



Group Registration Form

Please complete this form and return it to:

IAS 2019 Registration Team
c/o K.I.T. Group
registration@ias2019.org
Phone: +49 30 24603 311
Fax: +49 30 24603 269

Important notes:

- You must complete all fields before submitting your group registration.
- Required fields are indicated with an asterisk (*).
- Group registration is only applicable to registrations of five people or more.

GROUP MANAGER CONTACT INFORMATION

Gender*: Male Female Transgender

Last Name(s)*:

First Name(s)*:

Telephone*:

Email (preferred)*:

BILLING ADDRESS

Address (Company / Affiliation / Organization) *:

Department *:

Street: *:

Postal Code (ZIP)*:

City*:

Country*:

FURTHER INFORMATION

If you are an agency representing a company, please enter the name of the company below:



CONFERENCE REGISTRATION

The registration fee for regular delegates, students/post-docs and youth delegates includes entry to all conference sessions, the opening and closing session, the exhibition and the poster area. To be able to register as student/post-doc or youth delegate, supporting documents as stipulated in the [Terms and Conditions for Delegates](#) have to be provided.

Registration fees are based on a four-tiered fee structure, with lower registration fees for delegates from upper-middle-income, lower-middle-income and low-income countries ([World Bank Classification](#)).

Please select your registration type:

REGULAR DELEGATE	Early Fee	Standard Fee (after 15 Feb. 2019)	Late Fee (after 16 May 2019)
High-income country	_____ x USD 860	_____ x USD 1,030	_____ x USD 1,140
Upper-Middle income country	_____ x USD 590	_____ x USD 710	_____ x USD 785
Lower-Middle income country	_____ x USD 560	_____ x USD 670	_____ x USD 745
Low-income country	_____ x USD 530	_____ x USD 635	_____ x USD 705
STUDENT / POST-DOC / YOUTH (UNDER AGE 26)	Early Fee	Standard Fee (after 15 Feb. 2019)	Late Fee (after 16 May 2019)
High-income country	_____ x USD 330	_____ x USD 395	_____ x USD 440
Upper-Middle income country	_____ x USD 185	_____ x USD 220	_____ x USD 245
Lower-Middle income country	_____ x USD 175	_____ x USD 210	_____ x USD 235
Low-income country	_____ x USD 165	_____ x USD 200	_____ x USD 220

Please note:

- Registration fees must be paid in USD only.
- All dates and times mentioned refer to Central European Time Zone (CET).

SHARING OF CONTACT DETAILS WITH CONFERENCE SPONSORS

The contact details (full name and home address, email and participant type) of delegates who accept to share their contact details 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**

The above mentioned conference sponsors may only use these contact details to contact delegates regarding activities at the conference or other communications which may be of interest

My group members agree to share their contact details with the conference sponsors, in accordance with the Terms and Conditions for Groups



IAS MEMBERSHIP

A two-year IAS membership is included in the registration at no extra cost to you. The membership will be activated after the conference and the login details will be sent to your group members by email. If a group member is already an IAS member, the existing membership will be extended by two years.

I wish to obtain a two-year IAS membership for my group members: _____x Two-year IAS membership

I do not wish to obtain a two-year IAS membership for my group members: _____x Two-year IAS membership

LOCAL CHARITABLE GIVING

You have the option to contribute to the Local Charitable Giving Programme by making a donation

I would like to make as donation of USD 5: _____x 5 USD

I would like to make as donation of 15: _____x 15 USD

I would like to make as donation of 25: _____x 25 USD

I would like to make as donation of: _____x 50 USD

PAYMENT

Payments will be accepted in USD by bank transfer or credit card (up to an amount of USD 7.000) only.

Total amount due in USD: _____USD

I will transfer the total amount to:

Beneficiary:	International AIDS Society
Bank:	UBS SA Geneva
Account Number:	240-618421.70B
IBAN:	CH15 0024 0240 6184 2170 B
BIC:	UBSWCHZH80A
Reference:	IAS 2019, Your Name

All bank fees are to be paid by the transmitter. Please indicate IAS 2019 and your name as a reference on all bank transfers.

