

ISHA–TSHPS Cadaver Workshop

Event Booking Policy

Event: ISHA–TSHPS Cadaver Workshop

Venue: Acıbadem University – CASE Laboratory, Istanbul, Türkiye

Dates: Friday 13 and Saturday 14 November 2026

This policy sets out the terms governing registration, payment, cancellation, transfers, attendance and participation for the ISHA–THPS Cadaver Workshop (“the Workshop”). By submitting a booking, each participant confirms that they have read, understood and agreed to these terms.

1. Registration and booking

- Workshop places are limited and allocated on a first-come, first-served basis, subject to receipt of a completed registration and full payment.
- A booking is not confirmed until the participant has received written confirmation from the Workshop organisers.
- The organisers reserve the right to decline or cancel a registration where eligibility requirements, payment requirements, professional registration requirements or health-and-safety requirements have not been met.
- Registration is personal to the named participant. Participants must provide accurate contact, professional and invoicing information at the time of booking.
- Participants may be asked to provide evidence of their professional status, medical registration, institutional affiliation, indemnity arrangements or other documentation required for access to the CASE Laboratory.
- The Workshop is intended for appropriately qualified healthcare professionals and trainees undertaking relevant supervised surgical education. The organisers and laboratory reserve the right to determine eligibility for participation.

2. Registration fees and payment

- The published registration fee includes only those items expressly stated in the event registration materials.
- Unless otherwise specified, the registration fee may include access to the educational programme, cadaveric laboratory sessions, faculty instruction, workshop materials, refreshments and any social elements specifically listed in the programme.

- Travel, accommodation, visa costs, insurance, meals not listed in the programme and all other personal expenses are the responsibility of the participant.
- Full payment must be received by the deadline stated on the invoice or registration confirmation. The organisers may release unpaid places after this deadline without further notice.
- All fees are payable in the currency stated on the registration form or invoice.
- Participants are responsible for any bank transfer charges, currency-conversion charges or payment-processing fees incurred in making payment.
- Where payment is made by bank transfer, the participant must use the reference provided by the organisers and send remittance advice if requested.
- Any applicable taxes, including VAT or local taxes, will be handled in accordance with the information provided during registration and on the final invoice.

3. Cancellations and refunds

Cancellation requests must be submitted in writing to the Workshop organisers using the contact details stated in the registration confirmation.

The following cancellation terms apply:

Date cancellation is received	Refund available
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On or before 30 September 2026	80% of the registration fee
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30 September to 12 October 2026	50% of the registration fee
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From 13 October 2026 onwards	No refund
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- The non-refundable proportion is retained to cover administrative, laboratory, faculty, catering, equipment and other committed event costs.
- No refund will be issued for non-attendance, late arrival, early departure, failure to obtain a visa, travel disruption, illness or other personal circumstances after the applicable cancellation deadline.
- Participants are strongly encouraged to arrange suitable travel and cancellation insurance.
- Refunds, where due, will normally be processed using the original payment method or by bank transfer within a reasonable administrative period after the Workshop or after confirmation of cancellation.

4. Substitutions and transfers

- A participant who is unable to attend may request to transfer their place to another eligible colleague, subject to prior written approval by the organisers and Acibadem University – CASE Laboratory requirements.
- Substitution requests must be received no later than 30 October 2026 and must include the replacement participant's full name, email address, professional role, institution and any requested supporting documentation.
- A substitution is not confirmed until acknowledged in writing by the organisers.
- The replacement participant must meet all professional, safety, laboratory-access and participation requirements.
- The organisers may decline a substitution where laboratory capacity, documentation, eligibility or health-and-safety requirements cannot be met.

5. Workshop changes or cancellation

- The organisers reserve the right to amend the programme, faculty, session timings, educational format, venue arrangements or workshop content where reasonably necessary.
- Every effort will be made to deliver the Workshop as advertised. However, cadaveric education is dependent on laboratory, specimen, faculty, equipment, regulatory and operational arrangements that may occasionally require change at short notice.
- If the Workshop is cancelled by the organisers, participants will be offered either:
 - a transfer of their registration to a rescheduled event or alternative ISHA–THPS educational activity, where available; or
 - a refund of the registration fee paid for the Workshop.
- The organisers will not be liable for travel, accommodation, visa, insurance, subsistence, consequential loss or any other expenses incurred by participants in connection with the Workshop.
- Where cancellation or material changes arise from circumstances beyond the organisers' reasonable control, including public-health restrictions, natural disasters, conflict, transport disruption, venue closure, laboratory restrictions, faculty illness, regulatory requirements or force majeure, the organisers may need to offer alternative arrangements in place of a monetary refund.

6. Travel, visas and accommodation

- Participants are responsible for making their own travel and accommodation arrangements unless otherwise stated in the official event materials.
- International participants are responsible for checking passport, visa and entry requirements for Türkiye and for applying in sufficient time. It is not the responsibility of the organisers to refund your fees if a visa application is unsuccessful or unable to be secured. You are recommended to take out appropriate insurance to cover this eventuality.
- Where appropriate, the organisers may provide a visa-support letter after registration and payment have been completed. Provision of such a letter does not guarantee visa approval and does not alter the cancellation policy.
- Participants should ensure that they hold appropriate travel, health, professional and personal insurance for attendance in Istanbul and participation in the Workshop.

