

## TERMS AND CONDITIONS

These terms and conditions apply between the person, firm, company or other entity specified on your booking form (“you” or “your”) and ICBMT2021 organizing committee (Organizer) for delegate registrations for the *The International Congress of BMT 2021* (“Congress”). Please read them carefully as they contain important information. By submitting your registration to attend the Congress (“your registration”) you agree to be bound by these terms to the exclusion of all other terms. If you do not agree to be bound by these terms, the Organizer will be unable to accept your registration.

You are agreeing to the following terms below which become binding on you and the Organizer when you complete your Congress booking and the Organizer issues you with a written confirmation of a place at the Congress. The Organizer will make every effort to deliver the Congress to you in accordance with information supplied. The Organizer reserves the right to alter the published program and speakers according to circumstances.

Every effort to ensure that any technical problems do not interfere with the provision of the Congress will be made. However, in the event that technical problems are an issue this will not be treated as a breach of the Organizer’s obligations to you.

### 1. Delegate Booking

Applications for attending the Congress must be made using the online registration form. A written confirmation of acceptance is sent by the Organizer using the contact details you provided at the time of registration. You should contact the Organizer if you have not received confirmation within 5 days of your registration.

The Organizer may, in its sole discretion, accept or reject an application and notify the applicant by email accordingly. If information provided by the applicant is found to be untruthful or falsified, the Organizer reserves the right to reject an application or withdraw the acceptance of such application. All admission decisions by the Organizer are final. The payment of any sum to the Organizer by or on behalf of the applicant does not oblige the Organizer to accept an application for attendance. In the event that your participation in the Congress is terminated, the provisions for clause 3 (Cancellation Policy) shall apply.

### 2. Registration Fees and Payment Policy

The registration fee for attending the Congress is as stated on the registration pages of the Congress website. The fees will cover registration for the event as detailed on the website. Prices for the Congress are correct at the time of publication. The Organizer reserves the right to change the prices at any time but changes will not affect registrations which have already been confirmed by the Organizer.

Payment of the Fees in accordance with these terms and conditions entitles you to participate in the Congress and the Fees do not include travel or accommodation costs or subsistence, insurance or other costs that might arise prior to or during the Congress.

Payment must be received in full before the Congress. If paying by invoice, please ensure that the Organizer has received payment (from your employer) prior to your attendance. If payment of your fees in full is not received before the Congress, the Organizer will (at its sole discretion) either

require such payment by credit card as a condition of your entry to the Congress or refuse you entry to the Congress.

With the exception of credit card fees, any taxes, currency conversion costs, bank charges or other charges incurred in connection with any payments shall be paid by you. The Organizer will not accept any deduction from the Fees in any event.

Payment should be made by one of the following methods:

#### 1. Online Credit Card

-Payment by credit card is possible only through the on-line registration system.

-The following credit cards will be accepted: VISA, MasterCard, and JCB.

-All credit card service charges are to be paid by the registrants.

-The actual debit amount is subject to change according to the exchange rate

#### 2. Wire Transfer

-Direct bank transfers should be made to the account below. All bank charges for remittance must be paid by the registrants.

-A copy of the receipt of the bank remittance should be sent to the Secretariat by e-mail (icbmt@icbmt.or.kr)

-Please note that the transfer must be made under the registrant's name and must be stated on the receipt.

-Account Number: 1005-403-154475

-Bank Name: Woori Bank

-Bank Address: 51 Sogong-ro(Hoehyeon-dong 1-ga), Jung-gu, Seoul 100-792, Korea

-Swift Code: HVBKRRSEXXX

-Account Holder: International Congress of BMT

#### Registration Confirmation (Receipt)

- An official receipt will be issued on-site upon completion of registration and payment.
- Please note that the receipt will be issued after your payment is confirmed by the Secretariat.
- If you have not received the receipt on-site for obvious reasons, please contact the Secretariat (icbmt@icbmt.or.kr) then we will send you the receipt by email.

#### 3. Cancellation and Refund Policy

- Only cancellations made in writing will be accepted.
- Written requests for cancellation should be sent by e-mail (icbmt@icbmt.or.kr).
- All bank charges for remittance must be paid by the registrant.
- Refunds will be made after the end of the meeting.
- Cancellation from August 21, 2021: No refund

4. Substitutions with employees from your organization are welcome at any time but in all other respects delegate registrations are issued for your personal use only and cannot be shared with any person during the Congress. You may not purchase registrations as agent for any third party or sell or otherwise transfer your registration to others or exploit the registration commercially or non-commercially in any way.

#### 5. Delegate Code of Conduct

For security reasons, and to allow access to Congress areas, you are requested to wear your delegate badge at all times whilst in the Congress venue.

The Organizer reserves the right to (at its sole discretion) refuse admission to, to remove from the Congress or exclude from Congress premises, any person in its absolute discretion, including (without limitation) any person whose behavior or demeanor is considered unacceptable, who fails to comply with these terms and conditions or who in the opinion of the Organizer represents a security risk, nuisance or annoyance to the running of the Congress. You agree to comply with all reasonable instructions issued by the Organizer or the venue owners at the Congress and with all applicable policies and regulations of the Congress and Congress venue.

