

## Important

The ISN Frontiers Meeting is organized by the International Society of Nephrology (ISN) and hosted by Mario Negri Institute for Pharmacological Research. The ISN Frontiers meeting is currently planned as an in-person meeting. The meeting will operate with enforced sanitary precautions and will be compliant with all other COVID-19 related safety measures. The ISN is closely monitoring developments, consulting with our hosts and local partners, and following advice from national and international authorities in ensuring a secure and safe environment.

By registering to the meeting, participants understand that the ISN Frontiers Meeting, and all content therein, is designed exclusively for qualified medical professionals and that in line with current healthcare industry regulations, s/he confirms to be qualified to access ISN Frontiers Meeting contents.

## General Registration Terms & Conditions

Individual 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 ISN Frontiers Team at [frontiers@theisn.org](mailto:frontiers@theisn.org)

### 1. Access

The ISN Frontiers Meeting registration fees include:

- Access to Opening Ceremony on June 23, 2022.
- Access to scientific program sessions and plenary sessions taking place in Bergamo, Italy on June 23 - 25, 2022.
- Access to poster viewing area during opening hours.
- Access to published abstracts in Kidney International Reports, and other publications (meeting newsletters, meeting material).

The Welcome Reception on June 23, 2022 and Coffee and lunch break organized during meeting days as per published program are offered by the meeting organizer.

### 2. Registration fees, payment, and invoicing

All registration fees are quoted in EUR (€); 22% Italian VAT will be added to all registration fees. Payment in any other currency will not be accepted. The invoicing address can be set up during the online registration process. Invoices are generated automatically once the payment is finalized. It is not possible to change invoicing or invoice data once the payment is finalized. Make sure to update your invoice address and data during the online registration process.

Registration fees are based on the date of receipt of the online registration request. The prices indicated are only applicable if BOTH the registration request AND the payment are received before midnight, Central European Time (GMT +1), on the relevant registration deadline date, otherwise, the higher registration fee will be applied.

### 3. Payment of fees

Payment by Credit card (Visa, MasterCard or American Express) can be securely made online. We recommend not to provide credit card details by email or phone.

Payment by bank transfer is accepted up to **May 23, 2022**. **After May 23, 2022, any outstanding amounts must be paid by credit card.** Cash payments are NOT possible.

#### 4. Confirmation of registration

Upon finalizing your registration online, you will receive an acknowledgement and confirmation including all the details of your registration as well as corresponding invoices and payment confirmations. This information will be sent to the email address you provided when completing the registration.

A copy of the registration confirmation, invoice, and important documents will be available on your personal space on the Frontiers Registration Portal under "My Documents". In the unlikely event that you do not receive your registration confirmation within the timeline mentioned above or copies are not available on the portal, please contact the Frontiers Registration Team via [frontiers@theisn.org](mailto:frontiers@theisn.org)

Approximately one (1) week before the meeting, you will receive an email including all updated and important information to attend the meeting and collect your badge onsite.

#### 5. Cancellation or changes to confirmed registrations

Any cancellation or change of your registration must be done in writing to the organizers and will be subject to the following conditions:

##### Cancellation of participation by the participant

- On or before May 16, 2022: refund of fee minus an administrative charge of 150 EUR (+ 22% Italian VAT). Please note that in case of registration fee lower than 150 EUR, there will be no refund.
- After May 16, 2022: no refunds will be issued.

Refunds of cancelled registrations will be processed after the Frontiers Meeting.

##### Name changes/replacements

Name change will only be possible for confirmed and paid registrations.

- On or before May 16, 2022: replacements or name changes can be made free of charge.
- After May 16, 2022: replacements or name changes are subject to an administrative fee of 50 EUR (+ 22% Italian VAT).

##### Non-attendance/no-show

Should a registered delegate not be able to attend the meeting, for whatever reason, no further claims for reimbursement or waiving of fees can be made.

##### Double payment/over-payment

In case of double payment or over payment, an administrative fee of 50 EUR (+ 22% Italian VAT) is applicable on the refund.

