



WCN'21 General Registration Terms & Conditions

For any information or queries, please contact the WCN Registration Team at registrationswcn@theisn.org or phone: +32 2 808 71 81 (*Mon to Fri, 9.30 am - 5 pm CET*)

The WCN'21 organizers include the International Society of Nephrology (ISN), the Canadian Society of Nephrology (CSN) and the Société québécoise de Néphrologie (SQN) and their appointed staff or partners. The Congress refers to the World Congress of Nephrology, April 15-18, 2021, Montreal, Canada.

Access

WCN congress days (April 15 -18, 2021) registration includes

- Access to the Opening Ceremony on April 15, 2021
- Access to the Welcome Reception on April 15, 2021
- Access to all scheduled plenaries and other sessions on April 16-18, 2021
- Access to exhibition hall and poster viewing area during opening hours on April 16-18, 2021
- Access to industry lunch symposia
- Access to online publications, including but not limited to posters, abstracts and other program information

Courses scheduled as part of the pre-congress days on April 15 are not included. It is possible to register for the pre-congress day and/or the Interventional Nephrology course for an additional fee.

Pre-congress day ONLY (April 15, 2021) registration includes

- Access to all activities taking place on the purchased day (including Opening Ceremony and Welcome Reception, but excluding the Interventional Nephrology Course). Registrants to the "Pre-congress day ONLY" will NOT have access to WCN activities taking place during congress days (April 16-19 April 2021). Registration to the Interventional Nephrology course is not included in the "Pre-congress day ONLY" registration

Interventional Nephrology Course ONLY (April 15, 2021) registration includes

- Access to the Interventional Nephrology course taking place on April 15, 2021. Registrants to the Interventional Nephrology course will have access to the Opening Ceremony and Welcome Reception but will NOT have access to other sessions taking place on Thursday (April 15, 2021) and/or to activities on WCN congress days (16-18 April, 2021).

Instructions for Groups registration

Group registrations are available for minimum of **10 persons**. Group registrations are only accepted online. We do not accept registrations via email or telephone.

Only one individual can be appointed as the main contact, Only this person should facilitate the group registration and will receive information and updates from the ISN Registration Team. This main contact must first create an account for himself or herself (if s/he has not one already) in order to login into the online registration portal. Once successfully logged in, the main contact may request a group registration by indicating the amount of registrations required for each registration category. Please note that no members name or other info are requested at this stage.

Once the payment is received, the main contact will receive a link. Via this link the main contact will upload the details of the individuals who are part of the group. Details must include delegates' title, first name, last name, organization, country and personal email address. The main contact needs to upload and finalise at the latest list **by April 2, 2021**. The main contact is not automatically included as one of the group delegates. If he/she wishes to access any WCN congress activities, he/she must register duly as part of the group or separately.

Confirmation of registrations

Once registration (including payment) is confirmed, the ISN Registration Team will send a group registration confirmation to the main contact. Please note that confirmation of registration will NOT be sent to each individual group member. 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.



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Copy of the confirmation of registration, invoice, and other important documents will be available on the WCN Registration Portal under "My Documents". In the event that you do not receive your registration confirmation, invoice etc. or copies thereof on the registration portal, please contact the WCN Registration Team via registrationswcn@theisn.org

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 on Thursday April 15, 2021 between 14:00 and 19:00, or Friday April 16, 2021 between 07:00 and 12:00 ONLY.** Further information and form where express date/time preference for the appointment will be provided in due time to the main contact. The Congress organizers will not be held responsible should the group contact person fail to distribute congress badges and material to the delegates

Registration fees, payment and invoicing

All registration fees are quoted in USD (\$). Payment in any other currency will not be accepted.

The invoicing address can be set up during the online registration process. Any modification on the address or invoice data, requested after the **issuing of the invoice**, will result in an administrative fee of 100 USD.

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 payment are received before midnight, Central European Time (GMT +1), on the relevant registration deadline date, otherwise, the higher registration fee will be applied.

Payment of fees

Payment by Credit card (Visa, MasterCard or American Express) can be made through the online services on our secured server. For security reasons, we recommend not to send credit card details by email or fax.

Payment by bank transfer are accepted up to **March 15, 2021. After March 15, 2021, any outstanding amounts must be paid by credit card.**

Cash payments are NOT accepted before or during the congress.

Cancellation or alteration of confirmed registrations

Any cancellation or alteration of your registration must be done in writing to WCN organizers and will be subject to the following conditions. The policy applies also for cancellations due to visa refusal

Cancellation

- On or before March 3, 2021: refund of fee minus an administrative charge of 150 USD.
- After March 3, 2021: no refunds will be issued.

Please note that any refund will be only processed after the WCN'21.

Name changes / replacements

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

- On or before April 2, 2021: replacements or name changes can be made free of charge directly online by the main contact via the link provided to upload members' names.
- After April 2, 2021: replacements or name changes (including onsite) are subject to an administrative fee of 50 USD

Non-attendance / no-show

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



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General liability disclaimer & insurance

No right to further claims or waiving of fees will be possible should the WCN Organizers be obliged to alter the program of the Congress.

