



## **TERMS AND CONDITIONS OF THE REGISTRATION TO THE 27<sup>TH</sup> ECONOMIC FORUM 5th – 7th September 2017**

### **1. General Conditions**

- 1.1. 27th Economic Forum hereinafter called “THE FORUM” takes place from 5th to 7th September in Krynica-Zdroj.
- 1.2. The FORUM’s ORGANISER is the Foundation Institute for Eastern Studies registered in Poland, Warsaw, 85 Solec Str., 00-382, TIN 521-10-01-909, hereinafter called “THE ORGANISER”.
- 1.3. During the FORUM there will take place:
  - a) plenary sessions
  - b) panel discussions
  - c) thematic blocks: presentations of the reports, lectures, round tables
  - d) ceremonial concerts
  - e) Ceremony of the Awards of the Economic Forum
  - f) cultural and recreational programs
- 1.4. The Terms and Conditions constitute an integral part of the Registration to the FORUM and all Participants of the Forum are bound by them.
- 1.5. The official FORUM’s website is: [www.forum-ekonomiczne.pl](http://www.forum-ekonomiczne.pl)
- 1.6. Contacts to the ORGANISER:
  - a) Phone number: +48 22 583 11 00
  - b) E-mail address: [forum@isw.org.pl](mailto:forum@isw.org.pl)
- 1.7. The Terms and Conditions shall be available in the ORGANISER's Office and on the ORGANISER’s website.

### **2. Rules of participation**

- 2.1. In order to participate in the Forum a participant needs to register via internet website [www.forum-ekonomiczne.pl](http://www.forum-ekonomiczne.pl). The registration consists of two stages.
- 2.2. First stage of registration consists of:
  - a) filling in the form in fields such as personal and contact data and expressing consent for processing it by the Forum’s organiser.
  - b) after completing the first stage and accepting it by the organizer an individual link to the second stage will be generated and it will be sent at the participant’s e-mail address and/or the point of contact that was indicated in first stage.

- c) first to receive the link to the second stage of registration are persons invited by the organizer and the representatives of companies that are Forum's partners.
- 2.3. The second stage of registration refers to organizational issues related to making the hotel reservation and fees based on organization of stay during the Forum.
- 2.4. The second stage of registration concerns the individual registration form send to the participants in a form of a link. It has to be completed within 7 days from the date of its receipt. Following information and documents need to be attached:
- a) participant's picture used for personal ID badge ( JPEG file extension, for example: jan\_kowalski.jpg, size 200x280 pixels, the file size should not exceed 2MB, files with extensions .doc, .docx , .pdf will not be accepted);
  - b) the participant's biographical note (optional);
  - c ) hotel reservation , accommodation is an integral part of participant of the Forum;
  - d) reservation of accommodation for an accompanying person and/or a driver (optional);
  - e) payer's data necessary to issue a pro-forma invoice
  - f) picture of an accompanying person (for the purpose of printing ID badge);
- 2.5. Failure to complete the second of registration within 7 days may be synonymous with the removal of the registration form from system without notifying the participant.
- 2.6. Once the online registration is completed, the following notice will appear on the last page: "Registration Completed". A confirmation will also be sent to the e-mail addresses given by the participants during registration. A lack of confirmation may mean that registration failed due to technical problems. In order to successfully complete the second stage of registration we recommend the use of the following browsers: Chrome, Mozilla or Explorer 10.
- 2.7. Due to the limited number of participants the ORGANIZER reserves the right to refuse applications to participate in the Forum for any reason.
- 2.8. The organizer decides on the closing date of registration

