

## Registration Policy

The registration and participation in **ESTRO events** are governed by this Registration Policy. By submitting your registration for, **ESTRO events**, you are deemed to have agreed to comply with this Registration Policy.

### Registration Eligibility

ESTRO events is open to healthcare professionals with an interest in radiotherapy and oncology, as well as representatives from Exhibiting companies and individuals invited or approved by ESTRO. The individuals participating in ESTRO events are hereinafter referred to as "delegates" or "corporate representatives".

### Procedure

ESTRO no longer accepts registration orders for Health Care Professionals directly from pharmaceutical and Medical Technologies companies. This policy adjustment is in accordance with the implementation of our EACCME® accreditation, as outlined in its regulations. We invite delegates to take charge of their registration by independently accessing our events registration website.

Registrations can be made in advance online through the official ESTRO events registration website or onsite at the dedicated registration desks. Generally, registrations are processed on a first-come, first-served basis. ESTRO will promptly notify individuals whose registrations could not be accepted. However, confirmation of registration is subject to full payment.

### Username and password

To register for ESTRO events via the web, it is necessary to create a **MyESTRO** account, enabling you to set your own privacy preferences in accordance with the [ESTRO Privacy Statement](#).

It is your responsibility to maintain the confidentiality of your password and account, as well as to report any suspected unauthorized use of your account or any security breaches to ESTRO. ESTRO will not be held liable for any loss incurred due to the unauthorized use of your account.

### Registration Fees

The registration fees for ESTRO events are detailed on the events registration page, which can be found on the official ESTRO website at [www.estro.org](http://www.estro.org).

The registration fee includes event participation and, if available, access to the industry exhibition.

Registration fees and other associated charges are inclusive of VAT.

### Indirect taxes/ Withholding taxes

To ensure compliance with withholding tax or indirect tax regulations, such as VAT, GST, or sales tax, the Customer is considered to be located at the place indicated in the "Company details" section as reported on the ESTRO events Registration form. Upon specific request, invoices can

be sent to the address specified under "Invoice details." However, it is important to note that the billed entity remains the "Company details" entity.

Fees and charges are net of any local taxes applicable in the country of the Customer, such as, but not limited to (when applicable) VAT, GST, Sales tax, withholding tax or any similar tax of any nature whatsoever. All present and future Customer's local taxes, as well as fines and/or penalties and/or interest assessed directly or indirectly on such amounts (if any) which may apply to fees or charges due for or in connection with the event, will always (even retroactively) be borne by the Customer. The Customer is solely responsible for paying any such local taxes in addition to applicable ESTRO fees and charges. ESTRO cannot be held responsible for seeking any refund of such local taxes and will not initiate any procedure to that effect."

### **Payment Method**

ESTRO accepts payment for ESTRO events registration by credit card or electronic bank transfer. If you prefer to pay by electronic bank transfer, please contact the event team at [events@estro.org](mailto:events@estro.org). An invoice or a proforma with relevant payment instruction details will be sent to your email.

### **Cancellation and Refund**

ESTRO understands that circumstances may arise which require you to cancel your registration:

1. Refund: If you decide to cancel your registration, you will be eligible to receive a refund of 85% of the registration fees. The remaining 15% will be retained to cover handling charges.
2. A refund is solely issued to the original account from which the invoice payment was made.
3. Cancellation deadline: Please note that any cancellation request received within 1 month before the date of the event will not be eligible for a refund.
4. Transfer of Registration: a registration cannot be transferred to another individual.

### **Insurance**

ESTRO does not accept liability for individual medical, travel or personal insurance. In the event of unforeseen or serious circumstances beyond its control, ESTRO shall be entitled to cancel or modify the dates of the event. Delegates shall not be entitled to compensation for any costs or damages incurred as a consequence of such a cancellation or change. All delegates are urged to take personal travel insurance.

ESTRO accepts no responsibility for any belongings you may bring to ESTRO events. Bringing such belongings is at your own risk.

Children under the age of 18 are not permitted on scientific sessions and the Exhibit Hall floor.

