



## Terms and conditions

### Scope

These terms & conditions apply to all individually registered participants (hereafter "Participant(s)") attending the **EORTC-ESMO-AACR Workshop on Methods in Clinical Cancer Research** (hereafter the "Workshop"), to be held in De Ruwenberg, Sint Michielsgestel from 15-21 June 2024.

All dates or deadlines, mentioned in this and other Workshop documents, are on Central European Time (CET). the organisers are the EORTC, ESMO and AACR organisations (hereafter the "Organisers").

### Registration

The link to the registration form will be sent to selected applicants after mid March 2024. Only fully completed online registrations will be accepted. The registration will only be confirmed upon receipt of full payment. If full payment is not received by **15 April 2024**, the Participant's place will be withdrawn and provided to the next applicant on the waiting list.

The Workshop Participation Fee of 2.900 EUR (including local VAT) includes:

- Exclusive access to and mentoring by highly experienced clinical experts in oncology;
- Access to the Workshop portal, the online resource platform for all Workshop material;
- Accommodation at the Workshop venue for 6 nights with arrival on Saturday 15 June 2024 and departure on Friday 21 June 2024;
- Food and beverages throughout the duration of the Workshop;
- Round-trip travel arrangements from closest home airport to Amsterdam or travel reimbursement for trips arranged by the Participant (*see Reimbursement policy further below*)
- Shuttle bus service from Amsterdam airport to the Workshop venue on Saturday 15 June 2024 and from the Workshop venue to Amsterdam airport on Friday 21 June 2024.

### Methods of payment

Credit cards are the preferred method of payment (accepted credit cards are Eurocard/Mastercard or VISA). It is also possible to pay by bank transfer, in which case the name and registration number of the Participant must be clearly stated on the remittance for ease of traceability. Cheques and bank drafts are NOT accepted.

### Cancellation & refund

In case of cancellation **by 30 April 2024**, an administrative fee of 125 EUR (including local VAT) will be applied.

In case of cancellation **after 30 April 2024**, an administrative fee of 600 EUR (for EU Participants) and 900 EUR (for non-EU Participants) will be applied, in order to cover the cancellation costs relating to travel, accommodation and Workshop material.

The applicable administrative fee will be retained from the Participation fee and deducted from any refund.

### Reimbursement policy

The Workshop secretariat will arrange travel for the Participants as stated under the section **Registration**. The travel agent appointed by the Workshop secretariat will contact all Participants with proposed flights. Participants determined to book their own flights are required to consult the Workshop Secretariat prior to making any arrangements. Failure to do so will result in non-reimbursement of expenses.

In case travel options do not allow for arrival before 12:00pm/Noon on Saturday 15 June 2024 in Schiphol Airport Amsterdam, Participants can book an extra night on Friday 14 June 2024, either close to the home



airport or close to Amsterdam airport. The extra night will be reimbursed by the Workshop Secretariat up to an amount of 125 EUR upon receipt of expenses claim.

**PLEASE NOTE: Any additional unauthorised travel expenses will not be reimbursed. Travel to and from your own home to the airport will not be covered.**

### **Data protection and sharing of contact details**

This event is organised by EORTC in collaboration with the Organisers.

The processing of personal data collected falls under the EU General Data Protection Regulation 679/2016 (hereafter also "GDPR", applicable as of 25/05/2018) and the Belgian Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

To manage Participant's registration and participation to this event, EORTC and the Organisers collect and store Participant's personal data in order to promote and evaluate the event, and to produce statistics on participation to the events. Other personal information might be required in the scope of organisation of travel and accommodation.

Our legal basis for the processing of the Participant's data is contract execution (Participant's registration to our event, organisation of the travel and accommodation and application submission processing), legal compliance (e.g. accountancy) and legitimate interest (statistics of participation, evaluation of the event and event promotion). Please note that when processing is based on legitimate interest, you will still be able to exercise the right to object. Participant's name, specialty when relevant, organisation and country will appear on the event badges.

Participant's data will be stored for a maximum of 10 years after the end of the event. After this period, EORTC will either anonymise or delete Participant's personal information.

Participants are entitled to the following rights at any time and free of charge:

- right to access your personal data held by EORTC,
- right to rectify or complete your data,
- right to request the erasure of your data and restriction to its processing
- right to object processing of your personal data.

In order to exercise these rights, please contact EORTC Data Protection Officer at [privacy@eortc.be](mailto:privacy@eortc.be). Please note that some of these rights are not absolute and will be assessed case by case.

If Participants consented (optional), EORTC may contact them to inform them about other EORTC events that may be of interest or provide them with more information about EORTC activities or other relevant information relative to cancer research, for example in the form of a newsletter. If Participants do not wish to receive information from EORTC in the future, and want to be removed from EORTC's mailing list, they can unsubscribe from the mailing list, or contact [privacy@eortc.org](mailto:privacy@eortc.org).

This event may include a photographer and may be recorded for promotional purposes only. These photos/recordings may be used in official EORTC press releases, printed and/or online publicity and published on any EORTC social media network, such as Facebook, Twitter, YouTube or LinkedIn. EORTC will delete them after they are no longer needed for publicity purposes. To be removed from any EORTC online or offline publication please contact [privacy@eortc.org](mailto:privacy@eortc.org).

### **Cancellation, Liability and Damage**

The Organisers reserve the right to alter or cancel any Participant registration due to circumstances beyond its/their control, including but not limited to industrial action, postal communications, flooding, storm, lack of



utilities, fire alarm evacuation, or any act of God (hereafter “Force Majeure”). If this happens, the Organisers will use all commercially reasonable efforts to offer the Participant alternative services.

The Organisers will refund any participation fees to the Participants in case of cancellation of the Workshop. In the event of postponement or cancellation of the Workshop due to Force Majeure or to events which are not attributable to wrongful intent or gross negligence of the Organisers, the latter cannot be held liable by Participants for any damages, costs, or losses incurred, such as transportation and accommodation costs, financial losses and any other miscellaneous expenses directly or indirectly resulting from such postponement or cancellation.

The Organisers cannot be held responsible for any personal injury, loss, damage or accident to private property, or for additional expenses incurred as a result of delays or changes in air, rail, road travel or other services, or resulting from strikes, illness, weather and other similar causes, neither for any indirect damage resulting thereof.

In any event, the Organisers cannot be held liable for any claims resulting from, or arising out of:

- i) failure to provide any of the services contracted due to Force Majeure;
- ii) accident, injury or damage to the Participants, their guests, or their respective property due to their own actions, neglect or actions of others.
- iii) any indirect damage.

The Participant should make sure that they are fully insured against all losses or liabilities referred to in this section “Liability and Damage”. The Organisers reserves the right to refuse any registration if the Participant cannot provide proof that he/she has sufficient insurance to cover his/her liability under this section.

The Participant shall be responsible for any damage, cost or loss caused by the act, default or negligence of the Participant or his/her guest(s). He/she will defend and indemnify the Organisers from and against any claim resulting from, or arising out of, any such damage, cost or loss and will pay on demand the amount required to remedy any such damage.

The Participant must ensure that he/she or his/her guest(s) and anyone visiting them at the Workshop behave in such a way that they do not cause a nuisance or unreasonable disruption to the Workshop, other Participants, the Organisers or any other visitor of the Workshop venue.