



# **CONFERENCE REGULATIONS**

## **EUROPEAN FORUM FOR NEW IDEAS**

### **SOPOT 2014**

#### **1. GENERAL PROVISIONS**

- 1.1. The European Forum for New Ideas Conference, hereinafter referred to as the EFNI CONFERENCE, will be held in Sopot from 1 to 3 October 2014. On 4-5 October 2014, additional bonding, cultural and recreational events will be organized, and the list of the events will be published on the EFNI CONFERENCE website. Participants of the EFNI CONFERENCE will be able to attend the events without making additional payments.
- 1.2. The EFNI CONFERENCE is organized by the Lewiatan Confederation, registered in Warsaw at ul. Zbyszka Cybulskiego 3, Tax Identification Number (NIP): 526-23-53-400, hereinafter referred to as the ORGANIZER.
- 1.3. Individuals interested in participating in the EFNI CONFERENCE and participants of the EFNI CONFERENCE may contact the ORGANIZER by:
  - a) telephone, only at the following numbers: + 48 22 55 99 878 and +48 22 55 99 877
  - b) e-mail: [registration@efni.pl](mailto:registration@efni.pl)
  - c) fax: + 48 22 55 99 930.
- 1.4. The EFNI CONFERENCE participants include representatives of business, academia, culture and politics, as well as journalists, publicists and experts in various fields from Poland, the European Union and the rest of the world.
- 1.5. The following EFNI CONFERENCE participants receive the special status:
  - a) BUSINESSEUROPE affiliates – corporate and non-corporate entities belonging to any of the national federations being part of BUSINESSEUROPE,
  - b) members of the Lewiatan Confederation – private employers directly affiliated with the Confederation or member companies of Sector Associations or Regional Associations affiliated with the Lewiatan Confederation.



- 1.6. Terms and conditions outlined in the Regulations are an integral part of the EFNI CONFERENCE registration declaration and are binding for all participants.
- 1.7. EFNI CONFERENCE registration rates, varying according to the status of the EFNI CONFERENCE participants, are contained in Appendix No. 1 – EFNI 2014 Registration Rates – which is an integral part of these Regulations.
- 1.8. The official EFNI CONFERENCE website is [www.efni.pl](http://www.efni.pl).
- 1.9. This document is available at the main office and on the official website of the ORGANIZER.

## **2. CONDITIONS FOR PARTICIPATION**

- 2.1. To attend the EFNI CONFERENCE, all participants are required to complete a two-stage EFNI CONFERENCE registration process and deposit appropriate registration fee within 7 days upon receipt of proforma invoice to the bank account specified on the invoice.
- 2.2. The registration process can only be completed with the use of the registration form available on the EFNI CONFERENCE website indicated in par 1.8 of this document.
- 2.3. The first stage of the registration process is initial registration which includes:
  - a) expressing interest in attending the EFNI CONFERENCE by providing personal and contact details of the participant and the payer (the payer being defined in par 4.2. of these Regulations) needed by the ORGANIZER to issue a relevant invoice, giving consent for the ORGANIZER to process such data and selecting appropriate option of attendance,
  - b) receipt of initial registration confirmation from the ORGANIZER along with a unique password allowing access to the second stage of the registration process,
  - c) booking hotel rooms for the duration of the Conference, provided that the reservation will include 3 hotel nights (i.e. from 1 to 4 October 2014), and provided that hotel rooms will be available (the term of booking shall decide).
- 2.4. Participants who registered for the previous edition and consented to receive commercial information from the ORGANIZER at the email address provided during registration may register through a link from the ORGANIZER allowing to log into their accounts, select appropriate offer and update their personal data.
- 2.5. The ORGANIZER reserves the right to refuse registration for the EFNI CONFERENCE without reason.



- 2.6. The ORGANIZER shall confirm acceptance of registration or send notice of refusal within three business days from the date of receipt of initial registration for EFNI CONFERENCE.
- 2.7. The access code generated by the ORGANIZER during the first stage of registration allows the users to log in to the participant's profile and edit personal details, subject to par 2.8 below; the password enables also access to mobile application for the EFNI CONFERENCE participants.
- 2.8. Individuals registering for the event have the right to edit their personal details on the participant's profile until 31 August 2014 inclusive. After this date, the option to modify personal details on the participant's profile will no longer be available. If such modification will be necessary, participants must contact the ORGANIZER.
- 2.9. The second stage of the registration process is detailed registration which includes:
  - a) uploading a photograph of participant's face (proportions 3x4, maximum size of file 50 kB) for the purpose of issuing a personal EFNI ID referred to in par 3.2,
  - b) providing a biographical note of the participant (300-350 characters with spaces).
- 2.10. Detailed registration is completed after logging in to the personal registration form with the use of the e-mail address provided during initial registration as the login and the password provided by the ORGANIZER in the e-mail confirming registration for the EFNI CONFERENCE.
- 2.11. Successful completion of each registration stage shall be confirmed by e-mail sent to the e-mail address provided in the registration form; a proforma invoice will be attached to a separate e-mail.
- 2.12. Transmission of data contained in the EFNI registration form to the ORGANIZER constitutes acceptance of the terms and conditions of these Regulations.
- 2.13. Addition to the list of EFNI CONFERENCE participants shall be made after successful completion of the registration process, according to par 2.11, at the time of sending the proforma invoice.
- 2.14 After entering the participant on the list of EFNI CONFERENCE participants referred to in par 2.13, the ORGANIZER shall send a VAT invoice to the e-mail address provided in the registration form.
- 2.14. The ORGANIZER is not liable for individual settings of e-mail accounts belonging to persons registering for the EFNI CONFERENCE, which may interfere with the delivery of correspondence from the ORGANIZER; in the event that the correspondence is not received please contact the ORGANIZER.



