



## 38<sup>th</sup> EACTS Annual Meeting - Registration Terms and Conditions

- Participants should pre-register to the 38th EACTS Annual Meeting online **via their EACTS User accounts** (<https://membership.eacts.org>)
- Cancellation of a double booking is possible. An administration fee of 25% will be charged for this service.
- **EACTS members who have paid their subscription fees for 2024 are entitled to discounted registration.** This registration is not transferable.
- EACTS members who have registered at the Non-Member fee **cannot** have their fee reversed if they subsequently pay their subscription fees – **Please ensure you pay your subscription fee before registering for the meeting.**
- **EARLY** fees are available to participants who register and pay on or before **1 July 2024** only. Any Early registrations fees must be **paid in full by 8 July 2024** – any unpaid Early registration fees after this date will be **cancelled** and registration will have to be rebooked at the online fee.
- **LATE** fees are available to participants who register and pay ONLINE from **2 July 2024** until **12 October 2024**.
- Participants registering at the Reduced or Concession fees **MUST** provide certification of their eligibility on official letterhead, both signed and stamped by their head of department when registering on-line. Eligibility verification may also be repeated on-site on collection of their badge.
- After the event opens (**8 October 2024**), you may still register **ONLINE** and receive the **LATE** fees.
- If you register at an **ON-SITE** desk in Lisbon, you will be charged the **ON-SITE** fees.
- **By completing the on-line registration forms all Terms and Conditions within this document are accepted.**





# NAVIGATING NEW HORIZONS

THE 38TH EACTS ANNUAL MEETING

9 - 12 OCTOBER 2024 · LISBON, PORTUGAL

EACTS House, Madeira Walk, Windsor, Berkshire, SL4 1EU, UK

Tel: +44 (0)203 959 3110 · Email: [info@eacts.co.uk](mailto:info@eacts.co.uk)

## SUBMISSION OF DELEGATE NAMES

Full correspondence details must be given to complete the booking.

Details of a sponsoring organisation or agency in place of the participant's details are **NOT** acceptable.

Registrations submitted without stating the above details WILL NOT be processed.

Please note that details provided may be used by EACTS and may be made available to exhibitors\* at the 38th EACTS Annual Meeting.

*\*During the exhibition an exhibiting company may ask to scan your badge to obtain your contact information. Only those delegates who submit to have their badge scanned will have their information passed to the exhibiting company. Contact Information is not passed to any other company*

## Confirmation

Upon completion of the registration, a payment confirmation will be sent to the e-mail address that was provided. A copy of the invoice and registration confirmation will be available in your EACTS user area.

## Payment

Registration fees are in euros (EUR), with 23% Portuguese VAT included. Payments must be made in euros; no other currency will be accepted.

Payment of the registration fee is to be made by credit card or bank transfer.

## Credit cards

The registration payment platform is a secured site by Worldline. MasterCard, VISA and American Express are the only cards accepted. Please enter all relevant information on the registration form. Upon completion of the registration process, your credit card is charged immediately, and you will receive a balance zero invoice (receipt) in your user area.

## Bank transfer

Upon completion of the registration process, you will receive a payment demand for your registration fee in your user area. This payment demand includes all payment instructions as well as your user id number. Upon receipt of your payment, your registration will be confirmed to you by e-mail. Bank fees are the sole responsibility of the registrant and should be paid in addition to the registration fees. The bank transfer must clearly state the name of the participant and the payment demand number, as unidentified bank transfers cannot be processed.



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If payment is made for more than one person or by a company, please make sure that all names and payment demand numbers are properly indicated. Bank transfer to be made in euros to the EACTS:

Account holder: EACTS Trading Co Ltd

Bank name: Royal Bank of Scotland

Bank address: London Belgravia Branch, 24 Grosvenor Place, London, SW1X 7HP, United Kingdom

IBAN: GB81 RBOS 1610 7010 0204 40

BIC/Swift code: RBOSGB2L

Payments by bank transfer will only be possible until 18 September 2024. After this date, registrations can only be made with credit card payment.

### Cancellations

In the event of written notification must be sent by e-mail.

The following policy will apply:

- Cancellation received on or before 18 September 2024: refund of fee minus an administrative fee of 25% (including the applicable VAT) per participant. Refunds will be made within 30 days after receiving the cancellation.
- Cancellation received after 18 September 2024: no refund will be made

### Invitation letter for visa applications in-person participants

In-person participants may need a letter of invitation from the meeting organisers in order to obtain a visa for entry into Portugal. It is the sole responsibility of the participant to take care of any visa requirements.

