REGISTRATION - General Terms and Conditions

Definitions

The International Federation of Library Associations and Institutions ("IFLA" or "host" or "hosting party") together with the Korean Library Association as the National Committee are the hosts of the 91st World Library and Information Congress 2027 to be held 9 – 13 August 2027 in London, United Kingdom ("IFLA WLIC 2027" or "Congress" or "Event") and have entrusted K.I.T. Group GmbH Association & Conference Management ("Organizer" or "K.I.T. Group") as the Professional Congress Organizer (PCO) with the organization and implementation of the event.
The Organizer leads the Congress secretariat and is responsible for Congress services such as, but not limited to, registration services, hotel accommodation, sponsorship opportunities, exhibition management, etc.

General Terms and Conditions for Registration

These General Terms and Conditions apply to all Congress registrations and are valid for each participant registered for the Congress. Any registered person is considered a participant. These terms and conditions are also binding for all group registrations.

Congress Registration

The registration deadlines are as follows:

Super Saver deadline:	14 January 2027, 24.00 CET
Early Registration deadline:	13 May 2027, 24.00 CET
Standard Registration deadline:	7 August 2027, 24.00 CET
Onsite Registration:	from 8 August 2027

Only fully completed registration forms will be accepted. The registration fee is based on the date of receipt of the registration form or completed online registration, as well as payment in full in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full.

If the maximum participant capacity is reached, the Organizer reserves the right to refuse any registration. A claim to participation is excluded in this respect. Only registered participants will be permitted access to the Congress. The minimum age to register for participation is 18 years. Participants may be asked to present an official identity card stating their age.

Pre-registration deadline: 7 August 2027, 24.00 CET
After the pre-registration deadline, registrations are only possible on-site.

The registration fees can be found on the official website.

The registration fee for regular participants includes admission to the Congress venue, to all sessions, the exhibition area, the poster area, the Opening Ceremony, the Closing Session and the Exhibition Opening.

The registration fee for day tickets includes admission to the Congress, to all sessions on the day of registration, the exhibition area on the day of registration (if applicable), the poster area on the day of registration (if applicable) and the Opening Ceremony / Closing Session, social events on the day of the registration if they are held onsite at the Congress venue and are not subject to an additional fee (if applicable).

The registration fee for accompanying persons includes admission to the poster area, to the exhibition area, the Opening Ceremony, the Closing Session and the Exhibition Opening. The

registration fee for accompanying persons does not include admission or entry to the sessions. Only one accompanying person can be registered per participant.

Each active IFLA member is entitled to register at published membership rates. Registration for IFLA membership rates is only possible by providing the IFLA membership number. Each IFLA member must contact membership@ifla.org in case of a missing or unknown membership number. A member of an IFLA-affiliated national association has to contact the respective national association for the correct membership number.

To participate at the student rate, proof of full-time enrollment at an accredited university or college must be presented and/or carried (valid student ID or official letter from the university) both at registration and during the Congress.

Media Registration

To register as a media representative, please send your official press card to wlic-registration@kit-group.org. You will then receive further information. There is no registration fee for accredited media representatives.

Group Registration

Group registrations will be accepted for a minimum of 10 participants. Additionally, if you register 11 full registrations or more, the 11th participant will receive one free full registration. So, you only pay for 10 full registrations instead of 11. Please contact wlic-registration@kit-group.org for further information. Should the pre-paid amount not be used in full during the pre-registration process, the remaining amount can be used for on-site registration. There will be no refund for badges which were paid for but not used (according to the deadlines mentioned above). **The deadline for group bookings is 7 August 2027.** After the group registration deadline, registrations are only possible on-site. Only fully completed group registration forms as well as fully completed name lists (including the participant's full name, individual email and postal address) will be accepted. The organizer cannot be held responsible for double bookings of an individual participant or group made by another company or organisation.

Methods of Payment

Payment is required at the time of registration and is due in EUR, using one of the following methods:

1. Credit Card

Visa, AMEX or MasterCard are accepted. Credit cards are debited in EUR.

2 Bank Transfer – **until 1 August 2027**

Account Holder:	K.I.T. Group GmbH
Bank:	Commerzbank Berlin, Kurfürstendamm 237, 10719 Berlin, Germany
SWIFT-CODE:	DRESDEFF100
IBAN:	DE50 1008 0000 0514 0018 01
Bank Code No.:	100 800 00
Account No.:	0514 0018 01
Reference:	Invoice Number

Please note that **ALL** transfer costs must be prepaid by the transmitter. Cheques will not be accepted.

