



## Terms and conditions: Group registration for WCN '20

Group registrations are available for **minimum of 10 persons**. Group registrations are only accepted online. We do not accept registrations via email or telephone. If you are having any difficulties whilst registering, please contact the WCN '20 Registration Customer Service:

Phone: +32 2 808 71 81

Email: [registration@wcn2020.org](mailto:registration@wcn2020.org)

### Instructions

Groups should be facilitated by one individual whom serves as the main contact. This individual must first create an account for themselves. Once successfully logged in, the main contact may request a group registration by indicating the amount of registrations required. Once payment is received, the main contact will be able to provide details of the group via the registration portal. These include: each delegate's title, first name, last name, country and personal email address. The main contact is not automatically added as one of the group delegates. If he/she wishes to access any WCN congress activities, he/she must register duly.

### Confirmation of registrations

Confirmation of registrations will NOT be sent to each group participant. It is the sole responsibility of the main contact to inform each member of the group that he/she has been registered to attend the congress.

### Collection of congress material on-site

The main contact (or an authorized representative) will collect congress badges and materials for **the entire group** and it is his/her sole responsibility to distribute them to each individual delegate. It is not possible to collect group badges individually. You will receive an appointment to collect group badges between:

Thursday March 26, 2020 between 16:00 and 19:00

OR

Friday March 27, 2020 between 07:00 and 12:00 ONLY

The Congress organizers will not be held responsible shall the group contact person fail to distribute congress badges and material to the delegates.

### Payment terms

#### Credit card

Credit card payment (in USD only) is the preferred method of payment. The following credit cards are accepted as part of the online registration process: VISA, MasterCard and American Express

#### Bank transfer

Any bank charges by local bank or intermediate bank must be borne by the remitter. **Deadline for payment by bank transfer is March 3, 2020. After March 3, 2020, any outstanding amounts must be paid by credit card.** Clearly indicate the name of the participant(s) and WCN identification number on the remittance slip.

#### Payment deadlines and conditions

Full payment must be received before the corresponding deadlines to receive early or regular registration fees. After each deadline expires, the subsequent rate applies automatically.



### Onsite payment

Credit card payment (in USD only) is the only payment method accepted onsite. Payment in cash (USD or EAD) is NOT accepted.

### Replacement and cancellation policies

All cancellations must be made in writing to the Registration Customer Service and refunds will be processed after the Congress. Cancellations of registrations are subject to an administrative charge of 155 USD (incl. VAT) provided the cancellation is received before February 17, 2020. For cancellations received after this date, no refunds will be made. We do not accept refunds due to visa refusal if participation is cancelled after February 17, 2020. If you can no longer attend and wish to change the delegate name, replacements can be made free of charge until February 17, 2020. Replacements made after February 17, 2020, are subject to an administrative fee of 55 USD (incl. VAT).

### Double payment/over payment

In case of double payment or over payment, an administrative fee of 55 USD (incl. VAT) is applicable on your refund. Re-prints of lost badges on-site during the congress are subject to an administrative charge of 55 USD (incl. VAT).

## What does my fee include?

### WCN congress days (March 28 and 29) registration

- Access to the Opening Ceremony and Welcome Reception on March 27, 2020
- Access to WCN scientific program sessions and plenary sessions on March 28 and 29, 2020
- Access to exhibition hall and poster viewing area during opening hours (See below)
- Access to industry lunch symposia
- Online access to posters, abstracts and program information

It is possible to add registration to the pre-congress day(s) and/or Interventional Nephrology course at additional fee.

### Pre-congress day ONLY registration

#### Pre-congress days ONLY (Thursday and/or Friday) includes:

Delegates can register for one or both pre-congress days (March 26-27, 2020) giving access to all activities taking place on the purchased day (except the Interventional Nephrology Course\*).

Registrants to the pre-congress day(s) ONLY will NOT have access to WCN activities during congress days (28-29 March 2020).

\*Registration to the Interventional Nephrology course is not included in the Thursday ONLY registration fee. Delegates interested in attending the Interventional Nephrology course will have to register to the course itself, and not the Thursday pre-congress day.

#### Interventional Nephrology ONLY includes:

Access to the Interventional Nephrology course taking place on March 26, 2020.

Registrants to the Interventional Nephrology course will not have access to other sessions taking place on Thursday 26 March or to activities on WCN congress days (28-29 March, 2020).



## Helpful information

### Lunch and refreshments

A welcome networking reception is scheduled on March 27, 2020 and is included in the WCN registration fee. Please note that lunch and coffee breaks are not included in the registration fee. Food and beverage outlets will be available throughout the congress center for delegates to buy refreshments

### Disclaimer

The organizers of the ISN World Congress of Nephrology cannot guarantee entry into all scheduled elements of the program. All seats in the venues used are allocated on a first come, first served basis.

Where circumstances oblige the organizers of the ISN World Congress of Nephrology to cancel the Congress in part or whole, the liability of the organizers is limited to a refund of registration fees paid in part or whole. The organizers of the ISN World Congress of Nephrology cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation and accommodation costs, financial losses, and any other miscellaneous expenses.

The organizers of the ISN World Congress of Nephrology do not bear any legal liability or responsibility for the safety of any registrants attending or traveling to or from the congress. Under no circumstances are the organizers of the ISN World Congress of Nephrology liable for any death, injury, illness, theft, destruction of property, or expenses incurred during the congress or social events. Participants are strongly advised to make their own arrangements regarding health and travel insurance (including loss of fees/deposit for travel and accommodation through cancellation of the Congress). The organizers of the ISN World Congress of Nephrology do not take any responsibility for any participant failing to arrange their own insurance.

### Letter of invitation

Participants will be able to download personalized letters of invitation to attend the Congress. Such an invitation is extended specifically to assist participants to obtain travel funds, appropriate visas, approvals, sponsorship or official leave. It does not imply a commitment on the part of the organizers to provide any support, financial or otherwise. **Only registered delegates who have paid their Congress registration fees in full will be able to download the letter of invitation.**

### Language and translation

The official language of the Congress is English.

### Personal data

By registering for WCN, participants are aware that ISN will collect and use personal data to keep them informed about WCN and ISN activities. Participants will be able to change their preferences and to opt out via the "Update my Profile" button in the registration portal.

Data is collected with the purpose of managing the event. Data may be shared with the hosting societies and session chairs for the same purpose.

By providing your event badge to third party exhibitors at the event, participants explicitly consent to the transfer of their identification and contact data to such exhibitor for research and direct marketing purposes. If participants do not want to share data to exhibitors, they should not provide their badge for scanning at the booth.

All pictures taken by ISN during WCN 2020, may be used by ISN on the ISN website, ISN newsletter, and other ISN promotional material.

No individual portrait picture will be taken without the participant's consent. Participants posing for pictures agree to give ISN the right to use them