#### 6. General liability disclaimer & insurance

ISN Frontiers Meeting organizers reserve the right to modify the meeting program and meeting elements at any time. Details published on the meeting website are subject to change or subject to substitution. Delegates are encouraged check the meeting website for updates on a regular basis via <https://www.theisn.org/frontiers>

No right to further claims or waiving of fees will be possible should the ISN Frontiers Meeting organizers be obliged to alter the program of the meeting.

In the event of serious special or unforeseen circumstances or serious circumstances beyond its control, the organizers shall be entitled to cancel or modify the dates of the meeting. Registered participants shall not be entitled to seek compensation for any costs or damages incurred because of such cancellation or change other than the registration fee paid.

The organizers do not bear any legal liability or responsibility for the safety of any registrants attending or traveling to or from the meeting. Under no circumstances are the organizers of the ISN Frontiers Meeting liable for any death, injury, illness, theft, destruction of property, or expenses incurred during the meeting 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 meeting). The organizers of the ISN Frontiers Meeting do not take any responsibility for any participant failing to arrange their own insurance.

#### **7. Certificate of attendance**

Registered and paid participants will be able to download a certificate of attendance. This certificate is only made available on your personal space on the Frontiers Registration Portal, after the meeting. More information about the certificates will be published on the ISN Frontiers Meeting website before the meeting.

#### **8. Language and translation**

The official language of the meeting is English. Presentations will only be delivered in English. The organizers may consider sessions or activities in other languages, however, these are subject to confirmation.

#### **9. Letter of invitation**

This letter is made available specifically to assist participants to obtain funds, and or absence approvals. It does not imply a commitment on the part of the organizers to provide any support, financial or otherwise. A letter of invitation will be available to the registered delegates who have completed payment of their registration fees only. These 'Invitation Letters' can be downloaded from your personal space on the online registration portal.

#### **10. Data Privacy**

Data collected by the organizers will only be used to manage your registration for the meeting and to provide you and other participants with relevant information about your attendance. Data may be shared with the hosting societies and session chairs for planning purposes but will never be shared with other third parties without your expressed and recorded consent.

Information collected during registration process will be used to process your purchase and manage the meeting and related events as well as ensure you receive an invoice, meeting badge, invitation letter, and certificate of attendance where appropriate. Without this information, we will be unable to properly process your registration. The recipients of the data are the ISN

Frontiers Meeting organizers and official registration vendor (Netropolix NV). Data will be stored and used in a secure environment.

During the meeting, the following basic information will be made visible on the badges to facilitate your participation and interactions with other participants: Name, Surname, and Country.

All pictures taken by ISN during the ISN Frontiers Meeting, may be used by ISN or meeting host 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.

In accordance with the chapter 3 of the European Regulation 2016/679 with regards to data protection, you have the right to request from the ISN Frontiers Meeting organizers, access to and rectification or erasure of your personal data or restriction of processing concerning your data. For such request, please contact the Frontiers Registration team [frontiers@theisn.org](mailto:frontiers@theisn.org) (be aware that a proof of identity will be requested during the process).

#### **11. ISN Frontiers Meeting: Code of Conduct**

To deliver high-quality experience, ISN Frontiers Meeting organizers will provide a safe and welcoming environment where participants can share information and ideas in a professional, positive and friendly way.

ISN Frontiers Meeting organizers will not accept any intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions. This includes but is not limited to offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices, deliberate intimidation and stalking.

All attendees, including speakers, sponsors, vendors, partners and staff are expected to adhere to the following code of conduct at the meeting and meeting-related social media:

- Be considerate, respectful, collaborative and inclusive
- Participate in an authentic and active manner
- Refrain from demeaning, discriminatory, prejudicial, or harassing behavior and speech
- Do not use inappropriate language and images
- Do not engage in harm or threats of any kind
- Do not inappropriately disrupt presentations, talks and the meeting in general
- Do not make audio or visual recordings of slides, Q&A, oral or poster presentations forums/chats without presenter/author's permission.

Attendees can report inappropriate behavior to the meeting organizers at [frontiers@theisn.org](mailto:frontiers@theisn.org). In case of inappropriate behavior, ISN Frontiers Meeting organizers reserve the right to take any action deemed necessary including removal from the meeting without warning or refund, and they reserve the right to refuse attendance at future ISN meeting, virtually or in-person.