

## **General Terms and Conditions for Participants, Exhibitors and/or Sponsors at meetings organized by ISICEM**

ISICEM, a non-profit association, organizes different educational meetings throughout the year to provide important updates in various aspects of intensive care and emergency medicine. The meetings are organized with academic support from the Departments of Intensive Care and Emergency Medicine of Erasme University Hospital, Brussels, Belgium.

### **I/ PARTICIPANT**

These General Terms and Conditions apply to all participants registered for any of our meetings (including, but not limited to, International Symposium on Intensive Care and Emergency Medicine (ISICEM); e-ISICEM 2020; Metabolic & Nutritional Issues in the ICU; Brainstorming Critical Care; Postgraduate Refresher Course on Cardiovascular and Respiratory Physiology Applied to ICM; Update on Cardiac Arrest; ICU Leadership; Echocardiography for Hemodynamic Monitoring) via our website. By registering, you accept all terms and conditions contained herein.

All registrations must be made online via our website [www.isicem.org](http://www.isicem.org). This is the only official website. The organizers accept no responsibility for bookings made via unofficial websites or for any monies lost as a result.

### **Deadlines for registration fees**

The deadlines for different fee periods are clearly marked on the registration page for each meeting. The applicable fee will be calculated according to the date on which payment is received, not the date on which the registration form is completed. Should a deadline be missed, the next applicable fee will be charged automatically. Registration is only confirmed after receipt of payment in full.

### **Proof of status**

For some meetings, discounts are available for members of ESICM or SIZ. If relevant, the membership code must be provided during the registration process in order to benefit from the reduced fee.

For some meetings, discounts are available for non-doctors (nurses, physiotherapists, ...). Proof of status must be supplied during the registration process to benefit from the reduced fee.

### **Methods of payment**

Payment is required at the time of registration and will be charged in EUR. All costs are the responsibility of the payer.

By proceeding with payment, you agree with the stated price. No claim for a change in price will be accepted after payment.

You can use one of the following payment methods:

1. Credit card (Visa, MasterCard and Amex). Checks are not accepted.
2. Bank transfer:  
IBAN: BE63-0682-4502-9808  
Swift/BIC: GKCCBEBB  
BELFIUS Bank – av. H. Conscience 182, B-1140 Brussels  
Account name: ISICEM asbl

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last updated 25<sup>th</sup> January, 2022

## **Privacy Policy**

Please see our **Privacy Policy** for more details on how we manage the data you provide during registration.

## **Confirmation Email**

A confirmation email will be sent once the Registration Department has received the complete registration form and related payment. It is the participant's responsibility to notify us of any change in email address so that important communications regarding the meeting are received.

## **Lost or Forgotten Badges and Name Changes**

If you lose or forget your meeting badge you will need to purchase a replacement for 65 Euros. This sum will be reimbursed if you later find your badge and show it at the Faculty desk during the meeting.

Name changes will be subject to a handling fee of 65 Euros.

## **Symposium access**

Access to the Exhibition area and certain satellite meetings is reserved for healthcare professionals, who can be differentiated from non-healthcare providers by their badge. ISICEM reserves the right to remove persons who do not respect this rule.

## **Visa Procedures and Coronavirus Travel Regulations**

It is the responsibility of each participant to check their visa and passport requirements and to meet all coronavirus travel regulations, including but not limited to PCR testing, quarantine, passenger locator forms. For the latest travel regulations related to the pandemic, participants should regularly check the websites of their airline, and their local government or coronavirus information websites. For travel to and from Belgium, information is available at:

<https://www.info-coronavirus.be/en/travels/>.

Participants requiring a visa should apply to the Belgian Consular office or Embassy in their own country. Please note the visa application procedure can take several months - participants should allow sufficient time for this process to be completed. An invitation letter can be directly downloaded via our website.

Please note, requests for refunds of registration fees if a visa is refused will only be considered if an official document from the embassy is sent to the meeting secretariat showing that the visa was applied for in time and confirming that it could not be granted.

## **Photography**

The meeting and/or ISICEM Newsletter photographers may film, photograph or video any and all aspects of the main and associated meetings. By agreeing to these general terms and conditions, participants, including speakers, agree that any images in which they may appear may be used on the isicem.org website and to promote future ISICEM events.

## **Media and Social Media**

Members of the media (representing a recognized news organization) may request free registration by email or onsite. To obtain a press badge, identification certifying that you are a

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working member of a recognized print, broadcast or online media is required. All freelancers must present a letter of assignment from the media.

No portion of the scientific program may be video- or audiotaped and reproducing photos of any content (including e-posters) is prohibited without the author's permission.

However, live-tweeting and sharing of selected content or constructive comment on social media is welcomed as a way to spread information. If speakers do not wish to have any or all of their presentations shared on social networks, they will announce this at the start of the presentation and we ask that you respect this request.

When using content on social media, please respect the individual. Please insure you have a person's permission before taking and posting their photo. Harassment, intimidation or discrimination in any form will not be tolerated.

### **Registration/sponsorship/exhibitor Cancellation Policy**

There will be no refunds for any cancellations, including those occurring as the result of a positive COVID-19 test, except for visa issues in certain circumstances.

### **Congress Cancellation Policy**

The meeting organizers have the right, at any time before or during the meeting, to cancel or alter all or part of the meeting or associated activities due to reasons beyond their control, including, but not limited to, unforeseen political, economic, infectious/communicable diseases and/or terrorist events. If an in-person meeting has to be cancelled, it will be converted into a virtual meeting and registrations will be automatically converted to e-registrations. If ISICEM is unable to replace the in-person meeting with a virtual meeting, the participant's registration fees will be refunded. The organizers will not be responsible for any other compensation or refund related to such alteration or cancellation.

### **Health & Safety**

Your health and safety are a priority and we put everything in place to make our meetings as safe as possible for us all. Participants must abide by all the safety regulations indicated on our website and around the meeting venue. ISICEM reserves the right to refuse entry or to remove persons who do not respect the rules in place at the time of the meeting.

By attending our meeting, you register that you accept any risks, including those related to exposure to COVID-19, and agree not to hold ISICEM or any of its meeting venues or staff liable for any illness or injury occurring as a result of your presence. You also agree to let us know if you have a positive COVID test in the 14 days after the meeting for contact tracing purposes.

### **Disclaimer**

ISICEM is not responsible for any theft or damage to belongings or persons during its meetings.

ISICEM is not responsible for any expenses involved in not having the correct documentation for travel, or in not respecting the regulations in place at the time of booking, during travel, or during the stay in the host country.

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The content of the website, [www.isicem.org](http://www.isicem.org), is for your general information and use and is subject to change without notice.

Any contracts issued by ISICEM are subject to the laws of Belgium and in the event of legal claims arising from either party, Brussels, Belgium will be the sole of court of jurisdiction.

## **II/ INDUSTRY**

The general Terms and Conditions for participants listed above apply also to members of the Industry. In addition:

### **Exhibition and Sponsorship agreement**

Signature of Sponsorship agreement forms (educational sponsorship opportunities form, registration form, additional sponsorship activities form, booth registration) implies that you have read and accept the General Conditions for registration at and/or exhibition and/or sponsoring. These conditions take precedence over all other conditions and contracts.

Please note that once signed, the documents become binding and you will be liable for the costs of the exhibition and/or sponsorship activities requested. There will be no reimbursement for exhibition fees or sponsorship payments, even if the meeting is cancelled.

### **Methods of payment**

Payment is required prior to the start of the symposium and will be charged in EUR. All costs are the responsibility of the payer.

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