

## Policies for EUROSPINE Live Education Events

### Attendance Policy:

- Course attendance is mandatory for the entire module. Attendees must be present from the start until the end of the module as defined in the final programme, without exceptions. Failure to adhere to this policy will result in a non-validated course module, Certificate of Attendance and CME accreditation cannot be given.

### Registration Policy:

- Registrations are accepted on a first come-first served basis.
- No pre-registration is possible. EUROSPINE will only consider a registration to be firm once payment in full has been made.
- Payment must be made by credit card upon registration. No partial payment or instalments will be accepted.
- For advanced education events and to guarantee the quality of teaching and learning, a proof of eligibility may be requested from the attendee to ensure they have the required level. In case a proof of eligibility is not provided by the attendee, or in the event an attendee is not eligible to attend a course, the EUROSPINE reserves the right to reject or cancel the attendee's registration.
- Attendees will be required to confirm they are not fully employed by any medical company or pharmaceutical or medical device manufacturer.
- EUROSPINE reserves the right to cancel the course if there are not sufficient registrations received. In the case of cancellation for this reason, attendees are entitled to a full refund. EUROSPINE is not responsible for travel fees, or any expenses incurred as a result of such cancellation.
- EUROSPINE reserves the right to change faculty and programme. The latest programmes will be posted on the webpage [www.eurospine.org](http://www.eurospine.org).
- Attendees grant the permission to EUROSPINE to take and use pictures and films for, including but not limited to, educational purposes, public relations, promotional pieces, written publications, videos and on the EUROSPINE web publication, for an indefinite period of time.

### Cancellation Policy:

- Cancellation requests must be received in writing by email. The attendee is responsible for ensuring that EUROSPINE education receives the written request.
- Once the attendee is registered and registration is paid, cancellation will be accepted up to 60 days prior to the live education event, reimbursed at 100% of the registration fee (minus €200 administrative fees). Any cancellation within 60 days of the start of the live education event, will not be reimbursed.

### **Cadaver, Dry and Simulation Laboratories Policy (when applicable):**

Participants agree to take part in Cadaver, Dry and Simulation Laboratories at their own risk and are aware of medical risks that may occur by handling anatomical parts as well as the use of medical instrumentation and equipment.

When taking part in a Cadaver Lab, Dry and Simulation Laboratories, participants agree to follow the safety and prevention rules in order to avoid unnecessary transmission risks or injuries.

### **Infectious Disease Transmission Safeguard Policy**

The participants are aware of the means of transmission of infectious diseases, including the human immunodeficiency virus (HIV), and agree that all possible precautions should be made to prevent any transmission of infectious diseases, including HIV. The participants further understand that some risk exists that such transmission is possible merely through the handling of tissues and that some of the tissues they will be handling in EUROSPINE live education events may have been harvested from persons infected with HIV. Thus, as an inducement to EUROSPINE to accept their registration for and to permit their participation in EUROSPINE live education events, the participants agree to adhere to the following procedures when handling all tissues in EUROSPINE live education events.

- ✓ The participants will handle all tissues with care to avoid contact with their skin or mucous membranes.
- ✓ The participants will wear protective gloves at all times when handling the tissues.
- ✓ The participants will observe extreme caution when using sharp instruments to avoid penetrating their or other's skin.
- ✓ The participants will always use a surgical mask to prevent accidental exposure to fluid from tissues.

The participants relieve EUROSPINE, the Spine Society of Europe, and SWISS Foundation for Innovation and Training in Surgery (SFITS), of any liability in the event of an injury and/or a disease, or any other kind of problem that may occur during their participation in the live education event.

The participants thus release and hold harmless EUROSPINE and SFITS from, against and with respect to any and all actions, suits, claims, damages, judgements, costs, and expenses of any and every kind and nature whatsoever, whether known or unknown, liquidated or unliquidated, fixed or contingent, direct or indirect, which the participants, their estate or any of their heirs, beneficiaries, successors, and assign and each of them, have or can have, shall or may have, or claim to have, against EUROSPINE and SFITS and such directors, officers, staff and instructors, and each of them, by reasons of their participation in EUROSPINE live education event and handling of tissues infected with any infectious diseases, including HIV.