

## **General Terms and Conditions for Participants, Exhibitors and/or Sponsors at meetings organized by ISICEM asbl**

ISICEM asbl is a non-profit association based in Brussels, Belgium, which organizes different educational meetings throughout the year to provide important updates in various aspects of intensive care and emergency medicine. The meetings are organized with academic support from the Departments of Intensive Care and Emergency Medicine of Erasme University Hospital, Brussels, Belgium.

### **I/ PARTICIPANTS**

#### **Scope**

These General Terms and Conditions apply to all participants, Exhibitors, and/or Sponsors taking part in any of our meetings (including, but not limited to, International Symposium on Intensive Care and Emergency Medicine (ISICEM), International Update meetings, EuroNeuro, ISICARE). As a participant, you accept all terms and conditions contained herein.

#### **Registration**

All participant registrations must be made online via our official websites: <https://www.isicem.org>, <https://www.isicare.org> (for ISICARE), or <https://www.euroneuro.eu> (for EuroNeuro). The organizers accept no responsibility for bookings made via unofficial websites or for any monies lost as a result.

#### **Deadlines for registration fees**

The deadlines for different fee periods are clearly marked on the registration page for each meeting. The applicable fee will be calculated according to the date on which payment is received, not the date on which the registration form is submitted. Should a deadline be missed, the next applicable fee tier will be applied automatically. Registration is only confirmed after receipt of payment in full.

#### **Proof of status**

For some meetings, discounts are available for members of specified scientific societies. If relevant, membership codes must be provided during registration to benefit from the reduced fee. Retroactive discounts are not possible.

Discounts may also be available for non-physicians (students, nurses, allied healthcare professionals, ...), young physicians, and participants from low- and lower-middle income countries (as per the World Bank classification). In these cases, proof of status, age, and/or country of residence must be supplied during registration. Qualified physicians undergoing specialty training must pay the full physician rate. Participants registered as non-physicians are unable to claim CME credits if these are available.

#### **Complimentary registration**

ISICEM sometimes offers complimentary registration to the first 50 participants from low- and lower-middle income countries (as per the World Bank classification) for the annual ISICEM meeting and to the first 25 for ISICARE and EuroNeuro. When available, this will be clearly indicated on the Registration page for the event. To benefit from this offer, proof of country of residence must be supplied during registration. Eligibility is based on the order of completed registrations received. This offer is non-transferable, has no cash value, and may be amended or withdrawn at the organizers' discretion.

#### **Package Prices**

For certain meetings, participants may purchase packages that include registration for two or more events at a preferential rate.

- Package prices will be clearly indicated on the registration page of each meeting.
- The package fee must be paid in full at the time of registration. Retroactive application is not possible.

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- Packages are non-transferable and non-refundable once purchased.
- Each package counts as one event for the purposes of the “Attend more, Save more” scheme described below.

### **Progressive Benefit “Attend more, Save more” Scheme**

To encourage continued participation at its events, ISICEM offers progressive discounts based on the number of paid events attended by an individual within a single calendar year (January 1 to December 31).

- The discount increases with the number of events attended:
  - 15% on your second activity
  - 20% on your third
  - 25% on your fourth
  - 50% on your fifth
- The percentage discount applies across all price categories (physician, non-physician, student, etc.).
- A package purchase (e.g., ISICARE + Echocardiography) counts as one event for this calculation.
- Discounts will be offered automatically
- at the time of registration for a qualifying person and event.
- Retroactive application of discounts is not possible.
- This offer may not be used in conjunction with other promotional prices.
- This offer is non-transferable and may be amended or withdrawn at the organizers’ discretion.

### **Methods of payment**

Payment is required at the time of registration or after validation of supporting documents and will be charged in EUR. All costs are the responsibility of the payer.

You can use one of the following payment methods:

1. Credit card (Visa, MasterCard and Amex).
2. Bank transfer (until 10 days before the meeting in question):  
 IBAN: BE63-0682-4502-9808  
 Swift/BIC: GKCCBEBB  
 BELFIUS Bank – av. H. Conscience 182, B-1140 Brussels  
 Account name: ISICEM asbl  
 Reference: Event name + Name of participant(s) and/or No of invoice

Checks are not accepted.

By proceeding with payment, you agree with the stated price. No claim for a change in price will be accepted after payment.

### **Confirmation Email**

A confirmation email will be sent once full payment has been received. It is the participant’s responsibility to notify us of any change in email address so that important communications regarding the meeting are received.

### **Abstract Submission**

For meetings with abstracts, the abstracts must be submitted in English via the submission system on our website before the deadline. Full guidelines are available on the relevant submission pages. For abstracts submitted to ISICEM a non-refundable per-abstract processing fee of €30 (€15 for submissions from low- and lower-middle income countries as defined by the World Bank classification) applies, which must be paid by credit card at the end of submission. Abstracts for which the submission fee has not been paid in full will be automatically withdrawn from the system.

