



## Important

The World Congress of Nephrology 2022 (WCN'22) is organized by the International Society of Nephrology (ISN) and hosted by Asian Pacific Society of Nephrology (APSN) and the Malaysian Society of Nephrology. WCN'22 will be hosted in a virtual format with participants having access to pre-recorded and live content and announced congress activities via an online platform.

Registering to the congress, participants understand that WCN'22, 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 WCN'22 platform and contents.

## WCN'22 General Registration Terms & Conditions

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

### 1. Access

The WCN'22 registration fees include:

- Virtual (online) access to all scheduled congress sessions (plenaries and other sessions, Pre-Congress courses not included, see point 3 below).
- Virtual (online) access to the pre-congress program (courses)
- Virtual (online) access to Industry Showcase. The Industry Showcase will be accessible 24/24h, however live chat with exhibitors might be limited to specific hours.
- Access to e-Posters. The e-Posters area will be accessible 24/24h, however live chat with poster presenters might be limited to specific hours.
- On-demand access to the recording of congress sessions up to 8 weeks after the end of the congress.
- Virtual (online) access to industry symposia
- Access to published abstracts in *Kidney International Reports*, or other publications (congress newsletters, virtual congress material).

### 2. Instructions for Groups registration

Group registrations are available for a minimum of **10 persons**. Group registrations are only accepted online. We do not accept registrations via email or telephone. 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 her/himself (if s/he has not one already) to login into the online registration portal. Once successfully logged in, the main contact may request a group registration by indicating the number 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 finalize the list no later than **February 11, 2022**. The main contact is not automatically included as one of the group delegates. If s/he wishes to access any WCN congress activities, he/she must register duly as part of the group or separately.



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

The Pre-Congress Courses (February 24, 2022) are not included in the congress fees and they will need to be purchased separately. Please note that is not possible to register only to the Pre-Congress Courses.

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. 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.

### 4. 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 **January 31, 2022. After January 31, 2022, any outstanding amounts must be paid by credit card.** Cash payments are NOT possible.

### 5. 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 WCN 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 WCN Registration Team via [registrationswcn@theisn.org](mailto:registrationswcn@theisn.org)

Approximately one (1) week before the Congress, you will receive an email including all updated and important information to attend the congress. This information will include instructions on how to access the virtual platform.

### 6. Cancellation or changes to confirmed registrations

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

#### Cancellation of participation by the participant

- On or before January 19, 2022: refund of fee minus an administrative charge of 150 USD. Please note that in case of registration fee lower than 150 USD, there will be no refund.
- After January 19, 2022: no refunds will be issued.

Refunds of cancelled registrations will be processed after WCN'22.

#### Name changes/replacements

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

- On or before January 19, 2022: replacements or name changes can be made free of charge.
- After January 19, 2022: replacements or name changes are subject to an administrative fee of 50 USD.

#### Non-attendance/no-show

Should a registered delegate not be able to attend the congress, 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 USD is applicable on the refund.



## 7. General liability disclaimer & insurance

WCN'22 organizers reserve the right to modify the congress program and congress elements at any time. Details published on the congress website are subject to change or subject to substitution. Delegates are encouraged check the Congress website for updates on a regular basis via [www.theisn.org/wcn/](http://www.theisn.org/wcn/).

No right to further claims or waiving of fees will be possible should the WCN'22 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. 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 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.

## 8. 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 WCN Registration Portal, after the congress. More information about the certificates will be published on the WCN'22 website before the congress.

## 9. Language and translation

The official language of the congress 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.

## 10. 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.

## 11. Personal Data

Data collected by the organizers will only be used to manage your registration for the congress 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 congress and related 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 official registration vendor (Netropolix NV). Data will be stored and used in a secure environment.

During the virtual congress, the following basic information will be made visible to all WCN participants to facilitate your participation and interactions with other participants: Name, Surname, and Country. You will be invited to update your profile to further information such as a photo, area of interests, organization, specialties, in order to maximize engagement and networking opportunities with other participants and peers. Some chat/networking rooms, or activities might be restricted based on participants' profile. You are strongly encouraged to create and update your profile to take advantage of all networking and exchange opportunities. To be contacted by WCN participants, your expressed and recorded consent will be required.

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](mailto:registrationswcn@theisn.org) (be aware that a proof of identity will be requested during the process).



By providing your event badge to third party exhibitors/industry symposia at the event, participants explicitly consent to the transfer of their identification and contact data to such exhibitors/industry symposia 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/symposium room.

All pictures taken by ISN during WGN'22, may be used by ISN or hosts 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.

## 12. WGN'22: Code of Conduct

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

WGN 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 on the WGN'22 congress platforms and conference-related social media:

- Be considerate, respectful, collaborative and inclusive,
- Participate in an authentic and active manner (please remember to update your profile),
- 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 virtual congress 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 congress organizers at [registrationswgn@theisn.org](mailto:registrationswgn@theisn.org). In case of inappropriate behavior, WGN organizers reserves the right to take any action deemed necessary including removal from the virtual congress without warning or refund, and they reserve the right to refuse attendance at future ISN meeting, virtually or in person.