### **Event Rules and Regulations**

While participating in ESTRO events, it is mandatory to adhere to all policies or directives, including but not limited to security, health, and safety regulations, that are in effect during the event. These directives may be provided by ESTRO, relevant third parties, the person in charge of the event venue, or any competent authority.

ESTRO accepts no responsibility for any belongings you may bring to ESTRO events. Bringing such belongings is at your own risk.

Children under the age of 18 are not permitted on scientific sessions and the Exhibition Hall floor.

### **Lead Retrieval Device**

Exhibiting companies can order separately a Lead Retrieval Device that allows them to scan badges of ESTRO events participants as to obtain reports on attendance.

This device is licensed to the Exhibiting companies for the purpose of scanning ESTRO events participants' badge only on their stand location or at a location where the Company is organising a satellite Symposium, event, cocktails, dinner.

**Scanning of your badge by an Exhibiting company should always be done with your express consent.** By scanning your badge, the Exhibiting companies will collect your first name, family name, title, phone number, institution, specialty, location, and e-mail address.

This information should only be used by the Exhibiting companies for the purpose of evaluating attendance and to present their products and services directly to you by e-mail.

### **Wi-Fi**

ESTRO events will allow you to access and use the free Wi-Fi of the conference centre, if available. You are required to use the WIFI legally, professionally and in accordance with the Wi-Fi Acceptable Use Policy, in a way that would not violate the right of any third-party or create any interference on the network.

### **Photographs and videos**

ESTRO reserves the right to photograph and videotape all ESTRO events spaces (for the exception of the exhibition space as it is not allowed to take pictures of specific brands and/or products displayed) and participants and to use and license such photographs and videos for a duration of three years in any internal and external communication referring to ESTRO events, such as on its websites and intranet, on the ESTRO events' Programme, Final report, and in its annual reports as well as on social media channels such as Twitter, Instagram, LinkedIn, Facebook or YouTube for advertising, promotional or other commercial purposes related to ESTRO's business, products or services.

You hereby consent to such uses and irrevocably transfer and assign to ESTRO the right, title and interest in and to the photographs and videos pertaining to you and any modified forms, reproductions or compilations thereof, including the unrestricted right to publish or reproduce and to license the publication and reproduction of your image. In addition, you expressly recognize that the use of your image (including any reproduction or publication of your image) by ESTRO, as explained above, is authorized free of charge, and therefore excludes any subsequent additional request for compensation on a later date.

### **Speakers**

At ESTRO events, as a speaker, you agree to comply at all times with the Code of Conduct as provided hereunder.

### **Video**

By accepting to be a speaker at ESTRO events, you agree that ESTRO records your sessions and uses and distributes the video for commercial purposes as further specified under the photographs and videos section here above.

## **Attendees**

The event that you have registered for might be subject to export control, sanctions, or other legal restrictions. ESTRO aims to comply with all laws and regulation applicable to it and therefore reserves the right to withhold acceptance of your registration based on restrictions arising from any EU sanctions regulations. By registering to this event, you acknowledge that it is your sole responsibility to be in compliance with any sanctions and export control regulation that is applicable to you and ESTRO hereby disclaims all liability for your non-compliance with abovementioned law and regulation.

## **Indemnity**

You acknowledge and agree that you will indemnify ESTRO against any damages incurred by ESTRO as a result of a third-party claim arising from your ESTRO events registration or participation, except to the extent such damages were directly caused by ESTRO.

## **Liability**

ESTRO's potential liability in connection with ESTRO events (whether in contract, tort or otherwise) is limited to the total amount of your registration fee. Furthermore, any claim for indirect, special or consequential loss or damage of any kind or for any loss of business or profit, revenue, anticipated savings, contracts, loss of or corruption to data, loss of use, loss of goodwill, interruption of business or claims of other parties or other similar pecuniary loss howsoever arising, even if ESTRO has been advised of their possibility, is expressly excluded.

To have a valid claim against ESTRO relating to your ESTRO events registration or participation, you must notify ESTRO within six months after the ESTRO events ending date. You agree to exonerate ESTRO from any liability relating to claims notified after that time limit.