### **3. ORGANIZATIONAL TERMS AND CONDITIONS**

- 3.1. REGISTERED FORUM PARTICIPANT receives personal ID with photo, that entitles to move within the Congress Centre, which is the Forum venue
- 3.2. REGISTERED FORUM PARTICIPANT is obliged to carry his ID within the Forum venue and to present the ID on the request of the representative of the ORGANISER
- 3.3. Only REGISTERED FORUM PARTICIPANTS are allowed to enter the Forum venue
- 3.4. Persons who are unable to present their ID at the Forum venue are asked by the ORGANISERS representative to immediately leave the site
- 3.5. ORGANISER has the right to take away the ID if it is being used within the Forum venue by a person other than REGISTERED FORUM PARTICIPANT shown on the ID.
- 3.6. Those who lost their ID can obtain a duplicate in accordance with the instructions provided by the ORGANISER and after a payment of PLN 350 net charge + 23% VAT
- 3.7. In facilities where Forum events are held, logging, recording and photographing without the written consent of the ORGANISER is forbidden.
- 3.8. The ORGANISER is not responsible for statements and presentations held within the FORUM program events.
- 3.9. REGISTERED FORUM PARTICIPANT bears full responsibility for all their presentations and speeches performed during the Forum.
- 3.10. ORGANIZER is not responsible for belongings of REGISTERED FORUM PARTICIPANTS that may be lost, destroyed or stolen during the Forum.
- 3.11. REGISTERED FORUM PARTICIPANT is obliged to cover all costs related to compensation for damage caused by him, which would have to be incurred by the ORGANISER If a third party filed a claim against the ORGANISER related to the damage caused by the FORUM PARTICIPANT.
- 3.12. REGISTERED FORUM PARTICIPANT is obliged to comply with the health and safety regulations and fire regulations that apply in the facilities where the FORUM events are held as well as organizational and technical instructions of the ORGANIZER's representatives.
- 3.13. An ORGANISER's representative shall be understood as every person holding a yellow CONFERENCE BADGE saying "ORGANIZER".

- 3.14. An accompanying person receives a badge marked "accompanying person" with limited access to the FORUM's events. They may however participate in the Forum's cultural and recreational programs.
- 3.15. FORUM's Partners have been informed by the ORGANIZER that they cannot conduct any marketing activities towards FORUM's Participants that are unethical or violate legal norms and customs.
- 3.16. Any promotional activities conducted by the Partner must be agreed upon with the ORGANIZER.

#### **4. TERMS OF PAYMENT**

- 4.1. Prices and terms of payment for participation in the Forum are stipulated in the second stage of registration individually for each Participant.
- 4.2. The conference fee covers the following: accommodation (which is an integral part of the participation in the Forum and includes three nights from 5 to 8 September 2017 with two meals per day: breakfast and dinner), simultaneous translation, conference materials, conference badge, social events (recreational and cultural program), transport Kraków-Krynica-Kraków, Forum Bus in Krynica.
- 4.3. An accompanying person will be accommodated in double room with the REGISTERED FORUM PARTICIPANT against an additional fee.
- 4.4. A driver will be accommodated in other facilities than the REGISTERED FORUM PARTICIPANT.
- 4.5. After the registration process is completed, the ORGANISER sends to the address indicated in the registration form a pro-forma, which must be paid within 7 days from the date of issuing. After the participation fee is credited on the account of the ORGANISER, an invoice will be issued and sent to the postal address of the payer.
- 4.6. The participant shall indicate the payer. Both payer and participant shall be liable jointly and severally towards the ORGANISER.
- 4.7. The conference shall be paid to the ORGANISER's bank account as specified in the second stage of registration. The email confirmation of the second stage contains all introduced data and the applicable charges.

- 4.8. As soon as all applicable payments are received, the ORGANISER will send the REGISTERED FORUM PARTICIPANT, to the email address given in the registration form, password and login to the Forum's information service (INFOFORUM). This service is available only for REGISTERED FORUM PARTICIPANT. Any questions regarding INFOFORUM shall be sent to [infoforum@isw.org.pl](mailto:infoforum@isw.org.pl)
- 4.9. Payments by credit card and e-payments will be carried out through DotPay.pl
- 4.10. If the payment is not being made within the 7 days starting from the date of issue of the pro forma invoice and no later than by the 14 August 2017. The ORGANISER reserve the right to cross the name of the participant off the list of participants of the Forum and to block the ID badge that entitles to enter the Congress Centre. The participant bears also full costs of the hotel booking.