I would like to pay the total amount by credit card
(Further details will be sent to me upon receipt of this registration form)



TERMS & CONDITIONS FOR GROUPS

Definitions

These Terms & Conditions for Groups are valid for each group registration and apply to each person registered as part of a group (hereinafter referred to as “group member”) to attend the 10th IAS Conference on HIV Science (IAS 2019), to be held in Mexico City, Mexico, from 21-24 July 2019 (hereinafter referred to as “the conference”).

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 regular delegates or student/post-doc/youth delegates. All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person as of 21 July 2019 (the first conference day), unless otherwise specified.

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

Conference registration

Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of full payment 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 delegate capacity is reached, the conference organizers reserve the right to refuse additional registrations.

To be able to be registered as regular delegate, group members must be at least 18 years old. Group members may be asked to present an official identity card stating their age.

To be able to be registered as a student/post-doc delegate, group members must be at least 18 years old and present proof of fulltime enrolment at a recognized university or college at both the time of registration and during the conference. Student/post-doc identification must be kept available during all times at the conference. Student/post-doc delegates may be asked to present an official identity card stating their age.

To be registered as a youth delegate, group members must be between 18 and 25 (inclusive) years old and must present a proof of age. Youth delegates may be asked to present an official identity card stating their age.

The registration fee for regular delegates and student/post-doc/youth delegates includes entry to all conference sessions, the exhibition and poster area, and the opening and closing sessions.

If the completed registration form, the payment in full and the required supporting documents (if applicable) are received on or before 16 May 2019, conference materials are guaranteed. If the completed registration form and/or the full payment and/or the required supporting documents (if applicable) are received after 16 May 2019 (including onsite registrations), the conference organizers cannot guarantee that conference materials will be available. All conference materials will only be distributed onsite.

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

The IAS 2019 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

A payment order will be sent to the group manager after the IAS 2019 Registration Team has received the fully completed group registration form or any additional orders. After receipt of payment the group manager will be provided with a registration confirmation and all information needed to process and handle their group. Group managers may be requested to present this registration confirmation onsite at the registration counter as proof of their registration and payment.

Methods of payment

The registration fee must accompany all registrations. Payments should be made in advance and in USD only, using a credit card (up to a total amount of USD 7.000) or by bank transfer (for any amount).

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

All bank fees and money transfer costs must be prepaid by the transmitter. Indicate IAS 2019 and the group manager company name as a reference on all bank transfers.



Group registration procedure

After the IAS 2019 Registration Team has received the completed group registration form and payment in full, the group manager either need to enter the group members details either online via a group login, or complete a pre-formatted group information template (excel spreadsheet) which will then have to be sent to the IAS 2019 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 28 June 2019.

Registration name change

Name changes must either be made online or by using the group information template. The group manager is requested to clearly mark the name change. Name changes received by 28 June 2019 are free of charge. After 28 June 2019, a handling fee of USD 65 will be charged for each name change. Name changes received after 12 July 2019 will be processed onsite.

Only name changes advised by the group manager will be accepted.

Cancellation policy

Notification of cancellation must be made in writing and sent to the IAS 2019 Registration Team by email. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Refunds 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 16 May 2019, 50% of the registration fee will be refunded. We regret that no refund requests will be accepted after 16 May 2019. The cancellation will not be effective until a written acknowledgement from the IAS 2019 Registration Team is received.

In the case of overpayment or double payment, refund requests (including all relevant information regarding the bank account if applicable) must be made in writing and sent to the IAS 2019 Registration Team, by email, no later than 24 July 2019. A handling fee of USD 65 will be charged. No refund requests will be accepted after 24 July 2019. The refund will not be effective until a written acknowledgement from the IAS 2019 Registration Team is received.

Cancellation of the conference

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, the conference organizers cannot be held liable by group members/group managers for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

Under these circumstances, the conference organizers reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the group member/group manager after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

Modification of the programme

The conference organizers reserve 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 conference. Access to the conference facilities will not be granted without a proper name badge. If a group member loses, misplaces or forgets the name badge, a handling fee of USD 65 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 conference organizers can request one through their group manager or by contacting the IAS 2019 Registration Team. To receive a Letter of Invitation, the group member must be registered and any required supporting documentation (if applicable) as well as payment in full must be received for the entire group. Deadline to request a Letter of Invitation is 31 May 2019.

