



REGISTRATION TERMS AND CONDITIONS

Please read these terms and conditions carefully. Take into consideration that these terms and conditions are subject to change without prior notice.

All participants are required to register online, or on-site at the registration desk at the venue. Online registration is open until August 10, 2020 and onsite registration opens on Saturday, September 12, 2020.

Abstract Presenters must be registered by June 15, 2020. All Invited Speakers are required to register by June 12, 2020.

1. Registration Benefits

- TTS 2020 Congress: Access to congress sessions, access to exhibition area, Congress materials (final printed program and web app), day time refreshment breaks and lunches, and attendance at the Welcome Reception.
- Korean Society of Transplantation (KST) Pre-Congress: Access to KST Pre-Congress sessions on September 12, 2020, from 08:30-17:00. KST Pre-Congress materials, Day time refreshment breaks.
- Post-Graduate Course (PGC): Access to PGC sessions, PGC materials, day time refreshment breaks and lunch, and attendance at the Welcome Reception.
- Pre-Congress Workshops (PCW): Access to the PCW sessions, PCW materials, day time refreshment breaks and lunch, and attendance at the Welcome Reception.

2. Payment

Payment of registration fees can be made by credit card (Visa and MasterCard), cheque, and wire transfer. For payments by cheque and wire, make sure we receive the payment within 3 weeks of completion of your online registration. The deadline to receive payments by cheque and wire is August 1, 2020. After this date, all payments must be done by credit card.

3. Invoice Billing Address

If you require an invoice to be issued to the sponsoring company, you have the possibility to change the billing address during the online registration process. Click on the 'Alternate Billing Address' module to do so. Please add the correct billing address before confirming the registration, as changes cannot be made once the registration is confirmed.

4. Registration Materials

Materials will not be mailed prior to the Congress. Please bring a photo ID and your Registration Number in order to collect the Congress materials on-site at the registration desk at COEX, the Congress venue. Note that there are no congress bags included.

5. Travel and Transportation

All delegates are responsible for arranging their own travel and transportation.

6. Visa Information

As a rule, you'll be granted a visa if you can provide evidence of sufficient funds to cover your travel expenses, return flight ticket and hotel reservation for your stay. However, requirements for obtaining your visa may vary between countries. For full details on how to apply for a visa, you should contact the Republic of Korea Embassy in your country. For further details please visit: <https://www.visa.go.kr/>

We strongly recommend to allow sufficient time to apply for the visa. TTS 2020 Secretariat will not be held liable for any failed visa applications. Should your Visa be declined, we will refund you the registration fees you have paid (less US\$50 administration charge) when submitting document proof of visa denial. The deadline to submit a written refund request due to visa refusal is August 10, 2020. Official paperwork must be emailed to registration@tts.org or faxed to +1-514-874-1716.

7. Letter of Invitation

An official Letter of Invitation to assist you in obtaining a visa and authorization to attend the Congress will be issued ONLY after you have registered and paid the registration fees in full.

After you have paid your registration through our conference manager website, you will be able to see the 'Invitation Letter for Visa' option on the dashboard. Click on it and fill out the required information. The letter can be printed and saved in pdf format. The Letter of Invitation for Visa is available to registered participants only.

8. Registration Policy

The following TTS 2020 registration policy applies to all individuals.

- **Cancellation & Refund:** To cancel your registration and receive a refund, a written request must be submitted to the Registration Coordinator at registration@tts.org on or before July 20, 2020. Cancellation requests received on or before this date will be refunded less a 25% of the registration fee as administration fee, and the refund will be processed after the Congress. There will be no refunds for cancellation notices/requests received after July 20, 2020. No refunds apply for no-shows.
- **Modifications:** All modifications must be submitted to the Registration Coordinator at registration@tts.org. An administration fee of \$25 USD will apply for requests received after August 10, 2020. Before this date modifications are free of charge.
- **Substitution:** All substitution requests must be submitted to the Registration Coordinator at registration@tts.org. For replacement of a delegate under individual registration, written permission from the original registrant is required, along with contact details of the substitute delegate. The substitute delegate needs to create a user account and register for the Congress but must not pay, since the payment will be transferred from the original delegate. An administration fee of US\$75 will apply, and must be paid by the substitute delegate. In case the difference in cost of the registration category is higher, the amount must be paid as well. No refund applies for a lower registration category fee.
- **Outstanding Balance:** We recommend that all delegates make full payment of their registration fees prior to the TTS 2020 Congress in order to avoid delays when collecting their materials at the on-site registration desk. No badges and materials will be issued to delegates with an outstanding payment.

9. Delegate Badge/Security

For security reasons, all delegates will be issued a badge onsite that is required to be worn at all times during the Congress and at any organized functions. Badge swapping is strictly prohibited. In the event of a lost or a forgotten badge, an administrative fee of \$25 USD will be charged for the reprint of the badge after verification of identification (passport, driver's license or other recognized identification paper).

10. Videos and Photos for TTS 2018 use

TTS 2020 attendance implies your consent to be photographed, filmed and/or otherwise recorded for use on the TTS 2018 website, official social media or news publications. Please note that no session presentations will be published without prior consent of TTS 2020 or the authors.

11. Insurance & Liability

In the case of Government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for the TTS 2020 Congress to take place at the time and place provided, the delegate shall waive any claim for damages or compensation except the amount paid for registration after deduction of administrative expenses incurred in connection with the TTS 2020 Congress and there shall be no further liability on the part of either party. All delegates are encouraged to obtain adequate coverage for travel, health and accidental insurance before they depart from their respective countries. The organisers, their suppliers or agents will not be held liable for any personal injuries, or loss of, or damage to, private property belongings to the TTS 2020 delegates.

TTS 2020 Organizing Committee reserves the right to amend, delete and add to the terms and conditions at any time without prior notice.

12. Congress Policies

The Congress Policies are considered as part of the Registration Terms and Conditions and can be consulted at the following link: [Congress Policies](#).