



REGISTRATION - General Terms and Conditions

Definitions

The International Federation of Library Associations and Institutions ("IFLA" or "host" or "hosting party") together with the Library Association of Ireland ("LAI") as the National Committee are the hosts of the 87th World Library and Information Congress 2022 to be held 26 – 29 July 2022 in Dublin, Ireland ("IFLA WLIC 2022" or "Congress" or "Event") and have entrusted K.I.T. Group GmbH Association & Conference Management ("Organizer" or "K.I.T. Group") as the Professional Congress Organizer (PCO) with the organization and implementation of the event.

The organizer leads the congress secretariat and is responsible for congress services such as, but not limited to registration services, hotel accommodation, sponsorship opportunities, exhibition management, etc.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each participant registered for the Congress. Any registered person is considered a participant. These terms and conditions are also binding for all group registrations.

Congress Registration

The registration deadlines are as follows:

Early Registration deadline:	5 April 2022, 24.00 CET
Standard Registration deadline:	24 July 2022, 24.00 CET
Onsite Registration:	from 25 July 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. The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form. 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 participant capacity is reached, the organiser reserves the right to refuse any registration. Only registered participants will be permitted access to the Congress. To be eligible to register for the Congress, participants must be at least 18 years old. Participants may be asked to present an official identity card stating their age.

Pre-registration deadline: 24 July 2022, 24.00 CET
After the pre-registration deadline, registrations are only possible onsite.

The registration fees can be found on the official [website](#).

The registration fee for regular delegates includes admission to the congress, to all sessions, the exhibition area, the poster area, the Opening Ceremony, the Closing Session, the Exhibition Opening and the Cultural Evening.

The registration fee for day tickets includes admission to the congress, to all sessions on the day of registration, the exhibition area on the day of registration (if applicable), the poster area on the day of registration (if applicable) and the Opening Ceremony / Closing Session, social and cultural events on the day of the registration if they are held onsite at the congress venue (if applicable).



The registration fee for accompanying persons includes admission to the poster area, to the exhibition area, the Opening Ceremony, the Closing Session, the Exhibition Opening and the Cultural Evening but **NO** entry to the sessions. Only one accompanying person can be registered per delegate.

All active IFLA members are entitled to register at published member rates. Participants registering under a member fee are asked to include the IFLA membership number on the registration form. (If you don't know your membership number, please contact membership@ifla.org. However, if you are a member of a national association which is a member of IFLA, please contact your national association for the correct membership number.)

To be able to register as a student, participant must present a proof of fulltime enrolment (Student ID or official letter of university) must be provided at a recognized university or college for both, the time of registration and during the congress.

Media Registration

To register as a media representative, please send your official press card to wlic2022-registration@kit-group.org. You will then receive further information. There is no registration fee for accredited media representatives.

Group Registration

Group registrations will be accepted for a minimum of 10 participants. Please contact wlic2022-registration@kit-group.org for further information. 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 badges which were paid for, but not used (according to the deadlines mentioned above). The deadline for group bookings is July 22, 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, individual email and postal address) will be accepted. K.I.T Group Secretariat cannot be held responsible for double bookings of an individual participant or group made by another company or organisation.

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, AMEX or MasterCard are accepted. Credit cards are debited in EUR.

2 Bank Transfer – until 15 July 2022

Account Holder:	K.I.T. Group GmbH
Bank:	Commerzbank Berlin, Kurfürstendamm 237, 10719 Berlin, Germany
SWIFT-CODE:	DRESDEFF100
IBAN:	DE50 1008 0000 0514 0018 01
Reference:	Participant name, Participant number, WLIC 2022



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 / invoice will be sent by email once K.I.T. Group has received the fully completed registration form and the related payment.

Please bring this confirmation to the Congress venue and go directly to the Self Printing Terminals. The barcode on this document will allow you to print your congress name badge.

General Information

In addition to the payment receipt, general congress information will be sent to all delegates by email approximately three weeks prior to the congress in addition to being available on the congress website. This will provide information and advice helping participants to prepare for their visit in Dublin, Ireland and attendance at IFLA WLIC 2022. An official email address is therefore required at the time of registration.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from K.I.T. Group. To receive a Letter of Invitation, participants must first register to the congress and submit payment in full.

The Letter of Invitation does not financially obligate the congress organisers in any way. All expenses incurred in relation to the congress are the sole responsibility of the participant.

