

Total Amount Registration Fees: _____ USD

Payment

The registration fee can be paid in **US Dollar** or in **Ethiopian BIRR (ETB)**.

Please note that the payment in ETB is only for Ethiopian delegates who reside in Ethiopia and do not have credit cards or other forms of online payment system.

Kindly note that when making payment in ETB, the daily prevailing rate will apply to the set registration fee.

If you choose to make payment in ETB, please follow the steps below to ensure your payment and registration information is accurately recorded:

1. After you have sent your group registration form to the ICASA Registration Department, you will receive an email confirmation with your payment order as well as your group registration number.

2. Please use this group registration number as cross reference when depositing the registration fee in ETB into the ICASA account (equivalent to the USD amount at the date of deposit). Please include the bank transfer fees in the total transaction.

3. Please submit the original bank deposit slip immediately after the deposit to the ICASA 2011 Secretariat Office.

The address is: Mr. Yaze Yihune
ICASA 2011 Secretariat Office
Dembel Building – 8th Floor
Addis Ababa, Ethiopia

4. Kindly note that the original bank deposit slip serves as a confirmation and will be cross referenced with your registration.

5. Should you have any inquiries regarding the payment in ETB, please contact Mr. Yaze Yihune via email: yazey@icasa2011addis.org or mobile phone: +251 911151205.

I have transferred the total amount in US Dollar to the following account.

Bank Account Holder: K.I.T. Group AG
Bank Name and Address: UBS AG, Bahnhofstrasse 45, 8098 Zuerich, Switzerland
Bank Account Number: 240 739508.60W
SWIFT Code: UBSWCHZH80A
IBAN Code: CH 97 0024 0240 7395 0860 W
Reference: Name, ICASA 2011

I have transferred the total amount in Ethiopian BIRR to the following account.

Bank Account Holder: Federal HIV/AIDS Prevention & Control Office - ICASA 2011
Bank Name: National Bank of Ethiopia
Bank Address: Addis Ababa
Bank Account Number: 0160101413300
Swift Code: NBETETAA

All bank transfer costs must be paid by the transmitter.

Confirmation of Registration

I have read and accept the General Terms & Conditions, including liabilities, cancellation and payment policies, without any restrictions and I confirm the above bookings. (Mandatory)

I agree that all data provided may be used (saved, stored, processed, transmitted and deleted) and shared with partners/suppliers in compliance with the Privacy Policy to allow for the bookings of my group members. Furthermore, the provided data for my group members may be shared with the host society or a sister society (medical society). I confirm that all group members have been informed about the privacy policy, and have agreed to its stipulations and procedures. (Mandatory)

By providing an individual email address for my group members I hereby confirm that they have agreed to receive promotions, offers, and/or information on this event or similar events by email in compliance with the privacy policy. They may unsubscribe from this service at any time. I confirm that all group members have been informed about the privacy policy, and have agreed to its stipulations and procedures.

I agree

I disagree

I agree that all contact data provided for my group members may be shared with sponsors and exhibitors of this event who may provide promotions, offers, and/or information by email. I confirm that all group members have been informed about the privacy policy, and have agreed to its stipulations and procedures.

I agree

I disagree

Place, Date

Signature

General Terms & Conditions

These General Terms and Conditions are valid for each attendee registered for the 16th International Conference on AIDS & STIs in Africa, 4-8 December 2011 in Addis Ababa, Ethiopia (hereafter referred to as the "Conference"). Any person, delegate, accompanying person, media representative, speaker, or exhibitor is considered an attendee.

Conference Registration

The registration deadlines are as follows:

Early registration deadline:	10 June 2011, 24.00 CET
Regular registration deadline:	31 October 2011, 24.00 CET
Late/ On-site registration:	as of 01 November 2011

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form and the payment in full in accordance with the deadlines mentioned above. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full.

Pre-registration deadline: 31 October 2011, 24.00 CET

After the pre-registration deadline, registrations are only possible on-site.

If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

To be eligible to register for the conference, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

The registration fee for delegates includes entry to all sessions, the exhibition area, the poster area, the opening session and the closing session.

Group Registration Procedure

After receipt of the completed group registration form and payment, the details of the group members need to be provided. A name list with all individual addresses must be sent to the ICASA Registration Department. An Excel sample will be sent to the group manager in advance by the ICASA 2011 Registration Department. This Excel sample will need to be used to communicate the details of the group members. The following details need to be provided: first name, last name, email address and full postal address.