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 Congress. Delegates shall not be entitled to compensation for any costs or damages incurred because of such cancellation or change other than registration fees paid. All delegates are advised to take personal travel insurance.

The organizers will not be liable for any theft or damage to property and/or persons caused on site during the Congress, by any factor whatsoever, unless there has been a fault, intent or deliberate recklessness on the part of the Organizers.

WCN Organizers shall not be held responsible in the event of poisoning or food intoxication during the event and refer all claims directly to official caterers, restaurants, hotels etc...

Modification of the congress program

WCN Organizers reserve the right to modify the Congress program at any time, which is published on the Congress website as an indication and intention only and is subject to change or speaker substitutions.

Accommodation

Published registration fees do not include hotel accommodation. To make your hotel bookings for WCN'21, the organizers recommend bookings are made through the official appointed accommodation agent. Details are available on the congress web pages.

Transportation

No official shuttle buses or local transportation is arranged nor included in the registration fees.

Catering and refreshments

- The Welcome Reception with complimentary drinks and light refreshments is scheduled on Thursday, April 15. All registered participants are invited to attend.
- Concession stands for drinks and food stands are available in the exhibition/ poster area for delegates to purchase refreshments during opening hours of the congress.
- Industry Lunch symposia may offer complimentary lunch (-boxes) for participant
- Water dispensers will be available throughout the congress venue.

Certificate of attendance

All registered participants will be able to download a Certificate of attendance **post** Congress via WCN registration portal. More information about the certificates will be available on WCN website closer to the congress.

Language and translation

The official language of the Congress is English. Presentations will be delivered in English. The organizers may consider interpretation of certain sessions in French; however, arrangements will be confirmed on the congress web pages.

Letter of invitation – Visa letter

This letter is made available specifically to assist participants to obtain travel funds, appropriate visas, 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 'Visa Letters' can be directly downloaded on the online registration portal.

Children

WCN organizers allow children (up to 16 years old) to access the congress venue, always accompanied by one parent who must be a registered delegate (1 child = 1 adult). Children are not allowed inside the exhibition and poster area. Adults are responsible for the behavior of the children and interference with the congress activities will not be accepted. Participants with children are to collect identification for their children at the

registration desk. Breast-feeding room will be made available by the WCN Organizers. For organizational reasons breast-feeding is not allowed in the session rooms.



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WCN Organizers Data Privacy Statement

Data collected by the organizers will only be used to manage your registration for the Congress and to provide you with relevant information about your attendance. Data may be shared with the hosting societies and session chairs for the same purpose, but it will be not shared with other third parties.

The information collected during registration process is used to process your purchase and manage the Congress and related social events as well as ensure you receive an invoice, Congress 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 WCN Organizers and exclusive official vendors (COVR) managing the registrations.

Please be aware that during the Congress you may be scanned at the entrance of the Congress or session rooms for security reasons. Furthermore, when presenting your badge for scanning on an exhibition stand or during industry supported sessions the following personal data can be retrieved by the corresponding exhibitor or industry: first name(s), last name(s), address, telephone, fax, and email. Delegates may decline to have their badges scanned by Industry partners and Exhibitors.

During the Congress, attendees may be photographed and videotaped by WCN Organizers, or fellow participants. These photographs or videos may be used by WCN Organizers in publications, website, newsletter, social media or other promotional material. No individual portrait picture will be taken without participants' consent. Participants posing for pictures agree to give WCN Organizers the right to use them. Without contradictory instructions from your side, you hereby grant WCN Organizers the rights to record and use free of charge, your image, voice, photographs, and video on which you appear for purposes related to Scientific, Educational or Promotional Purposes. You release, waive and discharge the Organizers, and independent contractors from any and all demands, claims, damages and liabilities directly or indirectly arising out of any use of your image, or voice pursuant to the foregoing rights grant.

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 WCN Organizers, access to and rectification or erasure of your personal data or restriction of processing concerning your data. For such request please contact WCN Registration team registrationswcn@theisn.org (be aware that a proof of identity will be requested during the process).

Final clause

By registering, you also accept to respect the following directives on-site:

Smoking will not be permitted in the congress venue or any other venue used for WCN'21-related functions. Any fines for infringements of this ban shall be borne by you.

You will not bring in the congress venue or any other venue used for WCN'21-related functions any easily flammable or explosive substances, gases or hazardous substances (including chemical pesticides and insecticides) or foul-smelling substances or radioactive sources. You will comply with the safety and security measures put in place within the congress venue or any other venue used for WCN'21-related functions and their surroundings.

You commit to not causing any nuisance or inconvenience during the congress. WCN Organizers reserve the right to ask participants who disrespected above rules to leave straight away (without refund) the Congress.