

# FACULTY AGREEMENT & REIMBURSEMENT TERMS AND CONDITIONS



**Deadline for claiming reimbursement: 31 July 2023**

## Faculty Agreement

Faculty (i.e. speaker, chair, tutor, panellist invited by EASL) agree to participate in the EASL Congress taking place from 21-24 June 2023 in Vienna, Austria. As a part of the faculty, they are asked to comply with the reimbursement policy, travel arrangements and regulations outlined in the invitation and present document.

### RIGHTS GRANTED TO EASL

Faculty grant EASL permission to use their name, title, affiliation, photo and professional bio for the promotion of the programme and their presentation(s). They also grant EASL the right to use their presentation(s) to create handouts and other related congress materials.

### COPYRIGHT

Faculty's presentation(s) and accompanying documents contain either original materials, or materials owned by other authors from whom they have obtained permission. Thus, faculty take responsibility for materials they use and take responsibility for following copyright laws.

Unless otherwise disclosed, the statements made by the faculty represent their own opinions and not necessarily those of the organisation they represent or that of EASL.

### INDEMNIFICATION AND HOLD HARMLESS

Faculty insure and hold EASL harmless from and against any and all claims, expense, and liability whatsoever arising, directly or indirectly, out of their actions or inaction at, or participation.

### PRESENTATION REQUIREMENTS

- Faculty agree to meet all due dates for all deliverables to the best of their abilities.
- Faculty agree to assist, if requested, in finding a replacement if they are unable to attend.
- Should the faculty be unable to attend and perform the task they have been invited for after having booked their travel and accommodation, they commit to cover the costs or claim them to their personal travel insurance.

### PARTICIPATION TO INDUSTRY SYMPOSIA

- Faculty understand that EASL sets a limit to the number of invitations a member of the faculty can accept to take part in industry sponsored satellite symposium. Faculty will not accept more than two invitations to such symposia.

### DISCLOSURES OF CONFLICT OF INTERESTS AND USE OF OFF-LABEL PRODUCTS

The European Association for the Study of the Liver (EASL) wishes to promote independence, objectivity, scientific rigor and a fair balance of representation, in all its activities.

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In order for the audience at a presentation of an EASL event to evaluate information, analysis and opinions presented during its meetings, it is crucial that they are informed of any aspect of the faculty's personal or professional affiliations that may reasonably affect the presenter's view prior to the presentation(s).

In light of the above, EASL is working on a Conflict of Interest (COI) Disclosure Policy for the purpose of providing guidance and avoiding conflicts of interest within the EASL activities, including the EASL Congress in which faculty are taking an active role.

The intent of disclosure is not to prevent a faculty with financial or other relationships from making a presentation, but rather to provide attendees with adequate information about the relationship(s).

EASL relies upon scientific committee members, session chairpersons, moderators, invited faculty and speakers participating in its CME programmes to provide educational information that is objective and free from bias.

Faculty agree to disclose:

- Any relevant financial relationship with the provider of commercial products or services discussed in their educational presentation or that have directly supported the CME activity through an educational grant to the sponsoring organization(s).
- If the product that they will be discussing is not labelled for the use under discussion or that the product is still investigational.

## Terms and Conditions for reimbursements

**Deadline for claiming reimbursement: 31 July 2023**

**Faculty are encouraged to carefully read through the information and restrictions below before planning their travel.**

### CONGRESS REGISTRATION

Faculty receive a complimentary registration to the EASL Congress 2023. A confirmation letter for the congress registration will be sent by email to the faculty after their online registration.

### HOTEL BOOKING

EASL covers the costs for the faculty's hotel bookings on a single occupancy-basis for the number of nights indicated in the official invitation letter.

Faculty are encouraged to book their accommodation through the faculty registration website as soon as possible after receiving their invitation. The selected hotels are only **5-15 minutes distance** from the congress hall entrance. Room bookings and hotel selection is on a first come first served basis. A maximum of 3 nights will be covered by EASL, any additional night will be at the cost of the faculty and should be booked through the housing agency.

Should faculty want to book their accommodation on their own means, pre-approval by EASL is required. Faculty booking their own accommodation will be refunded a maximum of EUR 200 per night (single occupancy, breakfast, city tax and VAT included). Hotel invoices will be required for reimbursement. EASL reserves the right not to reimburse unapproved accommodation.

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All extra charges (including minibar, phone, room service, double occupancy, additional room night, etc.) must be settled at the hotel upon check-out and will not be covered by EASL.

## TRAVEL

If stated on the official invitation letter, EASL reimburses travel expenses up to the following allowance:

- Limited to a maximum of € 500 for faculty travelling from Europe (Economy Class only)
- Limited to a maximum of € 2000 for faculty travelling from outside Europe

### Travel expenses reimbursed:

- Flight, train or bus ticket from home to Vienna.
- Usage of personal car to travel to the congress venue will be reimbursed at a cost of 0.50 €/km, but no more than the allocated travel allowance. Itinerary of the travel and number of kilometres travelled should be clearly mentioned on the reimbursement form. Use of personal car to travel to home airport will not be reimbursed.
- Transport to and from home airport
- Parking at home airport
- Transport to and from Vienna airport and Vienna main train stations

### Travel expenses not reimbursed:

- Limousine services, rental car services
- Use of personal car to travel to home airport
- Transportation costs between hotel and venue (Taxi, Metro, etc....)
- Meals purchased outside or in lieu of those provided, and dinners

**Flight Booking:** Please note that faculty are required to **book their flight through EASL's official travel agent (Majestic Voyages)**. Should faculty want to book their flight by their own means, pre-approval of the flight cost and itinerary by the EASL office is required. **EASL reserves the right not to reimburse unapproved flights.** Take note that flight tickets are booked with non-refundable fare and that any itinerary change after the confirmed schedule to Majestic Travel will be at the faculty's cost.

## REIMBURSEMENT FORM

Reporting of all travel expenses must be made using the *Expense Reimbursement Form* that will be sent one week prior to the Congress. The *Expense Reimbursement Form* must be completed and returned to EASL by 31 July 2023 and must include appropriate documentation of all expenses incurred. All items for which faculty are claiming reimbursement should be accompanied by a copy of receipts. No refund will be processed without the accompanying proof of purchase or after the processing deadline of 31 July 2023. No original receipts are needed.

Booking through the EASL official housing agency and travel agent will not require out-of-pocket expenses. Reimbursement of flights and accommodation that were booked by the faculty on their own will be processed after the congress and will need to be claimed by 31 July 2023. No refund will be processed after that date.