## **Intellectual Property**

The ESTRO events digital platforms contains proprietary materials owned by ESTRO or its suppliers. All rights reserved. The offerings or items detailed on the ESTRO events digital platforms, encompassing their titles, ownership rights, copyrights, trademarks, patents, and other relevant rights, are the exclusive property of ESTRO and/or its affiliated suppliers.

## **Trademarks**

ESTRO is the trade name of European Society for Radiotherapy and Oncology. ESTRO, the ESTRO logo, ESTRO events, are registered trademarks of ESTRO. All other product or company names that may be mentioned on the ESTRO events digital platform are trade names, trademarks, or registered trademarks of their respective owners.

## **Code of Conduct**

ESTRO values and encourages freedom of expression. To maintain a right balance between such freedom of expression, you agree to:

1. always respect ESTRO's name, reputation, goodwill, and other business assets when using the ESTRO events digital platform.
2. ensure that any content that you make available does not infringe the rights of ESTRO, another user, or any third party.
3. in particular, refrain from infringing any intellectual property rights, privacy and data protection laws, confidentiality commitments, trade or business secrets, banking secrecy, or other laws when using the ESTRO events digital platform.

4. refrain from making any statements that would be insulting, threatening, libellous, obscene, offensive to religious, political or ethical beliefs, discriminating or racially oriented, or otherwise infringing any applicable legislation or third-party rights.
5. refrain from making any statements that would be disrespectful, misrepresenting, or otherwise harmful to ESTRO, another user, or any third party.
6. refrain from discussing topics with competitors that could give rise to competition law issues (such as price-fixing or market allocation agreements), and always conduct discussions with competitors in accordance with applicable antitrust regulations.
7. refrain from using the ESTRO events digital platform to participate in or send contests, pyramid systems, or chain letters.
8. refrain from sending or posting unsolicited e-mails or internal messages (spam) to other users (without their explicit consent).
9. refrain from harassing, discriminatory or demeaning conduct.
10. comply with all rules, policies, and procedures of the event.
11. comply with all applicable laws and regulations in the location where the event is being held.

ESTRO does not proactively monitor (neither before nor after publication of content) whether the content posted by users complies with the present Code of Conduct and the Terms of Use of ESTRO events digital platforms. ESTRO may however investigate at any time whether there are no cyber security incidents.

### **Privacy**

ESTRO is committed to protecting your privacy needs. Please read in this regard [the ESTRO Privacy Statement](#) which applies to the processing of your personal data related to your registration.

### **Links to and from other websites**

The ESTRO events digital platform may contain links to other websites, which are not controlled or maintained by ESTRO. Please note that ESTRO is not responsible for the content of those sites. The inclusion of such links does not imply any endorsement of these sites.

Additionally, websites may also contain links to [estro.org](http://estro.org). ESTRO does however not take any responsibility for the content of the concerned websites as it is not able to examine the entire content of these websites.

### **Social Media**

ESTRO supports the use of social media. However, any third-party content posted through social media channels maintained by ESTRO should not be taken as an endorsement of such information.

Links to websites and other resources operated by parties other than ESTRO ("Third- Party Information") are provided solely as a convenience to the user. The perceptions, opinions, beliefs, and attitudes expressed through social media websites and other public forums are those of employees, related individuals, and other participating users of our websites, and are not necessarily aligned with the policies, standards, and practices of ESTRO, its stakeholders or partners.

These social media sites are available for and intended to encourage public dialogue and are, as such, provided for outreach and informational purposes only.

**ESTRO Contact**

ESTRO is registered at Avenue Marnix 17 - 1000 Brussels - Belgium.

Telephone: +32 477 271 125

Email: [info@estro.org](mailto:info@estro.org)

Belgian VAT number: BE0432.894.370

**Applicable Law and Dispute Resolution**

This Registration Policy and, more generally, all matters relating to registering for or participating in ESTRO events shall be governed by Belgian law and as regards any claims against ESTRO, you agree to submit to the exclusive jurisdiction of the competent court of Brussels, Belgium.