The Letter of Invitation does not financially obligate the conference organizers in any way, nor does it guarantee an entry visa to Mexico. All expenses incurred in relation to the conference are the sole responsibility of the group manager/group member.



Visa requirements

It is the sole responsibility of the group manager/group member to take care of his/her visa requirements. Group members who require an entry visa must allow sufficient time for the application procedure. Group members should contact the nearest Mexican embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be submitted to the authorities by 31 May 2019.

Group member's registration details might be shared with the Mexican immigration authorities to assist in the immigration process. However, the conference organizers and/or the IAS 2019 Registration Team will not directly contact embassies and consulates on behalf of group managers/members.

The registration fee minus a handling fee of USD 65 will be refunded after the conference if the visa was applied for in time (i.e. by 31 May 2019 for conference delegates) and proof is shown that a visa could not be granted even though all requested documents were submitted. A refund for any additional items ordered cannot be made. Refund requests must be made in writing and sent together with the required proofs to the IAS 2019 Registration Team, by email, no later than 24 July 2019. 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 10th IAS Conference on HIV Science (IAS 2019) and (ii) the preparation of future IAS and AIDS conferences. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act. Delegates' personal data will be retained securely and only be accessible on a 'need to know' basis by duly authorized persons.

In order to facilitate border entry and visa applications, the respective required details of delegates will also be shared with the Mexican immigration authorities.

The contact details (full name and home address, email and participant type) 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

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

The delegates herewith irrevocably authorize the IAS to collect, process and transfer their personal data to the above listed third parties and authorities. The delegates further expressly acknowledge and agree that any personal data disclosed in connection with the Profile platform 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 delegates 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 your personal data will be processed by the above listed third parties 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 your personal data have implemented appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized 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 the IAS 2019 Congress only and not use the personal data for any other purposes.

When you register you will be asked to complete the online form providing for example: your name, address and email address. The above collected information is required to process, book and complete your booking (including the sending of a confirmation email of the booking to you).

All data will be saved and processed in compliance with the German data protection legislation.

In order to protect and safeguard the personal data provided to K.I.T. Group, K.I.T. Group has implemented and uses appropriate business systems and procedures. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.

In addition, data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

- a third party has proven to the congress organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- the congress organisers are obliged to give out your data due to for example a court order or an official order.

[Click here](#) for further information about K.I.T. Groups privacy policy.

Should you have any queries regarding the processing of your personal data please contact our data protection official: Mr Holger van Wanrooy, Messe Berlin, Phone: +49 (0)30 3038-2889 or via email: datenschutzbeauftragter@messe-berlin.de



Conference Embargo Policy

All IAS 2019 conference 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 IAS 2019 conference embargo policy page.

All conference participants, presenters and media are asked to respect this policy.

Photo and Video Consent

IAS takes photographs and videos of the events related to the conference for use in IAS news and promotional materials in print, electronic and other media, including IAS website and social media platforms such as Smug Mug. Event participants grant IAS the right to use any image, photograph and voice in this context without compensation. All media become the property of IAS and may be displayed, distributed or used by IAS

IAS Principles and Values of Conference Participation

By attending IAS 2019, delegates agree to comply with the IAS Principles and Values of Conference Participation. The full policy is available on the conference website and onsite at the registration counter.

Liability

The conference 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 conference 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 delegate shall take part in the conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.

Fulfillment and jurisdiction

This contract shall in all respects be governed by, and construed and interpreted in accordance with, the substantive laws of Switzerland, without recourse to Swiss international private law rules. Any dispute, controversy or claim arising out of, or in relation to, this contract, including the validity, invalidity, breach, or termination thereof, shall be exclusively submitted to the courts of Geneva, Switzerland, without prejudice to a possible appeal to the Swiss Federal Tribunal.

Click [here](#) for further information on IAS copyright, disclaimer and privacy policies.

CONFIRMATION OF REGISTRATION

I have read and accept the Terms & Conditions for Groups, including liabilities, cancellation and payment policies, without any restrictions and I confirm the above bookings.

Place, Date.....

Signature.....

(on behalf of the group members)