Participants who require an entry visa must foresee sufficient time for the visa application procedure. Participants should contact the nearest local Embassy or Consulate of Portugal to determine the appropriate timing and conditions of the visa application.

This procedure is intended to assist in-person participants who need to obtain a visa or permission to attend the 38<sup>th</sup> EACTS Annual Meeting in Lisbon. It is not an official invitation covering fees and/or any other expenses or financial support from the congress.

Invitation letters can be downloaded through the EACTS user area after full payment of the registration has been received.



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## Badges

Each in-person registered participant will receive a name badge upon arrival. For organisational and security reasons, we request that all participants and industry partners wear their badges at all times during the Annual Meeting activities. Re-print due to loss of badges or due to misspelled names can be done at the registration desk at a cost of EUR 100 per badge (inclusive Portuguese VAT).

## Facial Recognition Registration

To provide a touch free, check-in in Lisbon we are implementing the Facial Recognition registration. You will be sent a link before the event where you can upload your photograph and on arrival at the centre your badge will print automatically from our registration kiosks. It is not compulsory for you to register via Facial Recognition, but it is safer and will save you valuable time onsite.

*Privacy & Security information regarding Facial Recognition:*

- *The software scans the photo to create a “**Facial Geometry**,” which is a unique collection of measurements of the face in the photo.*
- *Once the Facial Geometry for the event has been created, the software discards the original photo (the software does not store the original photos; it stores only the Facial Geometry)*
- *All Facial Geometries are deleted within one week of the event*
- *Facial Geometries created for one event are not used for other events*

Further information and more detail can be found at: <https://fielddrive.com/privacy-policy-biometrics>

## Photographs and videos

Please be aware that pictures and videos are taken at EACTS meetings and courses. These may be published in EACTS’s newsletters, promotional material, social media pages, EACTS websites, or other publications. If you do not want to be photographed or filmed, please let the photographer know at the congress or let EACTS know by sending an e-mail to [info@eacts.co.uk](mailto:info@eacts.co.uk).

## General Data Protection Regulation

By registering to the 38<sup>th</sup> EACTS Annual Meeting, you agree that your personal data will be processed by EACTS, for registration and handling purposes, and to send you information in connection to the 38<sup>th</sup> EACTS Annual Meeting.

Participants are entitled to revoke their consent to the specific data processing at any time by editing their mailing profiles through their personal profile function on the EACTS website.



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Please read the EACTS privacy and data security policy before registering for the 38<sup>th</sup> EACTS Annual Meeting.

## Disclaimer

In the event that the Annual Meeting cannot be held due to events beyond the control of EACTS and is subsequently cancelled, postponed, moved or changed due to, including, but not limited to:

- An event of "Force Majeure" meaning an event beyond the reasonable control of EACTS, which prevents EACTS from complying with any of its obligations, including but not limited to:
  - act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
  - war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo, national mourning;
  - rebellion, revolution, insurrection, or military or usurped power, or civil war;
  - contamination by radioactivity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
  - riot, commotion, strikes, go slows, lock outs or disorder closure of airports and train stations.
  - acts or threats of terrorism.
- Any reason(s) beyond EACTS's or any of its suppliers' control that prevents or substantially hinders the plan of holding the Annual Meeting.

Under any of the above circumstances, EACTS cannot be held liable by participants for the refund of any Registration Fees, or any damages, costs, expenses or losses incurred, whether directly or indirectly, as a result of the cancellation, postponement of the Annual Meeting or if it decides to hold the Annual Meeting remotely, such as transportation costs, accommodation costs, financial losses, etc.

Individuals take part in the 38th EACTS Annual Meeting at their own risk and are responsible for their own health and travel insurance arrangements.

## Health Risks

Any event of any potential health risk (for example, a pandemic or epidemic situation and other major health risk). EACTS' statute as an international health association compels EACTS to pay particular attention to the potential health risks for participants and their patients and to take all necessary measures, including cancellation or postponement of the Annual Meeting, in such a situation where it deems appropriate (in its sole discretion). In such circumstances EACTS will refund the Registration Fees but will not be liable for any other damages, costs, expenses or losses incurred, whether directly or indirectly, as a result of the cancellation, postponement of the Annual Meeting or if it decides to hold the Annual Meeting remotely.



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