EULAR Congress

General Terms and Conditions for Group Registrations

1 Application of these General Terms and Conditions

These General Terms and Conditions apply when the Client buys a certain number of rights to register participants to the European Annual Congress of Rheumatology 2020 held in Frankfurt on 3 to 6 June 2020 (hereinafter "Congress") without entering into a Group Registration Agreement. The Congress is organized by European League Against Rheumatism EULAR, Seestrasse 240, 8802 Kilchberg, Switzerland, Telephone: +41 44 716 30 30, email: congress@eular.org (hereinafter "EULAR"). Group registration are possible until the end of the Congress.

2 Congress

2.1 The Congress

The aim of the Congress is to provide a forum of the highest standard for scientific (both clinical and basic), educational and social exchange between professionals involved in rheumatology, liaising with patient organisations, in order to achieve progress in the clinical care of people with rheumatic diseases.

The events of the Congress and the benefits for the participants are set out in more details on the Congress Website https://www.congress.eular.org (hereinafter "Congress Website").

2.2 Programme of the Conference and Modification

The programme of the Conference will be published on the Congress Website.
EULAR reserves the right to modify the programme. No refunds will be granted in case of modification, cancellation of speakers, lack of space in a conference room or any other incident during the Conference.

2.3 Language
Unless otherwise specified, all lectures, basic science and clinical symposia, abstract sessions, presentations and discussions, workshops and special interest group sessions are in English.

2.4 CME credits
EULAR intends to apply for EACCME®/CME accreditation for the Congress.

Following accreditation, registered participants to the Congress can claim their CME credits and certificate of attendance by completion of an online survey. An email will be sent directly to the registered email addresses. After submitting the survey, the participant will receive a certificate to the indicated email address. EACCME® credits are recognised throughout Europe and in North America. EACCME®/CME credits can be exchanged for their national equivalent by contacting the national CME Authority.

Physicians may convert EACCME® credits to an equivalent number of AMA PRA Category 1 Credits™.

3 Group Registration and Participants

3.1 In General
Group registration are open for the registration of ten or more participants. The Client can process the group registration directly through the EULAR Website by using the group portal if the Client does not enter into a Group Registration Agreement, which would provide more flexibility to the Client.

EULAR mandates MCI Suisse SA, Satigny Switzerland, as its contractor to handle EULAR 2020 Congress registrations; telephone: +41 22 33 99 590, fax: +41 22 33 99 651, email:eular.reg@mci-group.com.

3.2 Participants
The Client can register participants to the Congress if they are at least 18 years old at the first day of the Congress.
The Client has to ensure that the registered participants are informed of their registration and that they agree to the General Terms and Conditions for Individuals, that can be found on the EULAR Website.

The Client has to ensure that the registered participants are informed of the data processing as set out in these General Terms and Conditions and that they have consented thereto.

The Client further ensures that the participants are informed that they need to have adequate insurance cover for travel, health and accident when they attend the Congress.

3.3 Full Delegates

Medical or Scientific Professional Delegates are medical or scientific professionals, clinicians, Doctor of Medicine (MD), PhD's.

EULAR may request an official confirmation during registration process.

3.4 HPR Delegates

Delegates of Health Professional in Rheumatology (hereinafter "HPR-Delegates") are nurses, physiotherapists, occupational therapists and other allied health professionals.

A letter of confirmation showing the status coming from the Head of Unit or Institute must be provided when registering as HPR-Delegate.

3.5 PARE Delegates

Delegates of People with Arthritis/Rheumatism in Europe (hereinafter "PARE-Delegates") are representative of patient organisation.

3.6 Trainees

Trainees are persons under 40 years of age that are either Clinicians in Training or Non-Tenured Scientists, i.e. scientists not being professor or associate professor. A letter of confirmation showing the status coming from the Head of Unit or Institute must be provided when registering as Trainee.

