

IAS 2025: Terms and conditions for groups

Definitions

These terms and conditions for groups are valid for each group manager (hereinafter referred to as "group manager" or "data subject") and every person registered as part of a group (hereinafter referred to as "group member" or "data subject") for IAS 2025, the 13th IAS Conference on HIV Science, which is planned to take place in Kigali, Rwanda and virtually from 13 to 17 July 2025, with pre-conferences on 13 July.

Group registration is applicable only for registration of five people or more. The company or organization requesting a group registration must nominate one group manager who will administer the group booking. The group manager is duly authorized to accept the present terms and conditions for groups on behalf of the group members. It is the sole responsibility of the group manager to distribute all relevant conference information, including these terms and conditions for groups, to the group members.

Group members can be registered either as regular delegates or students/postdocs/young persons.

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person on 13 July 2025, unless otherwise specified.

All references to a date or a deadline, mentioned in this and other IAS 2025 documents, refer to Central European Time (CET).

The organizer of IAS 2025 is IAS – the International AIDS Society – a Swiss non-governmental organization with its principal office at Avenue de France 23, CH-1202 Geneva, Switzerland (IDE/UID: CHE-111.717.829).

Conference registration

Registration fees are published on the IAS 2025 conference website.

Registration fees are in USD. The IAS is a non-for-profit Organisation registered in Switzerland with no establishment in Rwanda.

Only fully completed registration forms will be accepted. The registration will be confirmed only upon receipt of payment in full, from the group manager/company submitting the group registration. If the full payment has not been received before the respective fee deadline, these registrations will be charged with the respective additional surcharge(s) once the earliest deadline has passed. If the maximum in-person delegate capacity is reached, the IAS



reserves the right to decline new in-person plus virtual registrations or requests to change from virtual registrations to in-person plus virtual registrations.

To register as delegates, group members must be at least 18 years old. Group members may be asked to present an official identity card stating their age or birthdate.

To register as students/postdocs, group members must be at least 18 years old and present proof of full-time enrolment at a recognized university or college at both the time of registration and during IAS 2025.

To register as young persons, group members must be between 18 and 25 (inclusive) years old and present proof of age (official identity card stating the age or birthdate).

The IAS 2025 Registration team cannot be held responsible for double registrations/bookings of a participant made by the group manager, as well as by the individual or another company/organization.

In-person plus virtual registration

The in-person plus virtual registration fee for delegates and students/postdocs/young persons includes:

- In-person access to all conference sessions, satellite sessions, pre-conferences, the poster exhibition and the exhibition
- Online access to all conference, satellite and pre-conference sessions streamed live, and e-posters, available on-demand throughout the conference and after

If we receive the completed registration form, the payment in full and the required supporting documents (if applicable) on or before 06 May 2025, a printed pocket programme is guaranteed for in-person delegates. If we receive the completed registration form and/or the full payment and/or the required supporting documents (if applicable) after 06 May 2025 (including on-site registrations), the IAS cannot guarantee that a printed pocket programme will be available. All pocket programmes will be distributed on site only.

It is the responsibility of the group manager to inform the group members whether the name badge and pocket programme are being picked up and distributed by the group manager or whether each group member must do this individually. No name badges and pocket programmes will be handed out until payment in full has been received for the entire group registration.

The group members' first name(s) and last name(s), as entered in the conference account and registration form, will be printed on the name badge. If the group members would like their preferred name(s) to be printed instead of these name(s), they can individually request this change at the registered delegates desks in the registration area on site.

Virtual registration

The virtual registration fee for delegates and students/postdocs/young persons includes:

- Online access to all conference, satellite and pre-conference sessions streamed live, and e-posters, available on-demand throughout the conference and after

13 – 17 July · Kigali, Rwanda



Payment order, registration confirmation and invoice

We will send a payment order by email to the group manager once the IAS 2025 Registration team has received the fully completed registration form. After receipt of the fully payment, the group manager will be provided with a confirmation of registration. The invoice will be issued after the conference.

Methods of payment

The registration fee must accompany all conference registrations. Payments have to be made in advance and in USD only, using a credit card (up to USD 10,000) or by bank transfer; no cheques are accepted. The transmitter must prepay all bank fees and money transfer costs. Clearly indicate IAS 2025, the groups number and the group manager's company/organization name as a reference on all bank transfers.

Group registration procedure

After the IAS 2025 Registration team has received the completed group registration form and payment in full, the group manager must complete a pre-formatted group information template (Excel spreadsheet), and then send it to the IAS 2025 Registration team with any required supporting documents (if applicable). The group manager must make sure that all individualized mandatory data for all group members is provided. The completed details for the group members must be provided no later than 13 June 2025.