- 2.15. Registration deadline for the EFNI CONFERENCE is 26 September 2014.
- 2.16. Due to a limited number of passes to the EFNI CONFERENCE, the ORGANIZER reserves the right to change the registration deadline for the EFNI CONFERENCE.
- 2.17. Participation in the Opening Gala on 1 October 2014 and the Closing Gala on 3 October 2014 requires confirmation of attendance by clicking on the appropriate link which will be sent by the ORGANIZER between 15 and 25 September 2014 to the e-mail address provided during registration.

### **3. ORGANIZATION AND SAFETY**

- 3.1. Access to the venues where EFNI CONFERENCE events will be held is limited only to AUTHORIZED EFNI CONFERENCE PARTICIPANTS.
- 3.2. Participant receives the AUTHORIZED EFNI CONFERENCE PARTICIPANT status upon registering at the EFNI CONFERENCE Main Reception and receiving their EFNI ID with photograph.
- 3.3. The EFNI ID remains the property of the ORGANIZER.
- 3.4. AUTHORIZED EFNI CONFERENCE PARTICIPANTS are obliged to have their EFNI ID at all times while staying at any of the venues where EFNI CONFERENCE events are held and to present it to the representatives of the ORGANIZER upon every request.
- 3.5. Individuals who are not able to present their EFNI ID will be refused entry to the venues where EFNI CONFERENCE events are held.
- 3.6. Individuals who are not able to present their EFNI ID while on location at the venues of EFNI CONFERENCE events will be requested to leave the venue immediately upon request of the representatives of the ORGANIZER.
- 3.7. The ORGANIZER reserves the right to confiscate the EFNI ID if it is used at a venue of the EFNI CONFERENCE events by other person than the AUTHORIZED EFNI CONFERENCE PARTICIPANT shown on the EFNI ID.
- 3.8. Individuals who have lost their EFNI ID may receive a duplicate of EFNI ID by following the instructions provided by the ORGANIZER and upon making payment in accordance with the EFNI 2014 Registration Rates (Appendix No. 1).
- 3.9. Recording, taping and photographing at the venues of the EFNI CONFERENCE events without prior written consent of the ORGANIZER is prohibited.



- 3.10. The ORGANIZER assumes no responsibility for statements and presentations made during any of the EFNI CONFERENCE events.
- 3.11. The AUTHORIZED EFNI CONFERENCE PARTICIPANT is solely responsible for his or her statements and presentations made during the EFNI CONFERENCE.
- 3.12. The ORGANIZER will make every effort to provide the AUTHORIZED EFNI CONFERENCE PARTICIPANTS with comfort and safety, however, the ORGANIZER assumes no responsibility for their property which may be lost, stolen or damaged during the EFNI CONFERENCE.
- 3.13. The AUTHORIZED EFNI CONFERENCE PARTICIPANT is obliged to cover any and all costs related to the compensation of damages caused by them which the ORGANIZER may incur should third parties claim compensation for damages caused by the CONFERENCE PARTICIPANT.
- 3.14. The AUTHORIZED EFNI CONFERENCE PARTICIPANT is obliged to abide by all safety and fire regulations applicable at any of the venues where EFNI CONFERENCE events are held and to follow any organizational and technical instructions given by the representatives of the ORGANIZER.
- 3.15. During the EFNI CONFERENCE, any holder of a personal EFNI ID labelled 'ORGANIZER' shall be deemed a representative of the ORGANIZER.

#### **4. COSTS OF PARTICIPATION AND PAYMENT TERMS**

- 4.1. Costs of participation in the EFNI CONFERENCE and terms of payment are specified in the EFNI 2014 Registration Rates included in Appendix No. 1 to these Regulations.
- 4.2. The payer (receiver of invoice) shall be the entity indicated by the participant in the registration form. The Payer and the Participant are jointly and severally liable towards the ORGANIZER.
- 4.3. Resignation from the attendance at the EFNI CONFERENCE can be made only by means of cancellation of registration in accordance with the procedure described in par 5.2; lack of timely payment for participation in the EFNI CONFERENCE does not constitute resignation from the attendance at the EFNI CONFERENCE.
- 4.4. Failure to cancel registration and not participating in the EFNI CONFERENCE does not constitute resignation from the attendance at the EFNI CONFERENCE and results in charging the Participant with full costs of participation (including the costs of hotel



reservation, provided that such reservation was made by the ORGANIZER at the request of the Participant).