Letter of Confirmation/Payment Receipt

A letter of confirmation/invoice will be sent by email once the Organizer has received the fully completed registration form and the related payment.
Without the barcode from the confirmation letter, independent printing of the name badge at any self-printing terminals that may be present at the venue is not possible.

General Information

In addition to the payment receipt, general Congress information will be sent to all participants by email approximately three weeks before the Congress, in addition to being available on the Congress website.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the Organizer.
The Letter of Invitation does not financially obligate neither the Organizer nor the host in any way. All expenses incurred in relation to the Congress are the sole responsibility of the participant.

Visa Requirements

It is the sole responsibility of the participant to take care of his / her visa requirements. Any participant requiring an entry visa must allow sufficient time for the application process. Participants should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the Congress. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the Congress (no later than 90 days after the Congress) if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to the Organizer at wlic-registration@kit-group.org.

Certificate of Attendance

A certificate of attendance for regular participants and students will be sent electronically after the congress to the e-mail address provided by the participant during registration. It is not possible to issue the certificate of attendance on site. Any claim in this regard is excluded.

Library Visits, local and non-local

All Library Visits require pre-registration and are based on a minimum number of 10 participants. Should the minimum number of participants not be reached, the Organizer reserves the right to cancel the tour. All departures for Site Visits start at the Congress venue.

Notification of cancellation must be made in writing and sent to the Organizer by email at wlic-registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. If the written notification of cancellation is received before **13 May 2027**, a 100% refund will be granted. No refunds will be made for cancellations received after this date.

Refund requests will be processed only after the Congress. Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to the person/entity who/ which paid the original amount.

Registration Cancellation Policy

Participation in the Congress can be cancelled with entitlement to a refund. **A notification must be sent in written form to the Organizer by email to wlic-registration@kit-group.org by 13 May 2027 (date of receipt).** The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. A handling fee of 50 EUR will be deducted from the refund sum.

In case of cancellation after this date, no refunds will be made.

Refund requests will be processed only after the Congress. **They shall be made in writing and sent to the Organizer by email to wlic-registration@kit-group.org no later than 30 days after the Congress (13 September 2027 23:59 CEST Time)**. No refund request will be processed after this date.

Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to the person/entity who / which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

Change from physical attendance to online attendance

In the event that the Congress cannot be held onsite at the agreed dates due to events beyond the control of the Organizer and/or the hosting party or due to events which are not attributable to wrongful intent or gross negligence of the Organizer and /or the hosting party, and the Organizer and/or the hosting party decide to convert the Congress to a fully virtual event only without a physical in-person meeting, neither the Organizer nor the hosting party or any of their related entities can be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

In the above case of converting the Congress into a virtual event, all participants with completed registration will automatically remain registered for the virtual event and, if available, the Organizer will refund the payment difference between physical registration fees and virtual registration fee. You will receive a total refund of the library visit fee.

If you do not agree or do not want to be part of the Congress in virtual form, you can declare your non-participation in the virtual Congress in writing to [day, month 20xx] within 14 days after receiving the conversion message and/or publication of the conversion decision on the Congress website. The date of receipt of your declaration by the Organizer is decisive for compliance with the deadline. In these cases, you will receive a refund of your registration fee, subject to a processing fee of 50 EUR per registration. Otherwise, the regulations from the above section "Registration Cancellation Policy" apply.

Registration Name Change

Changes to names in the case of registrations that have already been confirmed are only permitted following a justified request and approval. The registered participant must contact the Organiser by email at **wlic-registration@kit-group.org** and, briefly stating the reason for the change, provide the full name of the person who is to take over their registration.
The replacement participant must submit a new registration via the online registration form at the registration fee applicable at the time of registration. Once the replacement participant has completed their registration and made full payment, the original participant is entitled to a refund of their registration fee, less an administration fee of [50 EUR].
This procedure for name changes and refunds is only permitted if the replacement participant has fully completed their registration and payment by [8 August 2027]. Requests received after this deadline will not be considered

Lost Name Badge

The official Congress name badge must be worn at all times during the Congress. Access to the Congress facilities will not be granted without a proper, valid name badge. If a participant loses, misplaces, or forgets the name badge, a handling fee of 50 EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Access

Admission to the venue is for registered participants only. Children and adolescents under the age of 18 are generally not admitted to the venue. Access to the Opening Ceremony will also be granted to registered participants only. Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the participant to access the session rooms in good time.

