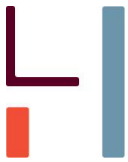


**NK2019
General Terms and Conditions**

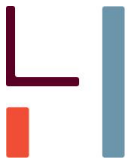
1. **Cancellation.** Only cancellation request via telephone or email (to nk2019@lih.lu) will be eligible. 20% will be deducted as an administration fee for cancellations after cancellation deadline of 31 August 2019. For cancellation within 7 days prior conference, there will be no refund.
2. If you are not able to attend the event and are substituted by a colleague please kindly inform us at least one week prior the event.
3. **Travel & visa.** Depending on the participant's citizenship, it may be necessary to obtain a visa to travel to the event. It is the sole responsibility of the participant to enquire about their visa requirements with diplomatic and consular representations and to collect the necessary documents in due time for the visa. LIH can issue a standard visa invitation letter upon request after payment of the registration fee.
4. **Refund.** Participants cancelling prior cancellation deadline of 31 August 2019, will be fully refunded.
5. **Payment.** Attendees can choose to pay their participation fee by bank transfer online or via paypal but prior the event. Payment should be done within 14 days after reception of the invoice.
 - a. In case of delayed payment, an administrative surcharge of 25 EUR will be added to the rates.
 - b. All payments must be made in EUR (Euros). Any currency conversion costs or other charges incurred in making the payment or in processing a refund shall have to be borne by the person or the company which has paid the fee.
 - c. On payment of fees by a person or organisation other than the participant, the participant's name needs to be clearly indicated.
6. **Change of venue/program.** LIH reserves the right to alter the venue or program, if necessary.
7. **Liability.** LIH does not assume any responsibility whatsoever for any damage or injury to persons or property during the event.
8. **Insurance.** It is the sole responsibility of the participant to get insurance coverage for the purposes of participating in the event.
9. **Protection of personal data.**
 - a. Having regard to your registration to the NK2019, in compliance with the EU General Data Protection Regulation 2016/679 (GDPR), LIH hereby informs you about the processing of your personal data and your rights.
 - b. All your personal data will be processed by LIH, 1A-B rue Thomas Edison L-1445 Strassen, on a strictly confidential basis and exclusively for 1) managing your registration to the NK2019 , 2) performance of services requested by you (e.g. management of your hotel/accommodation reservation during the event).
 - c. The collection and processing of your personal data are based on:
 - the performance of a contract with you or to take steps at your request before entering into a contract, or



- LIH's legitimate interests (proof of transactions, statistics, better understand the needs, concerns, and interests of NK2019 participants and improving the quality of our events, newsletter)
 - LIH's legal obligations, or
 - with your consent (in which case we will keep a record of it and honor your choices).
- d. LIH does not reveal your personal data to third-parties for their independent use unless (1) you request or authorize it; (2) it is in connection with the event as described above; (3) the information is provided to comply with applicable law, enforce an agreement we have with you, or to protect our rights; (4) the information is provided to our agents, vendors or service providers who perform functions on our behalf, as deemed necessary for the successful performance of the event.
- e. Your personal data will be processed and stored for the time necessary to manage the event. We keep a record of your participation in the NK2019 as an attendee. This information may be used to tell you about other events. It may also be used to help LIH understand our event participants' needs and interests and to better tailor our future events to meet their needs.
- f. In accordance with applicable data protection law and under the conditions thereof, you have a right to access your personal data and to rectify it if necessary. In certain limited cases, you also have a right to erase of your personal data, to restrict the processing of your personal data, to object to the processing of your personal data, to withdraw your consent (where we are relying on it to use your personal data) and to data portability. To exercise any of these rights, you may contact our Data Protection Officer by email dpo@lih.lu or by postal mail:

Luxembourg Institute of Health (LIH)
Data Protection Officer
1A-B rue Thomas Edison
L-1445 Strassen

10. You have the right to lodge a formal complaint with the *Commission nationale pour la protection des données* (CNPD). Full details may be accessed on the complaints section of CNPD's website (<https://cnpd.public.lu>). You may be photographed/filmed/recorded on behalf of the Luxembourg Institute of Health (LIH) during the NK2019. In order for LIH to use the photos/recordings of you to disseminate information about LIH's activities, you must sign a consent form (see annex). The photos/video recordings may be used in both printed and digital form, in various channels where LIH disseminates information about its activities (public reporting, social networks such as Facebook, LinkedIn, Twitter, etc.) The images may be stored in LIH's image and media bank, which is available to LIH employees.



CONSENT FORM FOR PHOTOGRAPHY / VIDEO RECORDING

I hereby consent to the Luxembourg Institute of Health (LIH) using photographs and/or video recordings of me taken during the NK2019 which will take place from 30 September to 3 October 2019 for the purpose of disseminating information on the congress and that may be released on LIH and other websites and in publications, social media or for any other similar purpose without expectation of compensation or other remuneration to me, now or in the future.

This consent includes, but is not limited to:

- a) permission to take pictures of me, including to interview, film, photograph, tape, or otherwise make video reproduction of me and/or record my voice;
- b) permission to be identified by my name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me; and
- c) permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet).

I understand and agree that I have no right of ownership in any of all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of LIH.

I have read and understand the conditions and consent to my images and associated personal data being used as described.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this consent form below.

Signature of Individual Photographed/Recorded:

Name/surname:

Date:

Signature of photographer or person registering the consent

Name/surname:

Date: