

## **GENERAL TERMS AND CONDITIONS OF REGISTRATION**

### **Definitions**

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) of the 10<sup>th</sup> European Operation Room Nurses Association Congress, 12 – 15 May 2022 in Stavanger, Norway (“EORNA 2022” and/or the “Congress”). The PCO supports the congress secretariat and is responsible for registration services, hotel accommodation, abstract management, exhibition management and social events and is hereinafter referred to as K.I.T. Group. The European Operating Room Nurses Association (EORNA) is a non-profit, scientific organisation. EORNA and/or K.I.T. Group are referred to each as “Organiser” or all together as “Organisers”.

### **General Terms and Conditions for Registration**

These General Terms and Conditions are valid for each attendee registered for the 10<sup>th</sup> European Operation Room Nurses Association Congress, 12 – 15 May 2022 in Stavanger, Norway (hereinafter referred to as the Congress). Any registered person, delegate, board members, student, media representative, speaker or exhibitor is considered an attendee.

### **Congress Registration**

The registration deadlines are as follows:

**Early registration deadline:** 1 March 2022, 23.59 CET

**Late registration deadline:** 10 May 2022, 23.59 CET

**On-site registration:** from 11 May 2022

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. 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 organisers reserve the right to refuse any registration.

Only registered attendees will be permitted access to the Congress.

To be eligible to register for the congress, 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 delegates, board members and students include entry to all sessions, the exhibition area, the poster area, lunches on Friday and Saturday, coffee breaks, the opening and closing session.

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

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 5 persons will be handled separately as a group booking through a separate online booking form. Should the pre-paid amount not be used in full during the pre-registration process, the remaining amount can be used for on-site registration. There will be no refund for registrations which were paid for, but not used (according to the deadlines mentioned above). The deadline for group registrations is **28 April 2022**. After the group registration deadline, registrations are only possible on-site.

Only fully completed group registration forms as well as fully completed name lists (including the participants full name and individual email) will be accepted. The Registration Department cannot be held responsible for double bookings of an individual participant or group made by another company or organisation.

### **Congress Material**

If the registration form and full payment are received no later than the late registration deadline, a congress bag is included in the registration fee for delegates, board members, students, speaker and media representatives. If the registration form and/or full payment are received after the late registration deadline, K.I.T. Group cannot guarantee that a congress bag will be available. All congress materials will be handed out on-site at the registration counter.

### **Methods of Payment**

Payment is required at the time of registration. It should be made in EUR only, 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.
2. Bank transfer: Payment is only possible until **28 April 2022** and should be made in EUR to:

K.I.T. Group GmbH Association & Conference Management  
Commerzbank AG, Kurfürstendamm 237, 10719 Berlin, Germany

|                        |   |
|------------------------|---|
| Bank Sorting Code:     | 100 800 00                                |
| K.I.T. Account Number: | 05 140 018 02                             |
| SWIFT-CODE:            | DRESDEFF100                               |
| IBAN:                  | DE23 1008 0000 0514 0018 02               |
| Reference:             | D22080-EORNA 22, Participant number, name |

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

Cheques will not be accepted.

### **Letter of Confirmation/Payment Receipt**

A letter of confirmation/payment receipt will be sent by email once the 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 Registration Department at [orna-registration@kit-group.org](mailto:orna-registration@kit-group.org). To receive a Letter of Invitation, attendees must first register to the congress and submit payment in full.

The Letter of Invitation does not financially obligate the congress organisers or any of their related partners in any way. All expenses incurred in relation to the congress 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 organisers will not directly contact embassies and consulates on behalf of visa applicants.

In the event that a visa application is unsuccessful but was applied for in due time (until 4 April at latest), the registration fee, minus a handling fee of 50 EUR can be refunded. To receive the refund, the official proof from the embassy confirming that a visa could not be granted, must be sent to the Registration Department no later than two weeks after the congress (30 May 2022).

### **Certificate of Attendance**

A Certificate of Attendance for regular delegates will be provided after the congress by email.

### **Registration Name Change**

A handling fee of 50 EUR will be charged for every name change to an existing congress 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 congress. Access to the congress facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 50 EUR 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 Registration Department by email ([eorna-registration@kit-group.org](mailto:eorna-registration@kit-group.org)). 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.

Refund requests will be processed after the congress only. They must be made in writing and sent to the Registration Department by email no later than 30 days after the congress. 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 Congress Programme**

The Congress programme 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 of the Congress**

In the event that EORNA 2022 cannot be held or is postponed due to events beyond the control of K.I.T. Group (force majeure) or for events, for which neither party can be held responsible for or due to events which are not attributable to wrongful intent or gross negligence of K.I.T. Group, neither K.I.T. Group nor indirectly its client EORNA can be held liable by attendees for any damages or financial losses incurred.

Under these circumstances, K.I.T. Group reserves the right to either retain the entire registration fee and to use it for a future EORNA congress, or to reimburse the attendee after deducting costs already incurred for the organization of EORNA 2022 and which could not be recovered from third parties.

### **Hygiene and safety regulations / house rules**

Attendees are obligated to inform themselves in advance of their participation in the Congress 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 containment ("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 Congress organisers.

In view of the dynamic development of the coronavirus, the attendees acknowledge that the organizer is entitled to adapt the hygiene and safety measures to the current legal situation at any time and that attendees are obligated to inform themselves continuously about any changes, in particular about the hygiene and safety concept of the Congress, in particular via the Congress website.

If COVID-19 regulations in force at the time of the event stipulate that the persons participating in the event have been negatively tested for infection with the SARS-CoV-2 coronavirus, have been vaccinated, or must meet other requirements in this regard, attendees are required to adhere to these regulations and to the guidelines set forth by the organizer in this context (e.g. presentation of proof of personal access authorization).

By entering the event premises, each participant accepts the house rules of the Congress 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 Congress 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 Congress, 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 congress 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 at [\[LINK\]](#).

### **Intellectual Property Rights**

All content (trademarks, brands, copyrights, etc.) displayed at the Conference remain the property of their respective owners and are used for identification purposes only. The content and compilations published by the providers at the digital Conference platform and/or on the event website 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 organizer, 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 organizers require a corresponding notice. The relevant content will then be removed immediately.

### **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 Product Liability Act.

### **Applicable law, place of jurisdiction**

German law shall apply to the exclusion of the UN Sales Convention. As far as legally permissible, Berlin is agreed as place 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 individually 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 organisers 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.

As of 16 November, 2021