



# Conference registration criteria and code of conduct

For the protection of all delegates, to attend the conference, you will need to provide evidence acceptable to the IBA and if required, to the relevant host country authorities that shows:

- You are either fully vaccinated (ie received the full regimen of a WHO EUL vaccine) or within the 180-day exemption period after recovery from Covid-19.

By registering for the conference you agree to the following, the delegate code of conduct and all venue precaution notifications:

- You will not attend the conference if you are displaying any COVID symptoms
- Should you develop any COVID symptoms during your attendance at the conference you will immediately:
  - inform a member of IBA staff by email ([maria.chew@int-bar.org](mailto:maria.chew@int-bar.org))
  - self-isolate
  - comply with all local and national restrictions
- If you receive any notification from any source that you have been exposed to a COVID risk, you will immediately inform a member of IBA staff and comply with local or national restrictions that may be required
- You travel at your own risk, and you agree that the IBA cannot be held responsible if you contract COVID during the conference or after returning from the conference
- You agree to the extent permitted by law that you shall not hold IBA responsible for: any travel costs incurred for travelling to and from the conference; any travel costs that may be irrecoverable due to the cancellation or postponement of the conference; any losses or liabilities associated with contracting COVID whether on the way to, during or after the conference.
- You agree that, if asked by the relevant local or national authorities, the IBA has permission to pass on your personal information and contact details to those authorities should contact tracing be required.

If you do not comply with the above criteria, you might be refused entry to the conference.

## Delegate code of conduct

- Temperature (under 38 C) and vaccination / PCR test result checks will be operational upon arrival at the Conference venue.
- Face masks must be worn at all times.
- It is recommended that delegates regularly use the hand sanitisers which will be available for use at the conference.
- Delegates are recommended not to share or mix drinking or eating utensils and should dispose of any napkins and other papers or disposable products promptly in waste receptacles.
- No hard copy conference materials will be distributed. Conference programme and lists of participants will only be provided in soft copy by email.
- We request that you do not shake hands with delegates, exchange business cards or any other materials.



## Venue precautions (these are also subject to the host country's local and/or national requirements)

- Socially distanced movement and seating rules will be followed. These will comply with relevant local or national restrictions of the venue location at the time of the conference.
- Food and drink will be provided according to the relevant local or national Covid precaution requirements of the venue location at the time of the conference.
- Conference venue meeting and catering rooms will be deep cleaned prior to IBA Conferences
- Conference venue staff and IBA staff will wear face masks when moving around the venue
- AV equipment/microphones will be disinfected or have covers changed between use by different speakers

## Book with confidence

- The IBA will offer a full refund if you are required to cancel your registration due to Covid related reasons; we will require written confirmation of your cancellation by the end of business on the first day of the conference.
- If the IBA needs to reschedule the event, your registration will be automatically transferred to the new date and no additional fees will be charged. If this date is not convenient for a delegate, a refund of the cost of the conference place will be available on request to the IBA.
- If the IBA is unable to reschedule the conference within 12 months of the original scheduled date, a full refund of the cost of the conference place will automatically be made to all delegates.
- Please note that the IBA will not provide refunds for any other costs incurred including any travel costs.
- If you have questions or concerns, please email [confs@int-bar.org](mailto:confs@int-bar.org)

**Please note, these terms are subject to any more restrictive or different local requirements and may be altered and amended from time to time to reflect any changes to restrictions or government requirements.**