Modification of the Congress Programme

The Congress programme is published as an indication only and may be subject to modification at any time in terms of time, location, theme, and content (in particular to the programme schedule, the appointment and/or selection of speakers, the technical environment, programme duration,

etc.) The participant has no claim to the staging of a particular speaker and/or event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor a refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.

Cancellation of the Congress; Force Majeure; Hardship

If the Congress cannot be held or is postponed, or if the Organizer is prevented through no fault of its own from fulfilling its obligations in connection with the Congress due to external, unforeseeable events beyond its control ("Force Majeure"), or if circumstances arise, which could not have been foreseen and in the presence of which the Organizer would not have concluded this Contract in such a way and the elimination of which cannot be carried out by economically reasonable means ("Hardship"), the Organizer shall have the right to cancel the Congress immediately after the aforementioned circumstances become known and/or to terminate the Congress without any liability and shall be released from its obligations to the participants. In these cases, the Organizer cannot be held liable by the participants for any damages, costs, or losses such as transportation costs, accommodation costs, financial losses, lost profits, etc. In these circumstances, the Organizer reserves the right to either retain the entire registration fee and use it for a future or rescheduled Congress or to reimburse the participant for the costs already incurred for the organization of the Congress that could not be recovered from third parties.

Hygiene and safety regulations; House rules

Participants are obliged to inform themselves before or during their participation in the congress about the currently valid official and/or organiser-issued regulations on pandemic or epidemic-related containment measures and to comply with them. In addition, participants are obliged to observe the hygiene and safety measures or concepts issued by the organisers and to always inform themselves independently about any corresponding adjustments.

By entering the venue, each participant accepts the house rules of the Congress venue, which can be viewed at the registration counter. The participant is aware that the consumption of food and beverages brought to the Congress is not permitted.

Data Protection and transfer of personal data

During the registration process and the execution of the Congress the personal data of each participant is processed. All personal data will be processed in accordance with the applicable national data protection regulations and in particular the General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec. 1 lit a-f GDPR: (a) express consent, (b) performance or conclusion of a contract, (c) fulfilment of a legal obligation, (d) protection of vital interests of the data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the Congress, personal data may be processed by companies based in third countries without an adequacy decision by the European Union Commission. The participant consents to such data processing insofar as it is necessary for his participation and the full use of the Congress services, although the assertion of rights under data protection law and powers of appeal may be limited or made more difficult.

For further details on data processing, your rights as a data subject to information, objection, revocation of consent, blocking and deletion of personal data as well as access to personal data and how to contact the data protection officer, please refer to the privacy policy.

Participants are not permitted to scan each other's badges. The organiser accepts no liability for

the improper or unlawful processing of personal data. Any breaches and/or improper data processing by participants will be investigated by the organiser upon becoming aware of them.

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at and/or during the Congress remains the property of their respective owners and is used for identification purposes only. The content and compilations published on the event website and/or related websites are subject to the applicable copyright laws. The reproduction, editing, distribution, sharing, and/or any kind of exploitation outside the limits of the applicable copyright laws require the written consent of the respective author and/or creator.

Downloads and copies of information, documents, files, presentations, and other content shared are only permitted if explicitly marked and solely for private use. The commercial use of content is prohibited without the consent of the author/creator. Insofar as the content on the event platform website has not been created by the organiser, the copyrights of third parties will be observed. Contributions of third parties are marked as such on the event platform website. Should a copyright infringement nevertheless occur, the Organizer requires a corresponding notice. The relevant content will then be removed immediately.

Indemnification for copyright infringement

The participant confirms that any Congress-related use or exploitation of works and/or materials employed or used by him/her in connection with an activity or on the occasion of participation in such an activity (i.e., lecture, presentation, moderation and/or other contributions, etc.) is done lawfully and in particular in compliance with all applicable copyright protection regulations and in recognition of all rights of third parties.

The participant further confirms that the above assurance also extends to the documentation of the event and public reporting by means such as photography, filming and recording as described above. The participant/presenter shall indemnify and hold harmless the Organizer and/or the hosting party from any claims, liability, loss or expense (including attorneys' fees as legally permissible) arising out of any breach of the foregoing representations.

