



World Cancer Congress
Kuala Lumpur, Malaysia
1–4 Oct 2018

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GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) of the 2018 World Cancer Congress, held 1 – 4 October in Kuala Lumpur, Malaysia. The PCO supports the congress secretariat and is responsible for registration services and is hereafter referred to as K.I.T. Group.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the the 2018 World Cancer Congress, held 1 – 4 October in Kuala Lumpur, Malaysia (hereafter referred to as the "Congress"). Any person (delegate, group member, abstract presenter, media representative, speaker or exhibitor) is considered an attendee.

Congress Registration

The registration deadlines are as follows:

Early registration deadline:	29 June 2018, 24.00 CET
Standard registration deadline:	30 September 2018, 18.00 CET
Onsite registration:	from 1 October 2018

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full.

Pre-registration deadline: 30 September 2017, 18.00 CET

After the pre-registration deadline, registrations are only possible onsite.

If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

To be eligible to register for the congress, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

Access

Full delegate badge:

- Access to all sessions including the satellite sessions
- Access to the Global Village
- Invitation to the Welcome Reception, Opening Ceremony and Closing Reception
- Delegate material (including access to Congress Smart Phone application which includes the e-networking Platform)
- Invitation to apply for a UICC Master Course (registration upon selection from the course leader)
- Opportunity to submit and present (if selected) an abstract at the 2018 World Cancer Congress
- Invitation to the Social Event X organised by the Local Host Committee

Accompanying person badge:

- Invitation to the Welcome Reception, Opening Ceremony and Closing Reception
- Half Day City tour - options available

Invited speakers will benefit from a complimentary registration until Friday, 1 June 2018. After this date, the registration fees in force will apply.

Abstract presenters should confirm their participation and register online by Friday, 13 July 2018. After this date, their abstract will be automatically withdrawn.

Children will not be granted access to the congress venue including the exhibition area and session rooms.

Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the attendee to access the session rooms in good time.

The exhibitor registration entitles full access to the exhibition area and the exhibitor's own symposium but NOT to any sessions.



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To register as a media representative, please contact 2018wcc@kit-group.org directly in order to receive a media registration form. Official press credentials need to be submitted to proof the status as media representative. There is no registration fee for accredited media representatives

Group Registrations

Registrations for ten (10) or more persons (not including accompanying persons) will be handled separately as a group booking registered by a group leader. The full payment must be received by the Registration Department in full by the respective registration deadline. All individual names and mandatory details of the delegates must be received by Friday, 18 August 2018 latest. After this date, all no name registrations made under the Early Bird fee will automatically be changed to the standard fee and an additional handling fee of US\$ 20 will be charged for each name submitted afterwards.

Institutional Visits

Institutional visits are NOT included in the registration fee. These items can be booked at an additional cost.

Methods of Payment

Payment is required at the time of registration. It should be made in USD only, using one of the following methods:

1. Credit card (Visa / Mastercard / Amex)

Attendees should complete the relevant section of the registration form.

2. Bank transfer:

only possible until 1 September 2018

Account holder: K.I.T. Group GmbH

Account number: 05 140 018 00

IBAN-Code: DE77 1008 0000 0514 0018 00

Swift / BIC: DRESDEFF100

Reference: Participant name, Participant number, 2018 WCC

Please note that all transfer costs must be prepaid by the transmitter. Cheques will not be accepted.

The payment is taken by K.I.T. Group GmbH on behalf of The Union for International Cancer Control (UICC), official organisers of the 2018 World Cancer Congress.

Letter of Confirmation/Payment Receipt

A letter of confirmation/payment receipt will be sent by email once the 2018 WCC 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 2018 WCC Registration Department. To receive a Letter of Invitation, attendees must first register to the congress and submit payment in full.

The Letter of Invitation does not financially obligate the congress organisers in any way. All expenses incurred in relation to the congress 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 Malaysian embassy or consulate to determine the appropriate timing of their visa applications. The 2018 WCC Registration Department will not directly contact embassies and consulates on behalf of visa applicants.

