



TERMS & CONDITIONS FOR MEDIA REPRESENTATIVES

Definitions

These Terms & Conditions for Media Representatives are valid for every delegate registered as a media representative 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”).

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 day of the conference), 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).

Media registration and accreditation

Application process and requirements

Media representatives must register online by submitting both the media registration form as well as the supporting documents. Only applicants who have submitted both the registration form and the supporting documents will be considered. Only qualified journalists and media organizations will be accredited.

To be able to register as a media representative, you must be at least 18 years old. You may be asked to present an official identity card stating your age.

To be accredited as a media representative, you must submit the following:

Journalists, photographers, videographers or community educators

- The personal and organization information requested on the registration form.
- Proof of employment by or assignment by a qualifying media organization (for example, a copy of your publication masthead or letter of assignment from the assigning editor).
- Two recent bylined or otherwise credited articles, radio, TV or video pieces demonstrating the applicant's capacity to report on the types of issues to be presented at the conference. MS Word documents will not be accepted. We require copies of the original published article or the complete URL for articles published online.
- A copy of your press card. If you do not have a press card, your editor must state this clearly in the above letter.

Application review

Your media registration will be processed only upon receipt of the fully completed registration form and verification of the requested credentials. The IAS 2019 Conference Secretariat will thoroughly check and verify all submitted applications. Additional credentials may be requested before accreditation is approved. Please allow a minimum of 14 days' processing time to receive confirmation of your registration. The IAS cannot take responsibility for delays or delivery failure of supporting documentation. If the maximum delegate capacity is reached, the conference organizers reserve the right to refuse additional registrations.

Media registration permits entry to all conference sessions, the exhibition and poster area, the opening and closing sessions, and the media centre. Conference materials are also included and will be distributed on site. Conference materials will not be mailed to media representatives.

Media delegates may not share their passes with other delegates. Identification will be checked on entry to the media centre. Individuals who share their passes will be removed

Registration confirmation

There is no registration fee for accredited journalists, photographers, videographers or community educators.

A registration confirmation/invoice will be sent by email after the IAS 2019 Registration Team has received the fully completed registration form and related payment for additional orders (if applicable). Media representatives are requested to bring their registration confirmation/invoice to the conference in order to receive their name badge onsite.

Please note that access to the media centre may be refused without this identification.

Methods of payment

Payments (if applicable) should be made in advance and in USD only, 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. Indicate IAS 2019 and the group manager company name as a reference on all bank transfers.



Registration name change

A name change to an existing media registration is not possible. The granted media registration must be cancelled and the new media representative must register and submit the required documents.

Cancellation policy

Notification of cancellation must be made in writing and sent to the IAS 2019 Registration Team by email. The cancellation will not be effective until a written acknowledgement from the IAS 2019 Registration Team is received. Requests for refunds of any additional items ordered (such as to the local charitable giving programme) will not be accepted.

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.

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 media representative 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.

Letter of Invitation

Individuals requiring an official Letter of Invitation from the conference organizers can request one through the online registration form. To receive a Letter of Invitation, media representatives must first register for the conference, and any supporting documentation required by the Conference Secretariat must be approved first. 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 media representative.

Visa requirements

It is the sole responsibility of the media representative to take care of his/her visa requirements. Media representatives who require an entry visa must allow sufficient time for the application procedure. Media representatives 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.

The media representative'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 Media representatives.

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.

The data as entered on the Profile platform (namely first name, last name, gender, date of birth, nationality, country, email) will be shared with the following entities and persons (i.e. third parties), in countries whose legislation might not ensure an adequate level of data protection:

- The IAS 2019 Registration Team, c/o K.I.T. Group, Germany of delegates registering for IAS 2019

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

In view of the fact that the events related to the conference will be filmed and photographed, you / your group members hereby agree that, by attending the conference, your / your group members image and/or voice may be recorded and published or broadcasted through different media.

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

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