



## **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 AIDS 2012 Registration Department:

### **AIDS 2012 Registration Department**

c/o Congrex Switzerland

Phone: +41 61 560 75 35

Fax: +41 61 686 77 88

Email: [groupregistration@aids2012.org](mailto:groupregistration@aids2012.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

## 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.aids2012.org](http://www.aids2012.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 22 July 2012 (the first day of the conference), unless otherwise specified.

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

	<b>Standard Fee</b>	<b>Late Fee (after 23 February 2012)</b>	<b>Last Minute Fee (after 3 May 2012)</b>
<b>Regular Delegate</b>			
Middle/low-income countries	USD 575 x _____ delegates	USD 690 x _____ delegates	USD 765 x _____ delegates
High-income countries	USD 785 x _____ delegates	USD 940 x _____ delegates	USD 1045 x _____ delegates
<b>Student / Post-doc / Youth</b>			
Middle/low-income countries	USD 150 x _____ student / post- doc / youth delegates	USD 180 x _____ student / post- doc / youth delegates	USD 200 x _____ student / post- doc / youth delegates
High-income countries	USD 235 x _____ student / post- doc / youth delegates	USD 280 x _____ student / post- doc / youth delegates	USD 310 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 \_\_\_\_\_

## 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 AIDS 2012 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 19<sup>th</sup> AIDS Conference on HIV Pathogenesis, Treatment and Prevention (AIDS 2012), to be held in Washington, United States from 22 – 27 July 2012 (hereinafter referred to as "the conference").

Group registration is only applicable to registrations of 5 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 22 July 2012 (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. The registration will only be confirmed upon receipt of full payment from the group manager/company making the group registration. 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 26 (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 3 May 2012, a conference bag and other conference materials including the conference programme and the abstract 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 3 May 2012 (including onsite registrations), we cannot guarantee that a conference bag and other conference materials will be available. All conference bags and conference materials will be handed out onsite. Conference bags and conference material will not be mailed to regular delegates, students/post-docs, youth delegates and media representatives.

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 AIDS 2012 Registration Department can not 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 AIDS 2012 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 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 5000) or by bank transfer (for any amount). Personal cheques, company cheques or USD cheques are not accepted.

All bank fees and money transfer costs must be prepaid by the transmitter. Indicate your participant number, AIDS 2012 and the group manager company name as a reference on all bank transfers.

#### **Group registration procedure**

After the AIDS 2012 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 spreadsheet) which will then have to be sent to the AIDS 2012 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 June 2012.

All additional items such as the abstract book, Letter of Invitation, carbon emission offset, insurance, 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 June 2012 are free of charge. After 15 June 2012, a handling fee of USD 65 will be charged for each name change. Name changes received after 7 July 2012 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 AIDS 2012 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 before 3 May 2012, 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 AIDS 2012 Registration Department is received. A refund for any additional items ordered can not be made.

In the case of overpayment or double payment, refund requests must be made in writing and sent to the AIDS 2012 Registration Department, by email, no later than 31 August 2012. An administration 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 AIDS 2012 Registration Department. Notification of cancellation must be made in writing and sent to the AIDS 2012 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 AIDS 2012 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.



**XIX INTERNATIONAL AIDS  
CONFERENCE JULY 22 - 27  
WASHINGTON DC USA**



#### **Visa requirements**

It is the responsibility of the group manager/group member to take care of his/her visa requirements. Group members who require an entry visa must allow sufficient time for the application procedure. Group members should contact the nearest Italian embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be submitted to the authorities before 13 April 2012.

Group member's registration details might be shared with the US immigration authorities to assist in the immigration process. However, the conference organizers and/or the AIDS 2012 Registration Department will not directly contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of USD 65 will be refunded after the conference if the visa was applied for in time and proof is shown that a visa could not be granted even though all requested documents were submitted. A refund for any additional items ordered (for example abstract book, insurance etc.) can not be made. Refund requests must be made in writing and sent to the AIDS 2012 Registration Department, by email, no later than 31 August 2012.

#### **Data protection and sharing of contact details**

The IAS will collect and store all personal data for the preparation and execution of the 19<sup>th</sup> AIDS Conference on HIV Pathogenesis, Treatment and Prevention (AIDS 2012). 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 group members with the US country immigration authorities.

In addition, the IAS periodically shares contact details of delegates/group members with third parties that may use these details to contact delegates/group members 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/group member/group manager in the registration form.

#### **IAS Principles and Values of Conference Participation**

By attending the 19<sup>th</sup> AIDS Conference on HIV Pathogenesis, Treatment and Prevention (AIDS 2012), delegates/group members agree to comply with the AIDS 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/group member 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.

#### **Fulfillment and jurisdiction**

This contract is subject to the law of Geneva, Switzerland. The terms of this contract shall be fulfilled in Washington, United States and, in the event of any legal claims arising from either party, Geneva, Switzerland shall be the sole court of jurisdiction. After the AIDS 2012 Registration Department has received the completed group registration form and payment in full, the group manager will get a link where he can either enter the details of the group members online in the registration system or complete a pre-formatted group information template (excel spreadsheet) which will then have to be completed and sent to the AIDS 2012 Registration Department. The group manager must make sure that the following data for all group members will be provided: first name, last name, nationality, gender, date of birth, profession, preferred email address, home address.

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

Place, date: \_\_\_\_\_ Signature of the group manager: \_\_\_\_\_