Certificate of Attendance & CME

A Certificate of Attendance and a Continuing Medical Education (CME) Credit Statement for regular delegates will be available after the Congress. Each medical specialist should claim the recognition of the UEMS credits to his/her own CME National Authority. The aim of the CME system is to assure a high level of theoretical and clinical competences throughout medical specialists' working lives. The WCC CME Accreditation Committee guarantees that the CME programmes are of a high scientific and educational standard in agreement with the European and American CME system.

Registration Category Change

A handling fee of US\$ 20 will be charged for registration type change if lower (e.g. Member) registration fee is claimed. Proof for the reduced fee should be submitted. A UICC Member must be a member in good standing (i.e. full payment received, possible proofs submitted, etc.) before completing the registration process to be eligible for a Member rate or eligible to claim the registration change.



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Refund requests will be processed after the congress only. They must be made in writing and sent to the 2018 WCC Registration Department by email. Refunds will be credited only to person / entity who / which paid the original registration.

Registration Name Change

A handling fee of US\$ 20 will be charged for every name change to an existing congress registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the pre-registration deadline indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out onsite.

The handling fee of US\$ 20 will also be charged in the event of a spelling mistake on the badge resulting in a re-print.

Lost Name Badge

The name badge must be worn at all times during the congress. Access to the congress facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of US\$ 100 will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

If the original badge is returned to the WCC Registration Desk within 24 hours, the US\$ 100 deposit will be refunded.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the 2018 WCC Registration Department by email or fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before 31 May 2018, a handling fee of 25% will be charged. No refunds will be made for cancellations received after this date. The cancellation policy also applies to all additional bookings and orders (e.g. institutional visits, accompanying persons, etc.). No refunds will be granted for unattended sessions, early termination of attendance or visa application rejection.

Refund requests will be processed after the congress only. They must be made in writing and sent to the 2018 WCC Registration Department by email no later than 14 days after the congress. No refund request will be processed after this date.

Refunds will be credited only to person / entity who / which paid the original registration.

Modification of the Congress Programme

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

Cancellation of the Congress

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

In the eventuality that the Congress cannot be held or has to be moved or changed due to, including, but not limited to:

- An event of "Force Majeure" meaning an event beyond the reasonable control of UICC, which prevents UICC from complying with any of its obligations, including but not limited to:
 - act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
 - war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo, national mourning;
 - rebellion, revolution, insurrection, or military or usurped power, or civil war;
 - contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
 - riot, commotion, strikes, go slows, lock outs or disorder closure of airports and train stations.
 - acts or threats of terrorism.
- Any reason(s) beyond UICC control that prevent or substantially hinder the plane of holding the Congress
- Its statute as an international medical association compels UICC to pay particular attention to the potential health risks (e.g. pandemic or epidemic situation and other major health risks) for participating doctors and their patients and to take all necessary measures, including cancellation of the Congress, in such a situation.

UICC cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the UICC reserves the right to either retain the entire registration fee and to use it for the next UICC Congress taking place to which the participant will have the possibility to participate without paying further fees or to reimburse the registration fee after the deduction of costs already incurred for the organisation of the UICC Congress and which could not be recovered from third parties.



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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.

K.I.T. Group will collect and store all data for the preparation and execution of the 2018 World Cancer Congress.

When you register you will be asked to complete the online form providing for: your name, address, email address and telephone number. 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).

Should you choose to make the payment for your bookings with credit card, your credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected.

All data will be saved and processed.

In order to protect and safeguard the personal data provided to us, we have implemented and use 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.

Your credit card details will be kept by K.I.T. Group until three months after the end of the congress.

In addition, the congress organisers periodically share contact details of attendees with third parties that may use these details to contact attendees regarding activities at the congress or other communications which may be of interest. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

- your explicit consent is given,
- 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.

Attendees can use the name badge with the Barcode / QR Code like a business card with any congress exhibitor and/or satellite holder to give them the complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand and/or at the entrance to a satellite symposium implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using this data. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act.

Granting of rights for photography, film and audio material for event documentation and public reporting

The participant hereby declares their consent to the creation of image, film and audio recordings related to the 2018 World Cancer Congress and that this material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram, Twitter, etc.) about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their image according to the respective local legislation and the legal requirements within the state of Malaysia.

Liability

The congress 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 congress 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 congress at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the congress organisers.

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.



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Severability 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.

As of August 2017