4th International HIV/Viral Hepatitis Co-Infection Meeting
Paris, France. 22-23 July 2017
Terms and Conditions for Attendants

Definitions
These Terms and Conditions for attendants are valid for every person registered to attend the 4th International HIV/Viral Hepatitis Co-Infection Meeting on 22-23 July 2017 in Paris, France.

All references to a date or deadline mentioned in this document refer to the Central European Time Zone (CET).

Meeting registration
Only fully completed registration forms will be accepted. Registration will only be confirmed upon receipt of payment in full. From the date of registration, attendants have two weeks to pay the registration fee. If payment is not received after two weeks, the registration will be cancelled. Once the maximum capacity is reached, the registration system will close and the meeting organizers reserve the right to refuse additional registrations.

The registration fee guarantees access to all sessions, the poster exhibition, coffee breaks, lunch (22 July 2017 only) and networking reception.

Registration confirmation/invoice
A registration confirmation will be sent by e-mail after reception of the fully completed registration form and the related payment. Attendants will be requested to present the registration confirmation onsite at the registration counter as proof of their registration and payment.

Methods of payment
Registration fee payments should be made in advance and in EUR only, by using a credit card or by bank transfer.

Personal cheques, company cheques or Euro cheques are not accepted.

All bank fees and money transfer costs must be prepaid by the transmitter. Please indicate the invoice number, attendant’s name, and registration number as a reference on all bank transfers.
Registration name transfer

If an attendee would like to request to transfer their registration to a colleague, they must make a request in writing to hepatitis@iasociety.org no later than 1 July 2015. After this date, no name changes will be carried out. A new registration form for the substitute attendant should NOT be submitted.

Cancellation policy

Notification of cancellation must be made in writing and sent to hepatitis@iasociety.org. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before 22 May 2017, 50% of the registration fee will be refunded. We regret that no refunds will be made for cancellations received after this date, although it will be possible to request to transfer the registration to another name until 1 July 2015. The cancellation will not be effective until a written acknowledgement from the IAS is received.

In the case of overpayment or double payment, refund requests must be made in writing and sent to hepatitis@iasociety.org within one month after the registration application. A handling fee of EUR 20 will be charged.

Refunds will be made in the same form as the original transaction. For original payments by bank transfer, the cancellation notification or refund request must indicate a bank account to which a refund may be remitted.

Refunds for the difference in fees will not be made to attendants who register to the meeting at the standard rate (both high- or middle- and low-income country rate) as non IAS 2017 conference attendants, but later register to IAS 2017.

Credit will not be given for unattended sessions or early termination of attendance. The IAS 2017 registration ID number must be provided at the time of registering to the 4th International HIV/Viral Hepatitis Co-Infection Meeting in order to benefit from the discounted rate.

Cancellation of the meeting

In the event that the meeting cannot be held or is postponed due to events beyond the control of the meeting organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the meeting organizers, the meeting organizers cannot be held liable by attendants for any damage, costs, or losses incurred such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.
Under these circumstances, the meeting organizers reserve the right to either retain the entire registration fee and to use it for a future meeting(s), or to reimburse the attendants after deducting costs already incurred for the organization of the meeting and which could not be recovered from third parties.
Modification of the programme

The meeting organizers reserve the right to modify the programme, which is published at https://www.iasociety.org/Co-Infections/Hepatitis as an indication only.

Name badges

The meeting name badge must be worn at all times during the meeting. Access to the meeting venue will not be granted without the meeting name badge (IAS 2017 conference badges are not valid for this meeting).

Letter of invitation

Individuals requiring an official letter of invitation from the meeting organizers can request one by contacting the IAS at hepatitis@iasociety.org. To receive a letter of invitation, attendants must first register to the meeting and pay in full.

The letter of invitation does not financially obligate the meeting organizers in any way, nor does it guarantee an entry visa to France. All expenses incurred in relation to the meeting are the sole responsibility of the attendant.

Visa requirements

It is the sole responsibility of the attendant to take care of his/her visa requirements. Attendants who require an entry visa must allow sufficient time for the application procedure. Attendants should contact the nearest French embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be submitted to the authorities two months before travelling to France at the latest (i.e. no later than 31 May 2017).

Attendant registration details may be shared with the French immigration authorities to assist in the immigration process. However, the meeting organizers will not directly contact embassies and consulates on behalf of the attendants.

The registration fee minus a handling fee of EUR 20 will be refunded after the meeting if the visa was applied for in time (i.e. no later than 22 May 2017) and proof is shown that a visa could not be granted even though all requested documents were submitted. Such refund requests must be made in writing and sent to hepatitis@iasociety.org no later than 19 July 2015. No refund requests will be accepted after this date.

Please see below for useful information:

- To check if you need a visa or not
  Visas to enter France for the conference are not required in certain circumstances. Details on passport holders who are exempt from visas for France are available at www.diplomatie.gouv.fr/en/coming-to-france/getting-a-visa/article/foreign-nationals-holding-ordinary-passports-exempt-from-visa-requirements.
Visa requirements
If you require a visa, please consult the full visa application process and requirements made available at www.diplomatie.gouv.fr/en/coming-to-france/getting-a-visa/.

Contacts for French diplomatic and consular offices

Application Form
If you require a visa to attend the conference, you can download the visa application form at www.diplomatie.gouv.fr/en/coming-to-france/colonne-droite-7343/application-forms/article/visas-application-forms.

Instructions on completing the application form

FAQs

Data protection and sharing of contact details
The IAS will collect and store all personal data for the preparation and execution of the 4th International HIV/Viral Hepatitis Co-Infection Meeting and future meetings. By agreeing to the Terms and Conditions, attendees understand that the data they have provided may be used (saved, stored, processed, transmitted, and deleted) to process their application. In addition, if the attendant gives permission, the IAS may share contact details of attendants with the meeting sponsors and other third parties that may use these details to inform attendants of other activities surrounding the 4th International HIV/Viral Hepatitis Co-Infection Meeting and the IAS 2017 Conference or other communications which may be of interest.

Liability
The meeting organizers shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the meeting organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendant shall take part in the meeting at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.

Fulfilment and jurisdiction
This contract is subject to the law of Geneva, Switzerland. The terms of this contract shall be fulfilled in Paris, France and, in the event of any legal claims arising from either party, Geneva, Switzerland shall be the sole court of jurisdiction.