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If accepted, the presenting author must prepare an e-Poster for display during the meeting and complete registration by the deadline stated in the acceptance email. Onsite registration is not permitted for poster presenters. Abstracts with incomplete registration by the specified date will not be displayed or presented. Abstracts submitted to ISICEM will be published in *Critical Care* after the meeting but only if their associated e-Poster was presented in-person during ISICEM by one of the co-authors. If a submitting author cannot attend to present they can delegate the presentation to a registered co-author before the deadline received in confirmation emails. Non-presentation of an e-Poster (for any reason) will result in the abstract automatically being withdrawn from publication.

### **Lost or Forgotten Badges and Name Changes**

If you lose or forget your participant badge you will need to purchase a replacement for €100. Name changes will be subject to a handling fee of €100.

### **Symposium Access**

Access to the Exhibition area and certain satellite meetings is reserved for prescribing healthcare professionals. ISICEM reserves the right to remove persons who do not respect this rule.

### **Visa Procedures and Travel Regulations**

Participants are responsible for checking visa and passport requirements. Visa applications should be made well in advance. An invitation letter can be requested after full registration – please contact [symposium@isicem.org](mailto:symposium@isicem.org). Requests for refunds of registration fees if a visa is refused will only be considered if an official document from the embassy is sent to the meeting secretariat showing that the visa was applied for in time and confirming that it could not be granted.

### **Photography and Media**

The meeting organizers and/or ISICEM Newsletter photographers may film, photograph or video any and all aspects of the main and associated meetings. By agreeing to these general terms and conditions, participants, including speakers and exhibitors, consent to the use of such images for promotional purposes.

No portion of the scientific program may be video- or audiotaped by any individual (other than those mentioned in the previous paragraph). Reproducing photos of any content (including e-Posters) is prohibited without the author's permission.

Social media sharing of selected content is welcomed, provided speakers' wishes are respected. When using content on social media, please respect the individual. Please ensure you have a person's permission before taking and posting their photo. Harassment, intimidation or discrimination in any form will not be tolerated.

### **Media Access**

Members of recognized media organizations may request free registration. Proof of professional status will be required.

### **Cancellation Policy**

- Participant cancellation: There will be no refunds for cancellations, except for visa issues under certain conditions (see earlier).
- Congress cancellation: The Organizers may cancel or alter all or part of a meeting due to reasons beyond their control, including but not limited to unforeseen political, economic, health, or security events (force majeure). If an in-person meeting is cancelled, it will be converted to a virtual meeting and registrations will be automatically converted to e-registrations. If conversion is not possible, registration fees will be refunded. No other compensation will be provided.

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## **Health & Safety**

Your health and safety are a priority and we put everything in place to make our meetings as safe as possible for us all. Participants must abide by all the safety regulations indicated on our website and at the meeting venue. ISICEM reserves the right to refuse entry or to remove persons who do not respect the rules in place at the time of the meeting.

## **Privacy Policy**

Data will be managed in accordance with GDPR and relevant local laws. Please see our [Privacy Policy](#) for more details on how we manage your data.

## **Disclaimer**

ISICEM is not responsible for any theft or damage to belongings or persons during its meetings. ISICEM is not responsible for any expenses relating to incorrect travel documentation or non-compliance with regulations.

The content of our websites are for your general information and use and are subject to change without notice.

## **II/ INDUSTRY**

The general Terms and Conditions for participants listed above apply also to members of the Industry. In addition:

### **Exhibition and Sponsorship agreement**

Signature of Sponsorship agreement forms (educational sponsorship opportunities form, registration form, additional sponsorship activities form, booth registration) implies that you have read and accept these General Terms and Conditions. These conditions take precedence over all other conditions and contracts. Belgian law applies, and Brussels courts have jurisdiction.

Once signed, agreements are binding and you will be liable for the costs of the exhibition and/or sponsorship activities requested. There will be no reimbursement for exhibition fees or sponsorship payments, even if the meeting is cancelled.

### **Lost or Forgotten Badges and Name Changes**

If you lose or forget your Exhibitor/Sponsor badge you will need to purchase a replacement for €100. Name changes will be subject to a handling fee of €100.

### **Methods of payment**

Payment is required prior to the start of the symposium and will be charged in EUR. All costs are the responsibility of the payer.

You can use one of the following payment methods:

1. Credit card (Visa, MasterCard and Amex).
2. Bank transfer:  
IBAN: BE63-0682-4502-9808  
Swift/BIC: GKCCBEBB  
BELFIUS Bank – av. H. Conscience 182, B-1140 Brussels  
Account name: ISICEM asbl  
Reference: Event name + No of invoice

Checks are not accepted.

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