



IAS 2013

7th IAS CONFERENCE ON HIV PATHOGENESIS,
TREATMENT AND PREVENTION

30 June - 03 July 2013 - Kuala Lumpur, Malaysia

Group Registration Form

Group registration is applicable for registration of 5 persons or more. The company or organization requesting a group registration must nominate one group manager who will administer the group booking.

Please complete the group registration form and send it to the IAS 2013 Registration Department:

IAS 2013 Registration Department

c/o Congrex Switzerland

Phone: +41 61 560 75 35

Fax: +41 61 686 77 88

Email: groupregistration@ias2013.org

1. Group Manager

Please complete the required information:

Last name

First name

Email

Telephone

Fax

Billing address:

Organization / Affiliation / Company

Department

Address (Street)

Postal code (ZIP)

City

Country



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2. Group Registration

The registration fee structure for group registrations is identical to the structure for the individual delegates and is based on the World Bank Classification for high-income and middle/low-income countries. Further details can be found on the conference website www.ias2013.org.

Group members can either be regular delegates or student/post-doc/youth delegates. All references to the age of a person, mentioned in this or other conference documents, refer to the age of that person as of 30 June 2013 (the first day of the conference), unless otherwise specified.

Please fill in the number of delegates you would like to register:

	Standard Fee	Late Fee (after 14 February 2013)	Last Minute Fee (after 18 April 2013)
Regular Delegate			
Middle/low-income countries	USD 440 x _____ delegates	USD 525 x _____ delegates	USD 585 x _____ delegates
High-income countries	USD 680 x _____ delegates	USD 815 x _____ delegates	USD 900 x _____ delegates
<input type="checkbox"/> Student <input type="checkbox"/> Post-doc <input type="checkbox"/> Youth			
Middle/low-income countries	USD 130 x _____ student / post- doc / youth delegates	USD 155 x _____ student / post- doc / youth delegates	USD 175 x _____ student / post- doc / youth delegates
High-income countries	USD 260 x _____ student / post- doc / youth delegates	USD 310 x _____ student / post- doc / youth delegates	USD 340 x _____ student / post- doc / youth delegates

Please note:

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

Total number of registrations: _____

Total amount due: USD _____



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3. Additional orders

All additional items such as the abstract book, Letter of Invitation, carbon emission offset, etc. can be ordered online or by using the group information template after the IAS 2013 Registration Department has received the completed group registration form and payment in full.

4. Terms & Conditions for Groups

Definitions

These Terms & Conditions for Groups are valid for each group registration and every person registered as part of a group (hereinafter referred to as "group member") to attend the 7th IAS Conference on HIV Pathogenesis, Treatment and Prevention (IAS 2013), to be held in Kuala Lumpur from 30 June – 03 July 2013 (hereinafter referred to as "the conference").

Group registration is only applicable to registrations of five persons or more. The company or organization requesting a group registration must nominate one group manager who will administer the group booking. It is the sole responsibility of the group manager to distribute all relevant conference information 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 30 June 2013 (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).

Conference registration

Only fully completed registration forms will be accepted. If the full payment has not been received before the deadline indicated, 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 able 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 students/post-doc/youth delegates includes entry to all conference sessions, the exhibition and poster area, and the opening and closing session.

If the completed registration form, the payment in full and the required supporting documents (if applicable) are received on or before 18 April 2013, a conference bag and other conference materials including the Pocket Programme and the Conference CD-ROM are guaranteed. If the completed registration form and/or the full payment and/or the required supporting documents (if applicable) are received after 18 April 2013 (including onsite registrations), the conference organizers cannot guarantee that a conference bag and other conference materials will be available. All conference bags and conference materials will be distributed onsite. Conference bags and conference material will not be mailed to regular delegates, students/post-docs and youth delegates.



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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.

The IAS 2013 Registration Department 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

An invoice will be sent by email to the group manager after the IAS 2013 Registration Department has received the fully completed group registration form. The payment for the group registration has to be transferred immediately upon receipt of the invoice. A registration confirmation will be issued and sent to the group manager as soon as the fully completed registration form, the related payment and any required supporting documents have been received. 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 your participant number, IAS 2013 and the group manager company name as a reference on all bank transfers.

Group registration procedure

After the IAS 2013 Registration Department has received the completed group registration form and payment in full, the group manager can either enter the details of the group members online in the group registration system or complete a pre-formatted group information template (excel spread sheet) which will then have to be sent to the IAS 2013 Registration Department together with any required supporting documents (if applicable). The group manager must make sure that all mandatory data for all group members is provided.

The complete details for the group members must be provided no later than 15 May 2013.

All additional items such as the abstract book, Letter of Invitation, carbon emission offset, etc. can be ordered online or by using the group information template.

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 until 15 May 2013 are free of charge. After 15 May 2013, a handling fee of USD 65 will be charged for each name change. Name changes received after 26 June 2013 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 2013 Registration Department by email. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received until 18 April 2013, 50% of the registration fee will be refunded. We regret that no refunds will be made for cancellations received after this date. Only cancellations advised by the group manager will be accepted. The cancellation will not be effective until a written acknowledgement from the IAS 2013 Registration Department is received. A refund for any additional items ordered cannot be made.



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In the case of overpayment or double payment, refund requests must be made in writing and sent to the IAS 2013 Registration Department, by email, no later than 10 August 2013. A handling fee of USD 65 will be charged.

Refunds will be made in the same form as the original transaction. For original payments made by bank transfer, the cancellation notification must indicate a bank account to which a refund may be remitted.

Credit will not be given for unattended events or early termination of attendance.

If you have opted for your group members to share their contact details, you or your group members can opt-out at any time by contacting the IAS 2013 Registration Department. Notification of cancellation must be made in writing and sent to the IAS 2013 Registration Department by email.

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 2013 Registration Department. 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.

The Letter of Invitation does not financially obligate the conference organizers in any way. 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 delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest Malaysian embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be submitted to the authorities two weeks before travelling to Malaysia the latest (i.e. no later than mid-June 2013 for conference delegates).

Delegate registration details might be shared with the Malaysian immigration authorities to assist in the immigration process. However, the conference organizers and/or the IAS 2013 Registration Department will not directly contact embassies and consulates on behalf of visa applicants.

Data protection and sharing of contact details



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The IAS will collect and store all personal data for the preparation and execution of the 7th IAS Conference on HIV Pathogenesis, Treatment and Prevention (IAS 2013). Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act.

In order to facilitate border entry and visa applications, the IAS might share contact details of delegates with the Malaysian immigration authorities.

In addition, the IAS periodically shares contact details of delegates with third parties that may use these 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.

IAS Principles and values of conference participation

By attending the 7th IAS Conference on HIV Pathogenesis, Treatment and Prevention (IAS 2013) 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 businessman 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.

Fulfilment and jurisdiction

This contract is subject to the law of Geneva, Switzerland. The terms of this contract shall be fulfilled in Kuala Lumpur, Malaysia 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.

I herewith confirm the above bookings and accept the Terms & Conditions for Groups without any restriction.

Place, date: _____ Signature of the group manager: _____