Visa Requirements

It is the sole responsibility of the participant to take care of his / her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the congress. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the congress (no later than 14 days after the congress) if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to K.I.T. Group.

Certificate of Attendance

A Certificate of Attendance for regular participants and students will be sent by email after the congress and will not be available onsite.

Library Visits, local and non-local

All Library Visits require pre-registration and are based on a minimum number of 10 participants. Should the minimum number of participants not be reached, K.I.T. Group reserves the right to cancel the tour. All departures for Library Visits start at the congress venue.

Notification of cancellation must be made in writing and sent to K.I.T. Group by email: wlic2022-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 **5 April 2022**, 100% refund will be granted. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the congress only. Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original amount.



Registration Cancellation Policy

Participation in the Congress can be cancelled with entitlement to refund. **A notification must be sent in written form to the Congress Secretariat by email to wlic2022-registration@kit-group.org until 5 April 2022 (date of receipt).** The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. A handling fee of 50 EUR will be deducted from the refund sum.

In case of cancellation after this very date, no refunds will be made.

Refund requests will be processed after the Congress only. **They shall be made in writing and sent to the Conference Secretariat by email to wlic2022-registration@kit-group.org no later than 30 days after the Conference (August 29, 2022, 23:59 CEST Time).** No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

Change from physical attendance to online attendance

In the event that the Congress cannot be held onsite at the agreed dates due to events beyond the control of the organiser and/or the hosting party or due to events which are not attributable to wrongful intent or gross negligence of the organiser and /or the hosting party, and the organizer and/or the hosting party decide to convert the Congress to a fully digital event only without a physical in-person meeting, neither the organiser nor the hosting party or any of their related entities can be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

In the above case of converting the Congress into a virtual event, all participants with completed registration will automatically remain registered for the digital event and the organiser will refund the payment difference between physical registration fees and virtual registration fee. You will receive a total refund of the library visit fee.

If you do not agree or do not want to be part of the Congress in digital form, you can declare your non-participation in the digital congress in writing to wlic2022-registration@kit-group.org within 14 days after receiving the conversion message and/or publication of the conversion decision on the congress website. The date of receipt of your declaration by the organizer is decisive for compliance with the deadline. In these cases, you will receive a refund of your registration fee, subject to a processing fee of 50 EUR per registration. Otherwise, the regulations from the above section "Registration Cancellation Policy" apply.

Registration Name Change

A handling fee of 50 EUR will be charged for every name change to an existing congress registration. A registration form for the substitute participant should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the standard registration deadline indicating clearly the new and old name. After the standard registration deadline (22 July 2022), all name changes must be carried out onsite.

Lost Name Badge

The official congress 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 a participant 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.

Access

Admission is for registered participants only. Children will not be granted access to the congress venue including the exhibition area and session rooms.

Access to the Opening Ceremony will also be granted to registered participants only.

Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the participant to access the session rooms in good time.

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 participant 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; Force Majeure

In the event that the Congress cannot be held or is postponed or the Congress organiser is prevented from carrying out its obligations as it pertains to the IFLA World Library and Information Congress as a result of any cause or due to events beyond its control, including but not limited to acts of God, strikes, labour disputes, government requisitions or advisory, restrictions or regulations on travel, hotel or facility availability, commodities or supplies, war or apparent act of war, terrorism, disaster of natural or man-made cause, civil disorder, diseases, epidemic or pandemic, curtailment or restriction on transportation facilities, or any other comparable calamity, casualty or condition (collectively a "Force Majeure") or due to events which are not attributable to wrongful intent or gross negligence of the Congress organisers, the Congress organiser shall have the right to cancel the Congress immediately and/or terminate the affected Congress without any liability and shall be relieved of its obligations to participants. In addition, if the Congress is terminated due to or as a result of a Force Majeure occurrence, the Congress organisers cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, lost profits etc. Under these circumstances, the Congress organisers reserve the right to either retain the entire registration fee and to use it for a future or rescheduled Congress, or to reimburse the participant after deducting costs already incurred for the organisation of the Congress and which could not be recovered from third parties.

Hygiene and safety regulations / house rules

Participants 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, participants 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 participants acknowledge that the organizer is entitled to adapt the hygiene and safety measures to the current legal situation at any time and that participants 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, participants 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 participant is aware that the consumption of food and beverages brought to the event is not permitted.

