

SÖDAK 2009



DEUTSCH-  
ÖSTERREICH-  
SCHWEIZERISCHER  
AIDS-KONGRESS  
24. bis 27. Juni 2009  
st. gallen



Association & Conference  
Management Group

## General Terms and Conditions

### Definitions

**K.I.T. Swiss AG is the Organiser of the SÖDAK 2009, 24.-27.Juni 2009 in St. Gallen, Switzerland. The Organiser is responsible for registration services, hotel accommodation, abstract management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Swiss AG.**

These General Terms and Conditions are valid for each attendee registered for the SÖDAK 2009, 24.-27. Juni 2009 in St. Gallen, Schweiz (hereafter referred to as the "Congress").

### Conference Registration

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form and the payment in full in accordance with the deadlines mentioned above. 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.

To be eligible to register for the conference, 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 regular delegates includes entry to all sessions of the booked congress part, the exhibition area of the SÖDAK 2009 and the opening session.

Registrations for companies with more than three persons will be handled separately as a group booking. Please contact the K.I.T. Swiss AG Registration Department under [soedak2009@kit-group.org](mailto:soedak2009@kit-group.org)

### Conference Material

If the registration form and full payment are received, a conference bag is included in the registration fee for delegates. All conference 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): Attendees should complete the relevant section of the registration form.

2. Bank transfer: Payment should be made in EUR to:

Account owner	K.I.T. Swiss AG
Bank	UBS Geneva SA
Account Number	0240-739508.61 Q
SWIFT-CODE	UBS WCHZH80A
IBAN	CH81 0024 0240 7395 0861 Q
Reference	Participant number, name, Code (e.g. SÖDAK 2009)

### K.I.T. Swiss AG

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5080 Laufenburg  
Switzerland  
Tel. +41 (0)22 741 56-60  
Fax. +41 (0)22 741 56-64  
E-mail [info@kit-group.org](mailto:info@kit-group.org)  
[www.kit-group.org](http://www.kit-group.org)

### Managing Directors

Jocelyne Mülli  
Willy Edwin Kausch

### Court Jurisdiction

CH-400.3.025.948-8

### Tax Number

608793

### Bank Institute

UBS Geneva SA

### IBAN

CH 10 0024 0240 7395 08.01T

### SWIFT Code

UBSWCHZH80A

### Account Number

0240-739508.01T

### Member of:

IAPCO  
International Association of Professional Conference Organisers



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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 K.I.T. Swiss AG 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 K.I.T. Swiss AG Registration Department. To receive a Letter of Invitation, attendees must first register to the conference and submit payment in full.

The Letter of Invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference 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.

#### **Certificate of Attendance**

A Certificate of Attendance for regular delegates can only be acquired in the designated areas in the conference centre. It cannot be issued after the conference.

#### **Registration Name Change**

A handling fee of 20,00 EUR will be charged for every name change to an existing conference registration. A new registration form for the substitute attendee should NOT be submitted. Name changes will only be accepted by email or fax indicating the new and old names as well as the new contact details (address, fax, email).

#### **Lost Name Badge**

The 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 attendee loses, misplaces or forgets the name badge, a handling fee of 20,00 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**

A cancellation free of charge is not possible. No refunds will be made for cancellations. Credit will not be given for unattended events or early termination of attendance.

#### **Modification of the Conference Programme**

The conference organisers reserve the right to modify the programme, which is published as an indication only.

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### **Hotel Reservation**

Hotel accommodation is subject to availability and will be allocated on a first come, first served basis. Rates indicated are per room and night in CHF (Swiss Francs) and include VAT and breakfast as well as spa tax. All rates are subject to change.

It is only possible to book a room for the entire congress period from 24.-27. June 2009. For bookings of separate nights please contact the K.I.T. Swiss Accommodation Department.

For bookings of more than ten rooms please contact the K.I.T. Swiss Accommodation Department at [soedak2009-hotel@kit-group.org](mailto:soedak2009-hotel@kit-group.org), as these bookings will be handled separately as a group reservation.

### **Hotel Payment**

Upon receipt of the completed hotel booking form together with the full credit card details, the K.I.T. Swiss Accommodation Department will process your booking and send you a confirmation.

The K.I.T. Swiss Accommodation Department will charge the credit card on April 23, 2009 with the entire amount due for the accommodation booked, and send out an accommodation invoice. If the hotel room is booked after April 23, 2009, the credit card will be debited upon receipt of the booking. No invoice will be sent before the K.I.T. Swiss Accommodation Department has received the full payment. Should the K.I.T. Swiss Accommodation Department not be able to debit the provided credit card on April 23, 2009, the K.I.T. Swiss Accommodation Department reserves the right to cancel the room according to the cancellation conditions.

### **Hotel Changes and Cancellations**

All hotel changes and cancellations must be sent in writing to the K.I.T. Swiss Accommodation Department. Please note that hotels will not accept any changes or cancellations directly.

The K.I.T. Swiss Accommodation Department will charge a processing fee of 75.00 CHF for cancellations received before April 23, 2009. For cancellations or reductions in the length of stay received after April 23, 2009, the K.I.T. Swiss Accommodation Department reserves the right to charge the full confirmed stay if the hotel room cannot be resold. In the case of a no-show, no refund will be made and no claim to the reservation can be made from 9.00 local time the following morning.

### **Tours**

The tours are based on a minimum number of 25 participants.

All quoted prices are in EUR and include 7,6 % tax, if the Swiss V.A.T. should increase prices are subject to change.

All tours depart from and return to OLMA Fairgrounds. Should the minimum participant number of 25 not be reached, K.I.T. Group reserves the right to cancel or modify the tour. Bookings for tours are not refundable, unless the event is cancelled by K.I.T. Group.

### **Data Protection and Sharing of Contact Details**

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations.

The conference organisers will collect and store all data for the preparation and execution of the SÖDAK 2009. Your complete contact details will only be forwarded if:

- your explicit consent is given,
- a third party has proven to the conference organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or

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- the conference organisers are obliged to give out your data due to for example a court order or an official order.

### **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 organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

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

### **Liability**

The conference organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the conference organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee 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 conference organisers.

### **Fulfilment and Jurisdiction**

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

### **Salvatori Clause**

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the Terms and Conditions remaining are not impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being closed.

December 15<sup>th</sup>, 2008