



EUROSPINE Virtual Education Event Policy

When registering to a EUROSPINE Virtual Education Event, participants agree with the following Policies:

1. Attendance Policy

1.1. Course attendance is mandatory for the entire module (online and live virtual components). Attendees must be present from the start until the end of the live virtual 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.

1.2. In case of a blended learning activity (face-to-face component + eLearning component), a module will only be validated once a participant has completed both the face-to-face component and eLearning component of that module.

1.3. EUROSPINE expects all participants to conduct themselves professionally and with respect towards the faculty members and all members of staff (EUROSPINE and other service providers) involved in organising and conducting the event.

1.4. Participants will follow the instructions provided by the staff.

2. Registration Policy

2.1. Registrations are accepted on a first come-first served basis.

2.2. No pre-registration is possible. EUROSPINE will only consider a registration to be firm once payment in full has been made.

2.3. Payment must be made by credit card upon registration. No partial payment or instalments will be accepted.

2.4. For advanced education events and to ensure the quality of teaching and learning as much as possible, 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, EUROSPINE reserves the right to reject or cancel the attendee's registration.

2.5. Attendees will be required to confirm they are not fully/solely employed by any medical company or pharmaceutical or medical device manufacturer.

2.6. EUROSPINE reserves the right to change faculty and programme. The latest programmes will be posted on the webpage www.eurospine.org.

2.7. 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.

3. Cancellation Policy

Cancellation by EUROSPINE

3.1. EUROSPINE reserves the right to cancel the course if there are not sufficient registrations received.

3.2. EUROSPINE reserves the right to cancel its events in case of events of force majeure. This includes but is not restricted to

- Acts of God
- Wars (declared or undeclared)
- Insurrections, hostilities, riots, industrial disturbances, blockades or civil disturbances
- Epidemics or pandemics

This is not within the reasonable control of EUROSPINE.

3.3. In the case of cancellation for the reasons stated above, attendees are entitled to a full refund. EUROSPINE is not responsible for any expenses incurred as a result of such cancellation.

Cancellation by attendees

3.4. Cancellation request by the attendee must be received in writing by email. The attendee is responsible for ensuring that EUROSPINE education receives the written request.

3.5. Once the attendee is registered and registration is paid, cancellation will be accepted up to 60 days prior to the live virtual education event, reimbursed at 100% of the registration fee (minus €200 administrative fees). Any cancellation within 60 days from the start of the live virtual education event, will not be reimbursed.

4. Exclusion

4.1. The EUROSPINE reserves the right to expel from the course a participant who does not respect its policy, code of conduct or staff instructions.

5. Code of Conduct

5.1 General

All attendees, speakers, sponsors, vendors, partners and staff at EUROSPINE Virtual Educational Events are required to adhere to the following Code of Conduct. EUROSPINE will enforce this Code throughout the event entirety. Prior to the EUROSPINE Virtual Educational Events, all participants are expected to be familiar with this policy.

- Participants registering to the EUROSPINE Virtual Educational Events must provide an email, text, phone or other contact where they can be reached during the Virtual Educational Event by the EUROSPINE staff. Failure to register, provide such contact, or be available via the contact provided is grounds for being disconnected from the EUROSPINE Virtual Event at the participant's cost, without further notice or process.
- Registration constitutes consent to audio and visual recording of the EUROSPINE Virtual Educational Event (and use and alteration of the recording) by the EUROSPINE for purposes aligned with EUROSPINE's mission.
- Registration constitute consent that EUROSPINE closely monitors audience participation to ensure participant's eligibility for CME accreditation. Audience participation monitoring also applies for validating EUROSPINE diploma courses for obtaining EUROSPINE Diploma, EUROSPINE Advanced Diploma and EUROSPINE Diploma in Interprofessional Spine Care (EDISC).

Our goal is to create an environment where everyone feels welcome to participate, speak up, ask questions, and engage in conversation. This requires a harassment free and inclusive environment that recognises the inherent worth of every participant. We invite all those who participate to help us create a safe and positive experiences for everyone.

We are dedicated to providing a harassment-free environment for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion (or lack thereof). We do not tolerate harassment of participants in any form.

Sexual language and imagery is not appropriate during any aspect of this virtual event/conference, including talks, workshops, social media such as Twitter, or other online media.

5.2 Expected behavior during the EUROSOPINE Virtual Educational Event

- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert EUROSOPINE staff (education@eurospine.org) if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- During this virtual event or any of its related events no participant should engage in harassment in any form.
- Do not disrupt the virtual meeting (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do not create/contribute to a safety threat or unsafe or exclusionary situation.
- Do not make audio or visual recordings of the Virtual Educational Event in any medium—and do not distribute audio or visual recordings of the Virtual Educational Event (via social media or any other means). Only EUROSOPINE or its representatives may do so.
- Do not take or distribute pictures of or copy research posters/presentation materials unless explicit permission is granted.

Participants violating these rules may be expelled from the EUROSOPINE Virtual Educational Events without a refund at the discretion of EUROSOPINE. Participants asked to stop any harassing behavior are expected to comply immediately.

5.3 Reporting an incident

If you see, overhear or experience a violation of the Code of Conduct during EUROSOPINE Educational Event, and would like to report a violation, you please email us at education@eurospine.org.

5.4 Disclaimer and consent

The views expressed by speakers or other third parties in EUROSOPINE Educational Event are those of the speaker or third-party and not, necessarily, of EUROSOPINE. EUROSOPINE makes no representations or warranties about the accuracy or suitability of any information in the education event and related materials (such as handouts, presentation documents and recordings); all such content is provided to education registrants on an “as is” basis.

Furthermore, the presentation of any material or information by a third party regarding any specific opinion, commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply EUROSOPINE’s endorsement or recommendation of such opinion, process, service, item or organisation. Any such material or information presented by a

third-party in any format at a EUROSPINE virtual event, without limitation, is for informational purposes only.

To the extent permitted by law, EUROSPINE and its agents, staff and experts exclude any and all liability for any loss, claim or damage, cost or expense, including any indirect or consequential damages or lost profit, whether arising in negligence or otherwise, suffered in connection with the access to, participation in, or use of the course by you or any other person. By acceding to this service, you acknowledge that the information and materials contained in the course may contain inaccuracies or errors.

Participants registering to EUROSPINE Virtual Educational Event agree that:

- EUROSPINE Educational Event is recorded. The recording can be used by EUROSPINE for educational and promotional purpose.
- Personally, identifiable information of the participants may be heard, seen, read, collected or used by EUROSPINE as the organiser and other course participants.
- Any communication or information transmitted during the Virtual Educational Event, such as voice, live instant messaging displaying names of those intervening, and presentations, are available to the course audience during the course, and are also recorded for EUROSPINE's further promotion and information purposes.
- EUROSPINE may further use the information available on the Virtual Educational Event such as invitees lists, attendee logs, information on the course subject matter and recordings thereof.
- EUROSPINE expects participants to conduct themselves professionally and with respect towards the faculty and staff (EUROSPINE and other service providers) involved in organising, delivering and conducting the Virtual Educational Event. Failure to do so may lead to the participant's exclusion from EUROSPINE courses and webinars.
- EUROSPINE, its experts, staff and agents cannot be made liable in case the Virtual Educational Event is cancelled, or for any technical problem arising before, during or after Virtual Educational Event.

By registering and logging onto a EUROSPINE Virtual Educational Event, participants consent to the above.