payments can only be made in Euro. Payment should preferably be made by credit card (Visa, Mastercard or American Express). When paying by bank transfer, bank charges are the sender's responsibility. The group number and the invoice number must be used as reference. Cheques are not accepted.

### **5. Confirmation / receipt**

Upon receipt of payment a confirmation thereof is sent by email. A barcode confirmation document will not be sent for attendees registered within a group.

### **6. Letter of Invitation**

An official invitation from the organiser is available on the internet to assist you in obtaining a visa. This document does not imply any commitment on the part of the organiser to waive the registration fee or provide financial support. Please note that we have an agreement with the Portuguese Ministry of Foreign Affairs to issue a "Letter of Invitation" only for registered delegates who have paid their registration fee in full.

If the visa application is declined – for whatever reason – the congress organisers cannot be held liable for any incurred expenses, such as registration fees, accommodation, travel, financial losses, etc. Please check with your local embassy what documents are required to apply for a Portuguese visa.

### **7. Fraudulent usage**

It is strictly NOT permitted to amend, copy or edit any document issued by EASD. To do so will result in legal action taken by EASD.

### **8. Name change**

For changing the name of an early registration after 10 July 2017, the difference between the early and the late fee is charged (always considering the EASD membership status). The name change request must be sent by email.

### **9. Cancellation policy**

If the contract is cancelled by the attendee for reasons which the organiser cannot be held responsible for, the following applies: Cancellations must be sent in writing to: [groups@easd.org](mailto:groups@easd.org). The organiser charges a handling fee of Euro 50 for cancellations received before 21 August 2017. There is no refund for cancellations received after this date or onsite. You will receive a written cancellation acknowledgement from the EASD Registration Department.

Credit will not be given for unattended events or early termination of the delegate's attendance.

### **10. Refunds**

A handling fee of Euro 50 will be charged for all refunds. Refunds during the congress will not be possible. All refund requests (also in the case of over or double payment) must be sent per email ([groups@easd.org](mailto:groups@easd.org)), no later than 15 December 2017. Reimbursement payments must be processed by the end of the calendar year.

### **11. Name badge replacement**

The congress name badge must be worn at all times during the EASD Annual Meeting. Access to the congress centre will not be granted without the official name badge. If an attendee loses or misplaces the name badge, a handling fee of Euro 50 will be charged for a replacement badge. Upon handing out a new name badge, the original badge will be de-activated and is invalid.

### **12. Modification of the programme**

The organiser will make all efforts to adhere to the programme advertised. However, the organiser and its agents reserve the right to alter, replace or cancel, without prior notice, any of the speakers or arrangements announced, provided that the overall character of the event remains unaffected. The organiser will inform the attendees to that effect immediately by publishing details of the modification on the website. If those modifications are caused by any factor outside of the reasonable control and the responsibility of the organiser (e.g. a speaker is suddenly prevented from attending, any unforeseeable disruption at the venue), the organiser will not be liable for any loss or inconvenience caused as a result of such modifications.

### **13. Cancellation of the congress**

The organiser reserves the right to withdraw from the contract in whole or in part and to cancel the Annual Meeting if the performance of the same is impossible due to force majeure or other unforeseen incidents outside its responsibility including, without limitation, strike, lock-out, natural disasters, terrorism, riots, war, disorder, and acts of public authorities. The organiser will inform the attendees to that effect immediately.

In this case, the organiser cannot be held liable by the attendee for any damages, costs, or losses incurred, such as transportation, accommodation, costs for additional orders, financial losses, etc. caused by the slight negligence of the organiser, its legal representatives or vicarious agents. Apart from that, the limitation of liability according to Section 12 remains unaffected.

Under these circumstances, the organiser may refund the registration fee. The organiser reserves the right to deduct any costs from the registration fee which have already been incurred for the organisation of the Annual Meeting and which cannot be recovered from third parties.

### **14. Limitation of liability**

The organiser is liable without restriction for any damage arising from loss of life, personal injury or illness caused by the organiser, its legal representatives or vicarious agents.

In the event of any other damage caused by the organiser, its legal representatives or vicarious agents, liability is limited to intentionally or grossly negligent conduct.

The above does not apply to claims relating to breaches of fundamental contract obligations. Fundamental contract obligations are those the performance of which is essential to the contract and on which the attendee may rely. In the event of a breach of fundamental contract obligations caused by the slight negligence of the organiser, its legal representatives or vicarious agents, the organiser's liability for all damage is limited to the foreseeable damages typical of the contract.

### **15. Data protection and sharing of contact details**

The EASD office will collect and store all personal data for the preparation and execution of the EASD Annual Meeting. Data will not be passed on to any third party. EASD reserves the right to use the data for surveys and promotional activities.

### **16. Applicable law and jurisdiction**

German law applies. The application of the United Nations Convention on Contracts for the International Sale of Goods (CISG) is excluded. The court is Düsseldorf, Germany. This does not affect (i) the right of consumers to assert claims in a court with jurisdiction in their state of habitual residence or (ii) mandatory rules applicable in such state.