3.7 Patients

Patients are people suffering from rheumatic or musculoskeletal diseases (RMD). A doctor's certificate must be submitted with the registration form.
3.8 **Students (under 25)**

Students are medical students, nurse students or in training, HPR students or in training under 25 years of age. A letter of confirmation showing the status must be provided when registering as Student. Proof of Age must be submitted with the registration form.

3.9 **Exhibitors EULAR Village**

Exhibitors in the EULAR Village are representing organisations exhibiting in the EULAR Village.

3.10 **Exhibitors**

Exhibitors in the EULAR Exhibition are employees of a company that has entered into a Sponsorship Agreement with EULAR.

4 **Registration Fees**

4.1 **In General**

The registration fees are published on the Congress Website.

The regular registration fee will be discounted when registering early ("Early Registration Fee") or increased when registering late or onsite ("Late Registration Fee").

The fees for the Medical or Scientific Professional Delegates, HPR Delegates, PARE Delegates, Trainees and Patients may be different.

4.2 **Early Registration**

The registration fee will be discounted when registering early. The three following conditions must be met if the Client wants to receive the discounted registration fees for early registration:

- The Client has entered the number of participants the Client wishes to register into the group portal at the latest on 31 January 2020, 23:59 CET, and

- The payment of the registration fee has to be paid by credit card at the latest on 31 January 2020, 23:59 CET or the amount corresponding to the registration fee has to be credited on EULAR's bank account at the latest on 31 January 2020, and

- The Client has registered all participants at the latest on 31 January 2020, 23:59 CET.
If last condition is not or only partially met, i.e. if not all participants have been registered by 31 January 2020, 23:59 CET, EULAR will send an invoice for the difference between the higher registration fee and the registration fee invoiced for the remaining number of participants that can be registered.

### 4.3 Late Registration

The registration fee will be increased when registering late. Late registration fee will apply if one of the following conditions is met:

- The Client has entered the number of participants the Client wishes to register into the group after 30 April 2020, 23:59 CET, or

- The payment of the registration fee has been paid by credit card after 30 April 2020, 23:59 CET or the amount corresponding to the registration fee transferred through a bank has been credited on EULAR's bank account after 30 April 2020, or

- The Client has not registered all participants on 30 April 2020, 23:59 CET.

If last condition is met, i.e. if not all participants have been registered by 30 April 2020, 23:59 CET, EULAR will send an invoice for the difference between the higher registration fee and the registration fee invoiced for the remaining number of participants that can be registered.

The Client has noted that all participants must be registered by 6 May 2020 (see Section 6.1)

### 4.4 Handling Fee by Credit Card Payments

Payment by credit card are subject to a handling fee of EUR 300.

### 4.5 Costs by Bank Transfer

All costs incurred by the Client or EULAR linked to the bank transfer, including banking fees, must be paid by the Client.

### 4.6 Fee for Lost Badge

If the participant has lost or forgotten his/her badge or is not in possession of his/her badge during the Congress for any reason, the participant will receive an new badge after his/her identity could be verified with an official document and after paying a fee of EUR 80.
5 Invoice, Payment and Taxes

5.1 Invoicing

EULAR will invoice the registration fees by sending an invoice to the Client.

5.2 Payment Due Date and Interests

Invoices are due by the Client within 10 days of the date of issuance.

In case of default, an interest of 5% p.a. will be due. The Client is immediately in default, without the need of sending a reminder ("Fixgeschäft").

5.3 Payment by Credit Card

The Client can pay the invoices by credit card. The following credit cards are accepted: Eurocard/Mastercard, Visa, Alipay, Amex, JCB.

The merchant name that appears on your credit card statement is EULAR.

The credit card payment will be processed through the secured gateway Saferpay to which EULAR has no access. When paying via Saferpay, the Client's data will be processed by SIX Payment Services AG, Hardturmsstrasse 201, 8005 Zurich, Switzerland (hereinafter referred to as "SIX") as part of the payment process. Further information on data protection can be found on the SIX website at www.six-payment-services.com.

5.4 Payment by Bank Transfer

Until 6 May 2020, 23:59 CET at the latest, the Client can request to pay the invoices by bank transfer. All costs are to be borne by the Client, in particular all fees payable by the Client's local bank.

