



HIV/AIDS IN POST 2015 ERA: LINKING LEADERSHIP, SCIENCE & HUMAN RIGHTS
www.icasa2015zimbabwe.org

Donation

Donation to facilitate key population	50 USD x _____ Delegates(s)
Donation to facilitate Youth Programme	50 USD x _____ Delegates(s)
Donation to facilitate Community Programme	50 USD x _____ Delegates(s)
Donation to facilitate Bilingual translation of ICASA	50 USD x _____ Delegates(s)
Donation Other	50 USD x _____ Delegates(s)

Total Amount: _____ **USD**

Payment

I would like to pay with credit card.

(A separate link to do so will be sent to me upon receipt of this registration form. An additional handling fee of 2.5% applies to the total amount to be charged. This amount will not be indicated on the invoice.)

I will transfer the total amount in US Dollar to the following account.

Bank: ECOBANK GHANA LIMITED
 Branch: A&C SHOPPING MALL, EAST LEGON
 Address: PMBGPO ACCRA – GHANA
 Account name: SOCIETY FOR AIDS IN AFRICA-ICASA REGISTRATION
 Account number: 015 103 442 477 0901
 Ecobank's Swift Code: ECOCGHAC
 Ecobank's Correspondent Bank: DZ BANK, FRANKFURT GERMANY Swift Code for
 Correspondent Bank: GENODEFF
 Reference: Group Registration Number, Name, Code ICASA 2015

All bank transfer costs must be paid by the transmitter.

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 into the ICASA account. 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 2015 Secretariat Office.
4. Kindly note that the original bank deposit slip serves as a confirmation and will be cross referenced with your registration.

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



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Place, Date

Signature

General Terms & Conditions

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organizer (PCO) of the 18th International Conference on AIDS & STIs in Africa, 29 November – 04 December 2015 in Harare, Zimbabwe. The PCO supports the conference secretariat and is responsible for registration services as well as abstract management and is hereafter referred to as K.I.T. Group.

These General Terms and Conditions are valid for each attendee registered for the 18th International Conference on AIDS & STIs in Africa, 29 November – 04 December 2015 in Harare, Zimbabwe (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:	31 March 2015, 24.00 GMT
Regular registration deadline:	30 July 2015, 24.00 GMT
Late registration deadline:	29 October 2015, 24.00 GMT
On-site registration	from 29 November 2015

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.

Late registration deadline: 29 October 2015, 24.00 GMT
After the late registration deadline, registrations are only possible on-site.

If the maximum attendee capacity is reached, the organizers 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.

The registration fee for accompanying persons includes entry to the conference venue, the opening session as well as the closing session. Entry to the exhibition area, the poster area and other conference sessions is not included. A maximum of one accompanying person can be registered per delegate.

Media representatives need to register through the online registration system. There is no registration fee for accredited media representatives. However, to register as a media representative, you must submit:

1. Letter of assignment and
2. Copy of press ID of the applicant and
3. Copy of the applicant's passport

The above are mandatory requirements for all members of the crew and not only the team/crew leader.

All submitted credentials will be thoroughly checked and verified by the ICASA 2015 Conference Secretariat and additional credentials may be requested before accreditation is approved.

Your registration will only be processed upon receipt and verification of the above mentioned credentials. As the number of media registrations is limited, the ICASA 2015 Conference Secretariat reserves the right to refuse applications.

Once you receive your Letter of Acceptance from the ICASA 2015 Registration Department, please be reminded to apply with the rules and regulations of Zimbabwean broadcasting cooperation. Please click [here](#) for more information.

Group Registration

For group bookings of 10 Delegates or more please complete the Group Registration Form and email it back to the ICASA 2015 Registration Department at group_registration@icasa2015zimbabwe.org.

A payment order will be sent by email to the group manager once the ICASA 2015 Registration Department has received the fully completed registration form. As soon as full payment have been received, you will be sent an excel list to fill in the individual details of each group member. This name list will then have to be returned to the ICASA 2015 Registration Department. Deadline to provide the complete name list as well as the details of each delegate is 01 October 2015.

Kindly note that the payment has to be fulfilled before the registration deadline you wish to register for.



The ICASA 2015 Registration Department shall not be held responsible for the double booking of an individual participant or group made by another company or organisation.

All registrations ordered are non-refundable.

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 is required at the time of registration. It should be made in USD only, using one of the following methods:

1. Credit card (Visa, MasterCard and American Express): Attendees should complete the relevant section of the registration form.
2. Bank transfer: Payment should be made in USD to:

Bank:	ECOBANK GHANA LIMITED
Branch:	A&C SHOPPING MALL, EAST LEGON
Address:	PMBGPO ACCRA – GHANA
Account name:	SOCIETY FOR AIDS IN AFRICA-ICASA 2015
Account number:	015 103 442 477 0901
Ecobank's Swift Code:	ECOCGHAC
Ecobank's Correspondent Bank:	DZ BANK, FRANKFURT GERMANY
Swift Code for Correspondent Bank:	GENODEFF
Reference:	Group Registration Number, Name, Code ICASA 2015

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 2015 Registration Department has received the fully completed registration form and the related payment. Attendees must present this confirmation/payment receipt at the registration counter as proof of their registration and payment.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the ICASA 2015 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.

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 to an existing conference registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the late registration deadline indicating clearly the new and old name. After the late 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

No refund will be issued for any cancellation.

Modification of the Conference Programme

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



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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 18th International Conference on AIDS & STIs in Africa.

When you register you will be asked to complete the online form providing for: your name, address, email address and telephone number. The above collected information is required to process, book and complete your booking (including confirmation by email).

Should you choose to make the payment for your bookings with credit card, your credit card details will be collected (credit card type and number, CVC code, expiry date, credit card holder name).

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, your credit card information is transmitted to us 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, 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.

Your credit card details will be kept by K.I.T. Group until three months after the end of the congress.

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.

Principles and Values for Conference Participation

By attending the 18th ICASA Conference on "AIDS in Post 2015: Linking Leadership, Science & Human Rights" delegates agree to comply with the ICASA 2015 Principles and Values of Conference Participation. The conference organizers reserve the right to confiscate the conference name badge, and therefore deny access, to anyone who does not comply with this policy.

The ICASA endorses freedom of expression as an essential principle in the fight against HIV/AIDS and in promoting full participation in our conferences. The combined efforts of all stakeholders in the public and private sectors and civil society are required to halt and reverse the AIDS pandemic. Activism and advocacy contribute to advancing commitment, policy and practice aimed at ending the epidemic.

The right to participate at an ICASA supported conference is fundamental to ensuring open dialogue between all stakeholders. The ICASA encourages debate and dialogue as key elements of participation, among all conference participants including delegates, sponsors, speakers and presenters, researchers and scientists, community representatives, leaders and the media. Peaceful protest has always been and continues to be a key element of participation at the conferences. The ICASA opposes the destruction of property or the use or threat of physical force by any individual or group of individuals during the conferences. The ICASA opposes the disruption of conference sessions or satellite meetings that results in the inability for dialogue and debate to take place.

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.



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Fulfilment and Jurisdiction

This contract is subject to the law of Switzerland. The terms of this contract shall be fulfilled in Zimbabwe 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.