



Global Kidney Cancer Summit

14th – 16th April 2024
Incheon, South Korea

IKCC Global Kidney Cancer Summit 2024

Sunday 14th, Monday 15th & Tuesday 16th April 2024

Venue: Harborpark Hotel



Harborpark Hotel

217, Jemullyang-ro, Jung-gu, Incheon,
22313, Korea

Tel: +82(32)-770-9703

Website: <https://www.harborparkhotel.com>

Harborpark Hotel is located in the heart of the Northeast Asian business area of Incheon. A 4 minute drive from the bustling Chinatown district.

Your main contact for planning and logistics will be:

Rebecca Cubbage

Project Assistant

Mobile: + 44 (0) 7977 185656

Email: events@ikcc.org

International Kidney Cancer Coalition

Registered in the Netherlands under:

Stichting IKCC, Reg.-No. KvK 62070665

Website: www.ikcc.org

CONFERENCE DETAILS

Main Meeting Room: TBC

Conference Official Start and Finish Times:

(Please note the conference is due to finish at 15:15 allowing time to fly home on Tuesday)

Sunday 14th April 2024

12:45 Official start of the Conference

18:00 End of Conference Day 1

Conference Evening Reception (*time to be confirmed*)

Monday 15th April 2024

07:30-08:30 Breakfast session

09:00 Start of Conference Day 2

17:30 End of Conference Day 2

19:00 External Evening Dinner

Tuesday 16th April 2024

07:30-08:30 Breakfast session

09:00 Start of Conference Day 3

15:15 Official end of the Conference

Accommodation:

Please confirm your accommodation needs using the link within the email to complete the 'Delegate Registration Form'. Hotel rooms will be booked for 2 nights (Sunday and Monday). Should you require one extra night to accommodate difficult flight connections, please contact Rebecca Cabbage **as soon as possible**, providing additional information.

Extended Stay:

You may book and personally pay for any additional night's accommodation directly with the hotel subject to availability. IKCC have negotiated a specially discounted accommodation rate for the conference which you will be entitled to take advantage of - subject to room availability. Please liaise directly with the hotel for any additional nights and mention that you are a guest at the IKCC conference. All additional nights and associated costs must be settled in full by the delegate when checking out of the hotel.

Special Requests:

Please use the Delegate Registration Form to advise us of any special requirements such as dietary preferences, rooms suitable for disabled participants or any other needs pertaining to religious or cultural requirements, etc.

IKCC Registration Desk:

Further details will be provided closer to the start of the conference.

Wi-Fi Access:

Provided in your rooms and throughout the hotel free of charge.

Room Facilities:

For a full list of room amenities please see the hotel website.

Conference Language:

Conference language will be in English.

Conference Materials:

Please bring with you a sample of your organisation's kidney cancer related promotional leaflets, booklets and general resources to share with your fellow IKCC delegates. If you would like to ship any items in advance please contact Rebecca Cabbage for further details.

TRAVEL INFORMATION

- By Air:** The advisable airport to arrive into for the conference venue is Incheon International Airport which is 26 kilometres away <https://www.airport.kr/ap/ko/index.do>
Please Note: You will need to make your own arrangements for travel from the airport to the hotel.
Further details will be provided closer to the date.
- Upon arrival, you can download "Kakaotalk Map" or "Naver Map" as they offer more accurate and straightforward information to find directions within Korea. You are able to simply switch language settings in these applications.
- Visa / Travel Documents:** Please make sure that you have a visa (if required) and valid travel documents **BEFORE** booking your flights. If you need an official IKCC invitation letter to obtain a visa, please email Rebecca Cabbage with full details **as soon as possible**. Please make your visa application as soon as possible; IKCC **cannot** book hotel accommodation without confirmation of a valid visa and travel arrangements.
- Currency:** The official currency in South Korea is the South Korean Won
- Other information:** In South Korea the standard voltage is 220v, the standard frequency is 60 Hz. Power sockets type C & F. You will need either a travel adaptor or transformer depending on where you are travelling from or if your appliance is not compatible with 220v.

EXPENSES/REIMBURSEMENT RULES

- Travelling Expenses:** Travel costs will be reimbursed by IKCC. Please complete the Expenses Reimbursement Form and send it to IKCC (address details on the form) with receipts within 30 days of the end of the conference.
IMPORTANT - The Expense Reimbursement Form must be submitted within 30 days of the end of the conference. We regret that we cannot reimburse expenses after 30 days.
Travelling by plane, train, car and/or taxi will be reimbursed on the basis of the **most economical fare only**. Hotel stopovers will not be reimbursed by IKCC. The **total** travelling-budget for each participant should not exceed €1,600.00 from outside Asia or €600.00 from inside Asia.
- Delegates are reminded reimbursement of expenses is conditional upon attendance at all sessions during the conference.**
- Conference Expenses:** Conference expenses such as meeting rooms, materials, snacks and meals, beverages, internal/external dinners, etc. for the days of the conference only will be provided and paid for by IKCC directly.

Other Expenses:

All other expenses (e.g. upgrade of rooms, difference from a single to double room, mini bar, hotel bar, additional meal orders, room service, telephone, laundry, etc.) will not be covered by IKCC.

FUNDING

Sponsorship:

At the request of the IKCC Board of Directors, this conference will be supported by grants from the pharmaceutical industry. All sponsorships will be made transparent.

PLEASE NOTE:

These grants will not be related to any objectives or any content of the conference. The idea, conception, planning, preparation, realisation, management and the summary of the conference will be the responsibility of IKCC – **without any influence from the Sponsors.**

IKCC is an independent democratic network of patient organisations without commercial influence.

LIABILITY DISCLAIMER

Liability & Insurance:

Your participation in the IKCC Global Kidney Cancer Summit 2024 will be at your own risk. IKCC will not be liable for any eventualities while travelling to and from or during the conference. IKCC is not liable for injury, loss or damages suffered by participants or third parties. The IKCC Global Kidney Cancer Summit 2024 programme is carefully prepared and carried out on the basis of the current knowledge of the topics concerned. However, IKCC accepts no liability for the accuracy or currency of the information presented during the conference.

Travel Insurance: The IKCC recommends that delegates obtain/take out sufficient travel insurance to cover unforeseen events including cancellation coverage for COVID related causes. We expect most reputable insurance policies will offer some form of standard insurance coverage for COVID such as cancellation coverage if you test positive prior to travelling.

If a Summit attendee (who has obtained travel insurance) chooses not to fly because they feel the risk to them is too great at that time, that is the Summit attendees personal choice and they will bear any cancellation or related fees not covered by their insurance.

*If you have any questions please do not hesitate to contact us:
events@ikcc.org*