Registration name change

Name changes must be made using the pre-formatted group information template. The group manager is requested to clearly mark the name change. Names changes received by 13 June 2025 are free of charge. After 13 June 2025, a name change fee of USD 65 will be charged for every name change to an existing registration. Only name changes advised by the group manager will be accepted.

Registration format change

IAS 2025 allows the group manager to change group members' registration to virtual or in-person plus virtual as follows:

- If there is a change from in-person plus virtual registration to virtual registration, the difference will be refunded free of charge until 06 May 2025. After this date, all refunds are subject to a USD 65 handling fee.
- If there is a change from virtual registration to in-person plus virtual registration, the difference will be charged.



Conference format change

If the IAS changes the conference format to fully virtual due to events beyond the control of the IAS, all in-person plus virtual registrations will be converted to virtual registrations and the difference refunded at no extra cost to the group manager. The group manager or group members cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

Cancellation and refund policy

Notification of cancellation must be made by the group manager in writing and sent to the IAS 2025 Registration team by email.

If the written notification of cancellation is received on or before 06 May 2025, 50% of the registration fee will be refunded. No refund requests will be accepted after 06 May 2025. The cancellation will not be effective until a written acknowledgement from the IAS 2025 Registration team is received.

In the case of overpayment or double payment, refund requests (including any required supporting documents, if applicable) must be made in writing and sent to the IAS 2025 Registration team, by email, no later than 17 July 2025. A handling fee of USD 65 will be charged. No refund requests will be accepted after 17 July 2025. The refund will not be effective until the group manager receives a written acknowledgement from the IAS 2025 Registration team.

Refunds, if applicable, will be made in the same form as the original transaction. If the original transaction was processed by credit card, refund will be made to the same credit card used for the original transaction. If the original transaction was processed by bank transfer, refund will be made to the same bank account used for the original transaction.

Credit will not be given for unattended events or early termination of attendance.

Cancellation of IAS 2025

If IAS 2025 cannot be held or is postponed due to events beyond the control of the IAS (including force majeure) or due to events that are not attributable to wrongful intent or gross negligence of the IAS, the group manager or group members cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

In these circumstances, the IAS reserves the right to either retain the entire registration fee and use it for a future conference or to reimburse the group manager's company /organization after deducting costs already incurred for the organization of IAS 2025 and which could not be recovered otherwise.

Modification of the programme

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

Replacement name badge

The conference name badge must be worn at all times during the in-person conference. Access to the conference venue will not be granted without a proper name badge. If a group member loses, misplaces or does not have the name badge in their possession, a handling fee of USD 65 will be charged for a new name badge. Upon handing out a new name badge, the replaced badge will be deactivated and become invalid.

Letter of invitation

Group members requiring an official letter of invitation from the IAS can download one through their personal conference account. To download a letter of invitation, group members must first be registered for IAS 2025, and payment in full as well as any required supporting documentation (if applicable) must be received for the entire group.

This letter of invitation does not place any financial obligations on the IAS. All expenses incurred in relation to conference participation are the sole responsibility of the group manager/group member. The letter of invitation does not guarantee an entry visa for Rwanda.

Visa requirements

It is the sole responsibility of the group manager/group member to comply with any entry and/or visa requirements. The group manager/group member should therefore contact their nearest Rwandan embassy or consulate to determine their entry and visa requirements.

Group members' registration details may be shared with Rwandan immigration authorities to assist in the immigration process. However, the IAS and/or the IAS 2025 Registration team will not directly contact embassies and consulates on behalf of delegates.

If the group member correctly applied for a visa and the group manager/group member can show proof that the visa was not granted even though all requested documents were provided as required, the group manager may request:

- Changing the group members' in-person plus virtual registration to a virtual registration and getting the difference to the in-person plus virtual registration fee refunded.
- Full reimbursement for the in-person plus virtual registration minus a handling fee of USD 65.

To request either of these options, the group manager must submit the requests (including any required proofs) in writing and send it to the IAS 2025 Registration team, by email, no later than 14 July 2025. No requests will be accepted after 14 July 2025.

Further information on entry and visa requirements as well as the refund process and proofs to be provided can be found on the [IAS 2025 Immigration page](#).