## **5. CANCELLATION OF PARTICIPATION AND ALTERATIONS IN PARTICIPANT'S APPLICATION**

- 5.1. Cancellation must be made in writing to [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with a mention "Cancellation" in the subject line by 14 August. If cancellation is made later than 14 August, the conference fee will not be refunded. The ORGANISER reserves the right to enforce outstanding conference fees.
- 5.2. Each change of a participant must be given in writing and sent to [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with a mention "Change of participant" in the subject line. The change must be confirmed by the ORGANIZER. All changes made after 24 August 2017 result in additional cost of PLN 1.250 + 23 % VAT per change. For technical reasons the ORGANIZER reserves the right not to change the name of Partner's representative and the right not to change any hotel reservation made after 24 August 2017.
- 5.3. Information about participant's change should include:
  - a) name of the resigning/ registered
  - b) personal data of a substitute coming to the Forum: name, surname, company name, job title, e-mail address; new participants must also be registered on the Economic Forum web site [www.forumekonomiczne.pl](http://www.forumekonomiczne.pl)
- 5.4. Any change of hotel booking made after 1 September 2017 must be reported at: [hotel@isw.org.pl](mailto:hotel@isw.org.pl) and will be charged PLN 350 + 23 % VAT per change.

- 5.5. Full payment (accommodation and conference fee) shall be returned until within 30 days after the Forum on the condition that cancellation is made by 14 August.
- 5.6. If cancellation is made after 14 August 2017, full payment (accommodation and conference fee) shall not be returned.
- 5.7. The ORGANIZER reserves the right to change the FORUM's date due to irrespective reasons. In this case the cancellation may be held free of costs. No additional costs incurred by the Participant in connection with the FORUM are covered by the ORGANIZER.

## **6. COMPLAINTS**

- 6.1. Any complaints shall be submitted to the ORGANISER in writing (by traditional post and registered letter) within 7 days after the Forum.
- 6.2. Complaints sent later than 7 days after the Forum shall not be taken into consideration.
- 6.3. The complaints shall be considered by the Organisers within 30 days after delivery, the reply shall be submitted in a hard copy on the address given in the complaint.

## **7. CLOSING REMARKS**

- 7.1. Participants registering after 14th of August 2017 will not have a bio-note in the publication "List of Economic Forum participants"
- 7.2. ORGANISER reserves the right to change the content of a programme of the FORUM
- 7.3. In case the FORUM is cancelled due to the ORGANISER's fault, the ORGANISER is due to pay back all the fees paid by the Participants to their bank accounts as soon as possible.
- 7.4. In case the Forum is cancelled due to the circumstances unrelated to ORGANISER, Participant is not entitled to any damages or reimbursement of the fees or other expenses ordered by the Participant.
- 7.5. ORGANISER defines the programme of the FORUM and reserves the right to introduce changes also at the very last moment, including the schedule, order of appearances and list of speakers.
- 7.6. ORGANISER is not responsible for the Participant's not attending the FORUM due to 'force majeure' or Participant's own fault.
- 7.7. In case of any interpretational doubts, the Polish version of the text is the binding one.

- 7.8. Any disputes arising from the fact of participation in the FORUM will be resolved by the Court appropriate for the seat of the ORGANISER.
- 7.9. Sending the registration form from the website FORUM is equal to the acceptance of these terms and conditions as well as the observance of the norms and any other arrangements agreed between participant and the ORGANISER.
- 7.10. In matters not covered by these Terms and Conditions, the provisions of Civil Code will apply.
- 7.11. Final interpretation of the regulations rest on the ORGANISER.
- 7.12. According to the Law on Personal Data Protection of 29 August 1997 (Journal of Laws 133 of 29 October 1997, Item 833) ORGANIZER does not distribute, sell or lend your personal data to other people or institutions. The personal data given by the participant (name, address, phone, e-mail address) are treated as confidential and used only for the purposes of communication between the participant and the ORGANISER .
- 7.13. Registration on Economic Forum is conducted following the rules of the General Supervisor of Data Protection.