The Excel sample with the individual details of each group member must be sent by 14 October 2011.

Conference Material

If the registration form and full payment are received no later than the regular registration deadline, a conference bag is included in the registration fee for delegates, speaker and media representatives. If the registration form and/or full payment are received after the regular registration deadline, the organiser cannot guarantee that a conference bag will be available. All conference materials will be handed out on-site in the registration area.

Methods of Payment

Payment for group registration can only be made per bank transfer. All payments must be made in USD to the following account:

K.I.T. Group AG Association & Conference Management
UBS AG, Bahnhofstrasse 45, 8098 Zuerich, Switzerland

K.I.T. Account Number:	240 739508.60W
IBAN:	CH 97 0024 0240 7395 0860 W
BIC:	UBSWCHZH80A
Reference:	Participant number, name, Code ICASA 2011

Please note that all transfer costs must be prepaid by the transmitter.

Cheques will not be accepted.

Letter of Confirmation/Payment Receipt

A letter of confirmation/payment receipt will be sent by email once the ICASA 2011 Registration Department has received the fully completed registration form and the related payment.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the ICASA 2011 Registration Department. To receive a Letter of Invitation, attendees must first register to the conference and submit payment in full. The letter will be sent once the payment has been received by the Registration Department. Letters of Invitation will not be sent after the regular registration deadline.

The Letter of Invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The organisers will not directly contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of 60 USD will be refunded after the conference if the visa was applied for in time, and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the ICASA 2011 Registration Department. For accompanying persons the registration fee will be non-refundable.

Certificate of Attendance

A Certificate of Attendance for regular delegates can only be acquired in the designated areas in the conference centre. It cannot be issued after the conference.

Registration Name Change

A handling fee of 60 USD will be charged for every name change after 14 October 2011. The name change must be made in writing and the new information of the delegate must be provided. Name changes will only be accepted until the pre-registration deadline indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out on-site.

Lost Name Badge

The 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 an attendee loses, misplaces or forgets the name badge, a handling fee of 60 USD will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the ICASA 2011 Registration Department by email or fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

If the written notification of cancellation is received before the early registration deadline, 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date.

Refund requests will be processed after the conference only. They must be made in writing and sent to the ICASA 2011 Registration Department by email no later than 30 days after the conference. No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance.

In the case of overpayment or double payment, refund requests must be made in writing and sent to the ICASA 2011 Registration Department, by email, no later than 30 days after the conference. An administration fee of 60 USD will be charged.

Modification of the Conference Programme

The conference organisers reserve the right to modify the programme, which is published as an indication only.

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 organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs and financial losses.

Under these circumstances, the conference organisers reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the attendee after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties.

Data Protection and Sharing of Contact Details

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilisation of all personal registration data is executed within the guidelines of the effective data protection regulations.

K.I.T. Group will collect and store all data for the preparation and execution of the 16th International Conference on AIDS & STIs in Africa.

When you register your group members you will be asked to provide individual data such as: name, address, email address and telephone number. The above collected information is required to process, book and complete your booking (including confirmation by email).

All data will be saved and processed.

In order to protect and safeguard the personal data provided to us, we have implemented and used appropriate business systems and procedures. For example all information is transmitted to us through a secure server protocol, which encrypts all your personal details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and used security procedures and technical and physical restrictions, for accessing and using personal information. Only authorised employees have permission to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorised access and we have intrusion detection systems that monitor and detect unauthorised attempts to access to or misuse of our servers.

In addition, the conference organisers periodically share contact details of attendees with third parties that may use these details to contact attendees 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 attendee. Your complete contact details will only be forwarded if:

- your explicit consent is given,

- a third party has proven to the conference organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- the conference organisers are obliged to give out your data due to for example a court order or an official order.

Attendees can use the name badge with the barcode like a business card with any conference exhibitor and/or satellite holder to give them the complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition booth and/or at the entrance to a satellite implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using this data.

Liability

The conference organisers 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 organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee 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 conference organisers.

Fulfilment and Jurisdiction

This contract is subject to the law of Switzerland. The terms of this contract shall be fulfilled in Addis Ababa, Ethiopia and in the event of any legal claims arising from either party; Geneva, Switzerland shall be the sole court of jurisdiction.

Severability Clause

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the Terms and Conditions remaining are not impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being closed.