IAS 2025

Data protection and sharing of contact details with third parties

The IAS will collect, process, transfer and store data subjects' personal data only for: (i) the preparation and execution of IAS 2025; and (ii) the preparation of future IAS, AIDS and HIVR4P conferences. Data protection is warranted in accordance with the Swiss Federal Act on Data Protection (nFAPD) and the European Union General Data Protection Regulation (GDPR). Data subjects' personal data will be retained securely and accessible only on a need-to-know basis by duly authorized persons. For further information, please read the IAS data [privacy policy](#).

The details of data subjects registering for IAS 2025 entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, photo and healthcare professional status – will be shared with the following parties:

- IAS 2025 Registration team, c/o K.I.T. Group, Germany
- IAS 2025 virtual platform provider, c/o Key 4 Events, France

The data subjects' details entered in the conference account and registration form (first and last name, title, home address, date of birth, passport number, nationality, country of residence, gender, email, telephone, organization name, position and photo) may also be shared with Rwandan immigration and security authorities.

The contact details (full name, home address, participant type, email and healthcare professional status) of data subjects who have agreed to share their contact details when registering will be shared periodically with the following conference sponsors in countries where legislation might not ensure an adequate level of data protection:

- Gilead, USA
- Merck, Sharp & Dohme Corp., USA
- ViiV Healthcare, UK

The above-mentioned conference sponsors may use these contact details only to contact data subjects regarding activities during IAS 2025 or other communications that may be of related interest. Therefore, data might be passed on to third parties unless otherwise explicitly indicated by the data subject on the registration form.

The data subjects' who have agreed to receive satellites symposia and exhibition related communications when registering will periodically receive promotional emails related to satellite symposia and exhibition booths organized by third parties at IAS 2025.

The data subjects herewith authorize the IAS to collect, process and transfer their personal data to the above-listed third parties and authorities. The data subjects 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 the data subjects 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 data subjects' personal data will be processed by the above-listed third parties and authorities to the same extent as it is authorized for itself under the nFADP and the GDPR. The IAS will also ensure that all third parties that will process data subjects' personal data have implemented appropriate technical and organizational measures to protect data subjects' personal data against accidental or unlawful destruction or accidental loss, alteration and unauthorized 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.

K.I.T. Group will collect and store all personal data for the preparation and execution of IAS 2025 and will not use it for any other purposes.

During the registration process and the execution of the conference, the personal data of each data subject is processed. All personal data will be processed in accordance with the applicable data protection regulations, in particular, the GDPR and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec 1 lit a-f GDPR: (a) express consent; (b) performance or conclusion of a contract; (c) fulfilment of a legal obligation; (d) protection of vital interests of the data subject or another natural person; (e) public interest or exercise of official authority; and (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the conference, personal data may be processed by companies based in third countries outside the European Union. The data subject consents to such data processing insofar as it is necessary for their participation and the full use of the conference services.

For further details on data processing, your and group members rights about information and access to personal data and how to contact the data protection officer, please refer to the IAS data [privacy policy](#).

Privacy notice and consent

The group manager should collect the consent of group members about the use of their personal data and ensure that the group members read and understand the IAS data [privacy policy](#).



IAS 2025

Request of group members' attendance report after IAS 2025

The IAS will deliver a list of attendance requested by the group manager to the group manager only if the group manager provides the IAS with the proof of consent of each group member. The consent of group members should be freely given, specific, informed and unambiguous. The group manager should inform the group members about their right to withdraw their consent at any time before the conference.

Conference embargo policy

All IAS 2025 abstracts are released to group members, delegates and media under a strict embargo policy. A detailed breakdown of embargo procedures for different types of abstracts is available on the [IAS 2025 embargo policy page](#).

All conference participants, presenters and media commit to adhere to this policy when they apply for conference registration.

Photo and video consent

In view of the fact that the events related to IAS 2025 will be filmed and photographed, the group manager and group members hereby agree that, by attending the conference, the group members' image and/or voice may be recorded and published or broadcast through different media.

If you or your group members do not consent to close-up photography or close-up filmed material of you or your group members potentially featuring in IAS communications, please email media@iasociety.org.

Principles of conference participation

By attending IAS 2025, group members agree to comply with the [IAS conferences code of conduct](#).

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 group members shall take part in IAS 2025 at their own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.



IAS 2025

Fulfilment and jurisdiction

These terms and conditions for groups 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, these terms and conditions for groups, including the validity, invalidity, breach or termination thereof, shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Arbitration Centre in force on the date when the Notice of Arbitration is submitted in accordance with these Rules. There shall be one sole arbitrator. The seat of the arbitration shall be in Geneva, Switzerland. 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 privacy policy.