The registration fee has to be paid as follows:

<table>
<thead>
<tr>
<th>Currency</th>
<th>EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>UBS AG, Postfach, CH-8098 Zurich, Switzerland</td>
</tr>
<tr>
<td>Account No.</td>
<td>206-DP101 385.5</td>
</tr>
<tr>
<td>IBAN</td>
<td>CH66 0020 6206 DP10 1385 5</td>
</tr>
<tr>
<td>BIC</td>
<td>UBSWCHZH80A</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>EULAR, Seestrasse 240, 8802 Kilchberg, Switzerland</td>
</tr>
</tbody>
</table>

The Client has to indicate the participant's or the group's name, identifier and "EULAR2020" on all payment (for example EULAR2020-I/XX or G/XX)
5.5 **Value Added Tax (VAT)**

All registration fees include VAT at the applicable rate.

6 **Registration, Cancellation and Modification**

6.1 **Online Registration and Admission Confirmation**

The participants have to be registered online via the group portal. All fields marked as compulsory must be filled in; else the registration is not completed. The Client can upload the registration data previously inserted in the excel template that can be found in the registration portal.

The Client must have completed all registrations on 6 May 2020, 23:59 CET at the latest. Any registration that is not completed by said date will be lost. There will be no refund.

After 6 May 2020, 23:59 CET, group registrations are only possible if the Client registers immediately all participants and pays the registration fee by credit card. Onsite group registration fees can be paid by credit card or cash.

The Client warrants that it will fill in the fields with true and correct data of existing natural persons. EULAR will inform the Client and the participant of the admission by sending a confirmation email. The registration portal allows the Client to download the confirmation.

Against payment of a fee of EUR 40 per registration, EULAR will enter the registration data provided by the Client into the Client's registration portal. Complete registration data must be sent by email to eular.reg@mci-group.com or by fax to +41 22 33 99 651.

6.2 **Cancellation of Registration**

The Client has the right to lower the number of registration bought until 6 May 2020, 23:59 CET at the latest. The Client will be refunded the corresponding registration fees paid less an administrative charge of 25%. After this date, no refunds will be possible.

Cancellation requests must be sent by email to eular.reg@mci-group.com or by fax to +41 22 33 99 651.

6.3 **Modification of Registrations**

If the Client can request a modification to the registration if it wishes to register another participant than the one already registered. A handling fee of EUR 40 per registration will be charged for every registration modification.
Modification requests must be sent by email to eular.reg@mci-group.com or by fax to +41 22 33 99 651 prior to 31 May 2020, 23:59 CET. Modification after this date can be requested onsite.

7 Letter of Invitation and Visa Requirements

7.1 Letter of Invitation

Participants requiring an official letter of invitation from EULAR can request one through their EULAR Congress Account (https://account-congress.eular.org). With the letter of invitation, EULAR does not enter into any financial obligations and will not cover any expense of the participant.

7.2 Visa Requirements

It is in the sole responsibility of the participants to the Congress to take care of the visa requirements.

8 Accommodation

EULAR provides for a link towards the Website of its contractor MCI Suisse SA, Satigny, Switzerland, to book an accommodation. When booking the accommodation, the Client and/or the participant does not enter into an agreement with EULAR but the agreement will be entered into directly between the Client and/or participant, the hotel and its contractor MCI Suisse SA.

The Client must review the contractual conditions carefully before booking; EULAR does not grant any warranty or endorses no responsibility for the booking of accommodation.

9 Disclaimer of Warranty and Liability

9.1 No Warranty for Information

EULAR does not warrant the completeness, accuracy and actuality of the information conveyed during the Congress, in particular not the medical information.

These Congress does not contain any therapeutic recommendations and cannot replace the independent and complete analysis, evaluation, diagnosis, risk assessment, treatment or other medical activities by a medical specialist.
9.2 Exclusion of Liability

To the fullest extent permitted by applicable law, EULAR excludes any liability for any damages, loss, injury, or liability whatsoever suffered out of or in connection with the Congress and the agreement the Client and/or the participant enters into with EULAR.