Data Protection and transfer of personal data

During the registration process and the execution of the Conference the personal data of each participant 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.

The Congress is an event funded by Failte Ireland (National Tourism Development Authority, 88 - 95 Amiens Street, Dublin 1, D01 WR86). By granting and claiming the funding, the organizer is obligated to transmit participant data to Failte Ireland for the purpose of verifying compliance with the funding criteria. The transfer of data required in this respect is made to Failte Ireland as an independent data controller (Art. 24 (1) GDPR) for the fulfilment of a legal obligation pursuant to Art. 6 (1) lit. c GDPR. The privacy policy and data protection provisions of Failte Ireland together with information on the assertion of your rights can be found under <https://www.failteireland.ie/privacy.aspx> and <https://www.failteireland.ie/Footer/Data-Protection.aspx>

In the course of participation in the congress, personal data may be processed by companies based in third countries outside the European Union. The participant consents to such data processing insofar as it is necessary for his participation and the full use of the congress services.

If, in the course of the digital event part of the congress, participant data is processed in the form of transmission to the platform operator when using a digital event platform, this shall take place within the framework of a concluded data processing agreement.

For further details on data processing, your rights as a data subject to information, objection, revocation of consent, blocking and deletion of personal data as well as access to personal data and how to contact the data protection officer, please refer to [privacy policy](#).

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at the Congress remain the property of their respective owners and are used for identification purposes only. The content and compilations published on the event website and/or related websites 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 organiser, 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 organisers require a corresponding notice. The relevant content will then be removed immediately.

Indemnification for copyright infringement

The participant confirms that any congress-related use or exploitation of works and/or materials employed or used by him/her in connection with an activity or on the occasion of participation in such an activity (i.e., lecture, presentation, moderation and/or other contributions, etc.) is done lawfully and in particular in compliance with all applicable copyright protection regulations and in recognition of all rights of third parties.

The participant further confirms that the above assurance also extends to the documentation of the event and public reporting by means such as photography, filming and recording as described above. The participant/presenter shall indemnify and hold harmless the organizer and/or the hosting party from any claims, liability, loss or expense (including attorneys' fees as legally permissible) arising out of any breach of the foregoing representations.

The Congress website and its use

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the congress website is the property of K.I.T. Group. Each participant with completed and confirmed registration is entitled to view any part of the congress website and to copy or download content, provided it is used exclusively for personal or non-commercial use and third-party rights are not opposed. Any other reproduction of the contents of the congress website requires in any case the permission of the organizer.

Viruses or other technical malfunctions; blocking of access; disclaimer of warranty

All reasonable efforts will be made to ensure that downloadable content is free of viruses. The organizer cannot accept liability for any damages resulting from viruses affecting third party computer systems that originate from this website. The organizer cannot guarantee trouble-free use of the congress website. Any claims for damages in this regard are excluded.

Access to the congress website and the associated digital offers can be blocked temporarily or permanently if there are concrete indications that the participant is violating or has violated these GTC and/or applicable law or if the organizer(s) has/have another justified, substantial interest in blocking access. When deciding on a blocking, the legitimate interests of the participant will be taken into account appropriately.

The organizer does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the congress. Furthermore, the Organizer does not guarantee uninterrupted and/or error-free access to the Congress websites. The organizer shall endeavour to remedy such interruptions as quickly as possible using economically reasonable means. In all other respects, the regulations from the area of connectivity or technical issues apply.

Film, photo and video recordings

The participant understands that the organiser will create image, film and audio recordings related during the Congress for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram) about the event without entitlement to remuneration. The



participant explicitly gives her/his consent to the use of her/his images, voices and other content captured at the event for publications and communications relating to the event according to the effective law. In this respect, the participant waives any remuneration and will not assert any claims for remuneration whatsoever. The participant can withdraw her/his consent at any time by contacting the Congress Secretariat via email to wlic2022-registration@kit-group.org.

Limitation of liability

The organiser shall be liable for damages caused intentionally or through gross negligence by the organiser itself, 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 a material 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.

Place of performance and jurisdiction

Place of performance and jurisdiction is - as far as legally permissible - Berlin.

The law of the Federal Republic of Germany shall apply to the exclusion of the UN Convention on Contracts for the International Sale of Goods.

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 participants 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 participants are substantially changed as a result, each participant with an existing and paid registration will be informed separately with the possibility of consent.

As of 25 February 2022

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