7. Cadaveric laboratory participation

- All cadaveric specimens, facilities and educational activities must be treated with the highest standard of dignity, respect and professionalism.
- Participants must comply at all times with the rules, instructions and safety procedures of Acibadem University – CASE Laboratory, the Workshop faculty and the organisers.
- Access to cadaveric laboratory areas may be restricted to registered participants, approved faculty, laboratory staff and authorised event personnel.
- Participants must attend any required safety briefing before entering the laboratory or taking part in practical sessions.
- Participants must wear the required personal protective equipment and suitable attire as instructed by the laboratory team. Participants may be refused entry or removed from practical sessions if they do not comply with safety requirements.
- Photography, video recording, audio recording, livestreaming and any other recording within the cadaveric laboratory are strictly prohibited unless expressly authorised in writing by the organisers and the CASE Laboratory.
- Participants must not share or publish any images, recordings or material relating to cadaveric specimens, laboratory procedures or restricted educational content.
- Participants must follow faculty instruction at all times and must not undertake procedures beyond the scope of the supervised educational activity.

- The organisers and CASE Laboratory reserve the right to remove any participant from the laboratory or Workshop, without refund, where their behaviour is unsafe, disrespectful, disruptive, inappropriate or in breach of this policy or laboratory rules.

8. Professional conduct

- Participants are expected to behave professionally and respectfully towards faculty, laboratory personnel, fellow delegates, sponsors, venue staff and all others involved in the Workshop.
- Harassment, discrimination, intimidation, abusive behaviour, unsafe conduct, excessive intoxication or any conduct that compromises the educational environment will not be tolerated.
- Participants must respect confidentiality relating to discussions, clinical cases, faculty presentations and other non-public educational material.
- The organisers may refuse entry to, or remove, any participant whose conduct is considered incompatible with the safe and professional delivery of the Workshop. No refund will be due in such circumstances.

9. Health, safety and fitness to participate

- Participants are responsible for assessing their own fitness to take part in a practical cadaveric workshop.
- Participants must inform the organisers in advance of any relevant accessibility requirements, allergies, medical conditions or other needs that may affect safe participation, where they wish the organisers to consider reasonable adjustments.
- Participants must not attend if they have symptoms of a communicable illness or have been advised to isolate or avoid contact with others.
- Participants must comply with all current venue, laboratory, local public-health and safety requirements in force at the time of the Workshop.
- In the event of injury, illness or an incident during the Workshop, participants must notify a member of the organising team or laboratory staff immediately.

10. Educational materials and intellectual property

- All workshop presentations, handouts, surgical techniques, videos, slides and other educational materials remain the property of their respective authors, ISHA, THPS, Acıbadem University – CASE Laboratory or other rights holders.

- Materials may be used by participants solely for personal educational purposes unless written permission is obtained from the relevant rights holder.
- Participants may not reproduce, distribute, record, upload, publish or commercially exploit Workshop materials without prior written permission.
- Participation in the Workshop does not confer certification of competence, credentialing, surgical privilege or authorisation to perform any procedure independently.

11. Photography and communications

- The organisers may arrange photography or filming in non-laboratory areas for educational, promotional, archival or reporting purposes.
- Participants who do not wish to appear in such photographs or recordings should notify the organisers in writing before the event and identify themselves to the event team on arrival.
- No photography, filming or recording of cadaveric specimens or activity within the CASE Laboratory is permitted, except where formally authorised under laboratory rules.

12. Data protection

- Personal information provided during registration will be used to administer the Workshop, process payment, communicate event information, manage laboratory access, fulfil legal and safety obligations, and evaluate the event.
- Participant information may be shared where necessary with relevant event partners, including ISHA, THPS, Acibadem University – CASE Laboratory, registration providers, venue staff and suppliers involved in delivering the Workshop.
- Information will be handled in accordance with the organisers' applicable privacy policies and relevant data-protection requirements.
- Participants may be contacted after the Workshop regarding evaluation, certificates, educational follow-up or closely related future activities, subject to applicable consent and communication preferences.

13. Liability

- Participants attend and participate at their own risk, except to the extent that liability cannot legally be excluded.
- The organisers, ISHA, THPS, Acibadem University and CASE Laboratory are not responsible for loss, theft or damage to personal belongings.

- The organisers are not liable for any indirect or consequential loss, including loss arising from changes to travel arrangements, accommodation, visas, professional commitments or missed opportunities.
- Nothing in this policy excludes or limits liability for death or personal injury caused by negligence, fraud or any liability that cannot lawfully be excluded or limited.

14. Governing terms

- This policy is governed by the laws and regulatory requirements applicable to the event arrangements and venue in Türkiye, subject to any mandatory consumer protections that apply to the participant.
- The organisers reserve the right to update this policy where necessary. The version published or issued to participants at the time of booking will apply, unless a later update is required for legal, regulatory, safety or operational reasons.

Contact

For registration queries, cancellations, substitutions or accessibility requirements, please contact:

ISHA-THPS Cadaver Workshop Organising Team

Email: member@ishasoc.org

Website: www.ishasoc.org