10 Cancellation of the Congress

In the event of total or partial cancellation of the Congress due to fire, strike, natural disaster (either threatened or actual), government regulations or causes, which would prevent its scheduled opening or continuance, the contractual relationship between EULAR and the Client will be terminated immediately. EULAR shall not have to refund any registration fee already paid and, under no circumstances, EULAR will refund any expenses (such as travel, accommodation or expenses incurred to the speakers).

11 Feedback and Complaints

EULAR aims to provide the highest quality of services to the participants and values feedback (positive and negative) and comments. Feedback and comments can be addressed to congress@eular.org.

EULAR usually addresses complaints within one working week after receipt. If EULAR needs more time to evaluate the complaint, it will inform the person complaining of the reasons for the delay within one week.

12 Copyrights

EULAR and/or the speakers do not assign, transfer or license to the Client and/or the participant any copyright in connection with the Congress.

13 Data privacy

The Client represents and warrants that prior to providing any personal data to EULAR, in particular when filling in the registration fields, it has received the informed consent of the data subject.

In particular, the data subject has to be consented that his/her data will be processed by EULAR and its subcontractors for the purpose of organising, advertising and performing the Congress. EULAR will, for example create a participant lists and email distribution lists,
which are available to the administrators of the Congress. The participant will also receive information about EULAR congresses, courses and newsletters.

During the Congress, EULAR will be filming and live streaming the sessions. The persons sitting in the first rows might be filmed, so, the participant, if he/she does not wish to be filmed, must sit in the rear rows. The streaming will be broadcast on the EULAR website and will remain there to be viewed after the Congress. This will allow the Congress to reach as wide an audience as possible amongst the community of people with an interest in rheumatic and musculoskeletal diseases (RMDs), but it may also reach a broader audience outside this community.

EULAR will also process personal data of the Client and the contact persons in charge for the purpose of fulfilling the agreement and for advertising purposes.

EULAR has entered into subcontracting agreement for the organization of the Congress. Besides the usual subcontracting agreements with IT- or other providers necessary to the organization of the Congress, the main subcontractors are:

- MCI Suisse SA, Satigny, Switzerland
- JMaquardt Technologies GmbH, Krailing, Germany
- SIX Payment Services AG, Zurich, Switzerland

Further information on EULAR’s data processing activities can be reviewed on EULAR’s Data Protection Policy available on EULAR’s website, currently under https://www.eular.org/eular_data_protection_policy.cfm.

14 Anti-Bribery

Neither Party has made, offered or authorized or will make, offer or authorize any payment, gift, promise or other advantage, whether directly or through any other person or entity, to or for the use or benefit of any government official or any entity or other person, where such payment, gift, promise or other advantage would violate the anti-bribery and money-laundering legislation or any other applicable law.

15 Indemnification

In connection with the performance of the agreement and/or the registrations, the Client warrants that it complies with applicable legislation (in particular applicable data protection
regulations), regulations, standards of applicable international and national codes of the pharmaceutical industry and EULAR's Code of Practice.

The Client shall indemnify EULAR from any losses, liabilities, damages and claims (including reasonable attorneys' fees) incurred by EULAR as a result of any claim, in which it is asserted that the Client infringed applicable legislation (in particular applicable data protection regulation), regulations, standards of applicable international and national codes of the pharmaceutical industry, EULAR's Code of Practice or third party rights.

EULAR shall promptly notify the Client of any asserted claim. The Client, at its sole expense, shall diligently conduct the defense of such claim and all negotiations for its settlement, using competent legal advisors. EULAR shall give the Client reasonable assistance, at the Client's request and expenses.

16 Applicable law and place of jurisdiction

The substantive laws of Switzerland are applicable, with the exclusion of the conflict of law rules. The exclusive place of jurisdiction is at the seat of EULAR, currently Kilchberg, Switzerland.

17 Entry into force

These General Terms and Conditions enter into force for registrations relating to the Congress 2020.