



## IAS COVID-19 Conference: Prevention

### Terms & Conditions for Media Representatives

#### Definitions

These Terms & Conditions for Media Representatives are valid for every person registered as media to IAS COVID-19 Conference: Prevention, to be held on Tuesday 2 February 2021 (hereinafter referred to as “**the conference**”).

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person as of 2 February 2021, 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).

All references to IAS - the International AIDS Society - mentioned in this and other conference documents refers to the International AIDS Society, registered and based in Geneva, Switzerland.

#### Media registration and accreditation

##### *Application process and requirements*

Media representatives must register online by submitting both the media registration form as well as the required supporting documents. Only applicants who have submitted both the registration form and the supporting documents will be considered. Only qualified journalists and media organizations will be accredited.

To be able to register as a media representative, you must be at least 18 years old. You may be asked to present an official identity card stating your age.

Journalists, photographers, videographers and community educators who are either employees of or on assignment for a recognized print, radio, broadcast or online consumer, medical, community-based or AIDS service organization-sponsored media outlet are eligible to apply for complementary media registration.

To apply for a media accreditation, the following supporting documents must be submitted:

1. A proof of your employment by the outlet; freelancers should provide a letter of assignment from their editor on company letterhead.
2. Two recent articles on HIV/AIDS, health/science or related issues with your byline, (URLs or scanned copies of print pieces are accepted). Note, if original articles are not in English, please provide an English translation for review.
3. A copy of your current press card or badge. If you do not have a press card, your editor must state this clearly in the above letter.



Please note: Communications support professionals are not considered media and must register as a delegate.

#### *Application review*

Your media registration will be processed only upon receipt of the fully completed registration form and verification of the requested credentials. The IAS COVID-19 Conference: Prevention Conference Secretariat will thoroughly check and verify all submitted applications. Additional credentials may be requested before accreditation is approved. Please allow a minimum of 14 days' processing time to receive confirmation of your registration. The IAS cannot take responsibility for delays or delivery failure of supporting documentation.

Media registration includes access to the IAS COVID-19 Conference: Prevention, the special, one-day programme of invited-speaker and abstract driven sessions exclusively focused on the COVID-19 pandemic.

#### **Registration confirmation**

There is no registration fee for accredited media representatives.

A registration confirmation will be sent by email once the IAS COVID-19 Conference: Prevention Registration team has received the fully completed registration form and after all required supporting documents have been provided and approved.

#### **Registration name change**

A name change to an existing media registration is not possible. The granted media registration must be cancelled and the new media representative must register and submit the required documents.

#### **Conference Embargo Policy**

All IAS COVID-19 Conference: Prevention abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of embargo procedures for different types of abstracts is available on the [IAS COVID-19 Conference: Prevention embargo policy page](#). All conference participants, presenters and media commit to respect this policy when they apply for conference registration.

#### **Cancellation policy**

Notification of cancellation must be made in writing and sent to the IAS COVID-19 Conference: Prevention Registration team by email. The cancellation will not be effective until a written acknowledgement from the IAS COVID-19 Conference: Prevention Registration team is received.

#### **Cancellation of the conference**

In the event that the conference cannot be held or is postponed due to events beyond the control of the IAS (incl. force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the IAS, the IAS cannot be held liable by media representatives for any damages, costs, or losses incurred, financial losses, etc.



## **Modification of the programme**

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

## **Data protection and sharing of contact details with third parties**

The IAS will collect, process, transfer and store the media representatives' personal data only for (i) the preparation and execution of the IAS COVID-19 Conference: Prevention and (ii) the preparation of future International AIDS Society and International AIDS Conferences. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act. Media representatives' personal data will be retained securely and only be accessible on a 'need to know' basis by duly authorized persons.

The data of media representatives registering for IAS COVID-19 Conference: Prevention entered in the Conference Account (i.e. full first and last name(s), date of birth, email, home country) will be shared with the following entity (i.e. third party), in countries which legislation might not ensure an adequate level of data protection:

- IAS COVID-19 Conference: Prevention Registration Team, c/o Key4Events, 18 Rue Scaliero, 06300 Nice, France

The media representatives herewith authorize the IAS to collect, process and transfer their personal data to the above listed third parties and authorities. The media representatives further expressly acknowledge and agree that any personal data disclosed in connection with the Conference Account and registration form will be subject to the laws of the country where it is transferred and may not be covered by Swiss law. The IAS cannot assure media representatives that the laws and regulations in the recipient country will necessarily offer the same level of confidentiality or data protection as under Swiss law and may require the above listed third parties and/or authorities to whom the personal data is transferred, to disclose all or any part of the personal data to other authorities or third parties.

The IAS will nevertheless contractually ensure that media representatives' personal data will be processed by the above listed third party to the same extent as it is authorized for itself under Swiss law. The IAS will also ensure that all third parties which will process media representatives' personal data have implemented appropriate technical and organisational measures to protect media representatives' personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected.

Key4Events will collect and store all personal data for the preparation and execution of the IAS COVID-19 Conference: Prevention, and not use the personal data for any other purposes. When registering, media representatives are asked to complete the online form providing full name, address and email address, etc. The collected information is required to process, book and complete the registration (including sending a registration confirmation email). All data will be saved and processed in compliance with the EU General Data Protection Regulation (EU-GDPR).

In order to protect and safeguard the personal data provided to Key4Events, Key4Events has implemented and uses appropriate business systems and procedures. For example, the credit card information is transmitted through a secure server protocol, which encrypts all your personal and credit card 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, Key4Events has implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services. The Key4Events server and network are protected by firewalls against unauthorized access and Key4Events has intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of the servers.

In addition, data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your contact details will only be forwarded in accordance with Art. 6 sec. 1 lit a-f GDPR:

- (a) given consent,
- (b) performance of or entering into a contract,
- (c) compliance with a legal obligation,
- (d) protection of vital interests of data subject or another natural person,
- (e) public interest or exercise of official authority,
- (f) legitimate interest of data controller.

For further information please read the [privacy policy](#).

### **Liability**

The IAS shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the IAS - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The media representative 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.

### **Fulfilment and jurisdiction**

This Terms & Conditions for Media and the rights of the Parties hereunder shall be governed by and construed in accordance with the laws of Switzerland, without regard to choice of law rules.

Any dispute, controversy or claim arising out of, or in relation to, this Terms and Conditions for Media Representatives shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution in force on the date on which the notice of arbitration is submitted in accordance with these Rules. The number of arbitrators shall be one. The seat of the arbitration shall be Geneva. The arbitral proceedings shall be conducted in English. The arbitration shall be conducted in accordance with the provisions for Expedited Procedure.

Click [here](#) for further information on the IAS' copyright, disclaimer and privacy policies.