The Congress website and its use

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the Congress website is the property of K.I.T. Group. Each participant with completed and confirmed registration is entitled to view any part of the Congress website and to copy or download content, provided it is used exclusively for personal or non-commercial use and third-party rights are not infringed. Any other reproduction of the contents of the Congress website requires in any case the permission of the Organizer.

Viruses or other technical malfunctions; blocking of access; disclaimer of warranty

All reasonable efforts will be made to ensure that downloadable content is free of viruses. The Organizer cannot accept liability for any damages resulting from viruses affecting third-party computer systems that originate from this website and/or any digital event platform. The Organizer cannot guarantee trouble-free use of the Congress website and/or any digital event platform. Any claims for damages in this regard are excluded.

Access to the Congress website, the associated digital offers and/or any digital event platform can be blocked temporarily or permanently if there are concrete indications that the participant is violating or has violated these GTC and/or applicable law or if the Organizer has another justified, substantial interest in blocking access. When deciding on a block, the legitimate interests of the participant will be taken into account appropriately.

The Organizer does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the Congress. Furthermore, the Organizer does not guarantee uninterrupted and/or error-free access to the Congress websites. The Organizer shall endeavour to

remedy such interruptions as quickly as possible using economically reasonable means. In all other respects, the regulations from the area of connectivity or technical issues apply.

Film, photo, and video recordings

The participant understands that the Organizer will create image, film, and audio recordings related to the Congress for educational purposes. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram) about the event without entitlement to remuneration. The participant explicitly gives her/his consent to the use of her/his images, voice, and other content captured at the event for publications and communications relating to the event according to the effective law. In this respect, the participant waives any remuneration and will not assert any claims for remuneration whatsoever. The participant can withdraw her/his consent at any time by contacting the Organizer via email to [email address].

Right to Deploy AI-Based Systems

The Organizer reserves the right to deploy AI-based systems in connection with the Congress, including for registration and communication support, translation, summarisation of session content, and booking assistance. Where the Organizer introduces an AI system that processes personal data in a way not described in the privacy notice at the time of registration, the Organizer will update the privacy notice and inform registered participants in text form in advance. Participants will be informed when they are interacting with an AI system rather than a human. Registration and participation do not depend on the use of AI-based services, and an alternative contact channel without AI support may be provided upon request (subject to technical and organisational feasibility).

Limitation of liability

The Organizer is liable for intent and gross negligence.

The Organizer shall be liable for wilful misconduct or gross negligence. For simple negligence, the Organizer shall be liable only in case of violation of an obligation the compliance with which is an essential prerequisite for orderly performance of this Agreement and on the due performance of which the counterpart can reasonably rely (so-called „key obligations“). Apart therefrom, the Organizer does not assume any liability for losses of any kind, irrespective of the legal basis therefor, which shall also include any pre-contractual liability.

If the Organizer shall be liable for simple negligence as mentioned above, the liability shall be limited to losses the occurrence of which it could have reasonably foreseen based on the situation known upon registration completion.

The abovementioned exclusions of liability do not apply in case of damage to life, body and health. The liability pursuant to the product liability law remains unaffected.

The above disclaimers apply also to the benefit of employees, agents and other third parties the Organizer has retained for the execution of the registration agreement.

Place of performance and jurisdiction

Place of performance and jurisdiction is - as far as legally permissible - Berlin.
The law of the Federal Republic of Germany shall apply to the exclusion of the UN Convention on Contracts for the International Sale of Goods.

Requirement of written form

Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

Severability clause

Should individual provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, the remaining provisions shall not be affected thereby. Rather, the parties undertake to replace the ineffective and/or impracticable provisions with legally valid and/or practicable provisions which correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

Applicable Law, Place of Jurisdiction

German law shall apply to the exclusion of the UN Sales Convention.
As far as legally permissible, Berlin is agreed as the place of jurisdiction

Right of modification

The Organizer may make changes and/or additions to these General Terms and Conditions at any time. The participants will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the registration agreement and if the rights of the participants are substantially changed as a result, each participant with an existing and paid registration will be informed separately with the possibility of consent.

As of October 2026

K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany
info@kit-group.org
www.kit-group.org

For direct inquiries about the Congress, please contact wlic-registration@kit-group.org