- 4.5. In determining whether and to what amount of discount a participant is entitled to, the ORGANIZER particularly takes into consideration the time of payment of all fees due to the ORGANIZER for the participation in the EFNI CONFERENCE.
- 4.6. Payments by credit card and e-transfer shall be processed by Dotpay.pl.

## **5. CHANGES TO REGISTRATION**

- 5.1. Change of the EFNI CONFERENCE participant's name under the same payer may only be done by sending the "Change of Participant" form by e-mail, fax or registered letter to the address of the ORGANIZER. The "Change of Participant" form in electronic format is available upon request from the ORGANIZER.
- 5.2. Resignation from the participation in EFNI CONFERENCE may only be made by sending a written declaration on the "Resignation" form by e-mail, fax or registered letter to the address of the ORGANIZER. The "Resignation" form in electronic format is available upon request from the ORGANIZER. Resignation from the participation in the EFNI CONFERENCE made after the date specified in Appendix No. 1 is deemed invalid and entitles the ORGANIZER to demand that the Participant pay the ORGANIZER all fees connected with the participation in the EFNI CONFERENCE (including the costs of hotel reservation, provided that such reservation was made by the ORGANIZER at the request of the Participant).
- 5.3. Change of the EFNI CONFERENCE participant's name or resignation from the EFNI CONFERENCE may be subject to charges in accordance with the EFNI 2014 Registration Rates included in Appendix No. 1 to these Regulations.

## **6. CLAIMS**

- 6.1. Any claims must be made in writing and sent by registered letter to the address of the ORGANIZER within 7 days from the end of the EFNI CONFERENCE.
- 6.2. Claims sent in after this deadline will not be considered.
- 6.3. Claims will be processed by the ORGANIZER within 30 days from their receipt, and the response shall be made in writing and sent to the return address indicated in the claim.



## **7. FINAL PROVISIONS**

- 7.1. The ORGANIZER reserves the right to change the date or cancel the EFNI CONFERENCE.
- 7.2.1. In the event of change of the EFNI CONFERENCE date, the participant has the right to resign from attendance at the EFNI CONFERENCE.
- 7.2.2. Resignation from the participation in the EFNI CONFERENCE resulting from the change of its date may only be made by sending a written declaration on the "Resignation" form by e-mail, fax or registered letter to the address of the ORGANIZER. The "Resignation" form in electronic format will be sent by the ORGANIZER together with the information about the change of date of the EFNI CONFERENCE to the e-mail address indicated in the registration form.
- 7.2.3. In the event that the participant resigns from attending the EFNI CONFERENCE due to the change of its date, the ORGANIZER shall make a full refund of the registration fee within 30 days from the receipt of the resignation by the ORGANIZER.
- 7.3. In the event that the EFNI CONFERENCE is cancelled, the ORGANIZER shall make a full refund of the registration fee within 30 days from the date of informing the participant about the cancellation of the EFNI CONFERENCE.
- 7.4. Refund of the registration fee will be made only by bank transfer to the bank account from which the payment was made and the ORGANIZER shall issue a corrective VAT invoice.
- 7.5. With the exception of the case specified in par 7.3, in the event of change of the EFNI CONFERENCE date or its cancellation, the ORGANIZER shall not cover any costs incurred by the participant in connection with the attendance at the EFNI CONFERENCE and is not liable for any further claims for damages of the participant.
- 7.6. The ORGANIZER arranges the EFNI CONFERENCE program and reserves the right to make changes to the program, including on the day of the EFNI CONFERENCE, and including the right to make changes to the schedule, order of presentations and changes of speakers.
- 7.7. Personal data of the EFNI CONFERENCE participants shall be processed in accordance with the Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws No. 133, item 833, as amended). By registering for the EFNI CONFERENCE, participants consent to the processing of their personal data by the ORGANIZER in accordance with prevailing provisions of law, in particular with the Personal Data Protection Act of 29 August 1997 (Journal of Laws No. 133, item 833, as amended) for the purpose of registration of participants for the event, issuance of the EFNI ID and settlement of fees for the participation in the EFNI CONFERENCE.



- 7.8. The ORGANIZER does not cover the costs of transport or accommodation in Sopot for EFNI CONFERENCE participants.
- 7.9. Any disputes which may arise from participating in the EFNI CONFERENCE shall be settled by the court having jurisdiction over the ORGANIZER's seat.
- 7.10. The ORGANIZER is not liable for the inability of a participant to attend the EFNI CONFERENCE caused by force majeure or by fault of the participant.
- 7.11. In case of any doubts as to the interpretation of these Regulations, the Polish language version of the Regulations shall be binding.
- 7.12. In all matters not stipulated in these Regulations, provisions of the Civil Code shall apply.