## **6. Congress Language**

All content on the Congress shall be delivered in English and you must possess a good standard of English language and comprehension to participate. The Organizer does not accept liability for any inconvenience or failure to attend arising as a result of a lack of English language knowledge.

## **7. Visa Information**

You are responsible to obtain the required visa to enable your lawful participation in the Congress. If you do not obtain the required visa by the start date of the Congress, you will not be able to participate. In no circumstances will the Organizer issue documentation to support a visa application prior to receiving payment in full for the Congress Fees.

## **8. Loss**

No responsibility will be accepted by the Organizer or the venue management for any loss or damage to your personal property and belongings. You are advised to take out insurance for you and your possessions for the duration the Congress and your travel to and from the Congress.

**9.** The Organizer may (at its sole discretion) change the format, speakers, participants, content, venue location and program or any other aspect of the Congress at any time and for any reason, whether or not due to a Force Majeure Event, in each case without liability.

## **10. Limitation of Liability**

The Organizer may (at its sole discretion) change the date or cancel the Congress at any time for any reason. If the Organizer changes the date or cancels the Congress for any reason except due to a Force Majeure Event (in which case the terms of Condition 11 shall apply), Organizer shall offer you the option of attending any rearranged Congress that Organizer chooses to organize (acting in its sole discretion). If you promptly notify Organizer in writing before the date of the Congress that you do not wish to attend the rearranged Congress or if Organizer elects not to rearrange the Congress then you will (as your sole remedy) be entitled, at your discretion, to receive either a credit note or a refund in respect of your fees received by Organizer.

The Organizer will not be liable for costs incurred by you (or any other person) in the event of cancellation of the Congress in its entirety or the cancellation of your participation in the Congress pursuant to these terms and conditions, including but not limited to costs incurred in relation to cancellation or alteration of travel arrangements, accommodation reservations and other costs.

## **11. Force Majeure**

The Organizer shall not be liable for any failure or delay in the performance, in whole or part, of any of its obligations arising from or attributable to acts, events, omissions or accidents beyond its reasonable control including, but not limited to strikes, lock-outs or other industrial disputes (whether involving the Organizer's workforce or the workforce of any other party), act of God, acts

of terrorism or war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

### **12. Photography Disclosure**

All unauthorized photography and the recording or transmitting of audio or visual material, data or information is expressly prohibited. You consent to filming and sound recording and photography of the Congress as a delegate and you consent to the use by the Organizer of any such recording or photography containing your image anywhere in the world for promotional, marketing and other purposes. Copyright for images and recordings will be retained by the Organizer.

### **13. Congress Material and Intellectual Property Rights**

Views expressed by Congress lecturers and speakers are their own. The Organizer does not accept any liability for advice given or views expressed by the Organizer's staff, Congress speakers or delegates or in any notes or documentation provided to Congress delegates.

You will be solely responsible for determining whether the Congress is sufficient and suitable for your needs. The Organizer does not provide any guarantee in respect of improvements to the standard of your abilities on completion of the Congress.

The copyright and other intellectual property rights in any materials or documents provided to you as part of the Congress are retained by the Organizer and/or the speakers. You may not use the material, documents or other items for any commercial purpose.

**14.** The Organizer reserves the right to amend these terms and conditions from time to time. However, you will be subject to the terms and conditions in force at the time you submit your registration.

## **PRIVACY NOTICE**

This privacy notice discloses the privacy practices for (<http://www.icbmt.or.kr/>). This privacy notice applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

The Organizer is the sole owner of the information collected on this site. The Organizer only has access to/collect information that you voluntarily give it via email or other direct contact from you. The Organizer will not sell or rent this information to anyone.

The Organizer will use your information to respond to you, regarding the reason you contacted it. The Organizer will not share your information with any third party outside of its organization, other than as necessary to fulfill your request. If you have any questions, please email the Organizers, International Congress of BMT 2021, [icbmt@icbmt.or.kr](mailto:icbmt@icbmt.or.kr)

Unless you ask us not to, the Organizer may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from the Organizer at any time. You can do the following at any time by contacting the Organizer via the email address or phone number given on the Congress website:

- See what data the Organizer has about you, if any.
- Change/correct any data the Organizer has about you.
- Have us delete any data the Organizer has about you.
- Express any concern you have about the Organizer's use of your data.

### **Security**

The Organizer takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever the Organizer collects sensitive information (such as credit card data), that information is encrypted and transmitted to it in a secure way.

While the Organizer uses encryption to protect sensitive information transmitted online, it also protects your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which the Organizer stores personally identifiable information are kept in a secure environment.

If you feel that the Organizer is not abiding by this privacy policy, you should contact the Organizer immediately via telephone at +82-2-566-6031/6033 or via email ([icbmt@icbmt.or.kr](mailto:icbmt@icbmt.or.kr))