

**REGULATIONS FOR PARTICIPATION IN EVENTS ORGANISED BY  
MEDICAEXPERT CONFERENCE MATEUSZ LUBARSKI**

Siedziba: ul. Wesola 9, 32- 200 Miechów

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**General provisions**

**§1**

**Glossary of definitions**

For the purposes of these Regulations, the following meanings of terms are established:

- 1) Event - an event of a scientific and training, social, educational, didactic or workshop nature, organised as part of MedicaExpert Conference Mateusz Lubarski's business activity, independently or as a co-organiser on the basis of contracts or agreements concluded, regardless of its name. The events are of closed nature - they are intended for a specific group of registered participants. Events of an open or mass character are organised in accordance with the principles contained in separate regulations.
- 2) Participation in the event - paid or unpaid opportunity to participate in the scientific and training part, didactic, workshop, educational, journalistic, etc.
- 3) Event participant - a person who has registered, paid the fee and confirmed their presence at the registration desk during the event.
- 4) Conference package - a package of benefits for the benefit of an event participant.
- 5) Event participation contract - a contract concluded with a participant for participation in an event, use of a conference package, of which these regulations are an integral part.
- 6) VIP participant - an event participant with VIP status on the basis of a special invitation from MedicaExpert Conference Mateusz Lubarski
- 7) Limited access - restricted access to exhibition areas during the event. In particular, this applies to access to the exhibition displays of pharmaceutical or medical/equipment companies.
- 8) Organizer - for the purposes of these regulations - MedicaExpert Conference Mateusz Lubarski regardless of whether it is an independent organizer of the event or acts as a co-organizer on the basis of contracts or agreements concluded.
- 9) Up-to-date information about the event - the Organiser informs that all up-to-date information about organised events is available on the website [www.medicaexpert.pl](http://www.medicaexpert.pl) or by calling +48 608 309 936
- 10) Legal regulations - regulations generally binding in the Republic of Poland, including regulations of agreements, conventions and contracts to which it is a signatory.

**§2**

**Rules of participation in the Event**

The conditions of participation in the Event (conclusion of the Participation Agreement) are:

- a) registration of participation in the Event,
- b) payment of the<sup>1</sup> fee in the amount and by the date specified by the Organiser,
- c) Confirm your participation at the reception desk of the Event.

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<sup>1</sup> Does not apply to free events

### §3

#### Modalities and conditions for registration

- 1) A person interested in participating in the Event may register by:
  - a) registration on the Internet Registration Service at [www.medicalexpert.pl](http://www.medicalexpert.pl)
- 2) Registration is conditional upon completion of the mandatory data and acceptance of these terms and conditions.
- 3) The Organiser shall not be liable for damage caused by incorrect or false data provided by the Participant. In particular, the Participant may not claim that he/she was not duly notified of changes to the Event if the data given in the registration form made it impossible to contact him/her.
- 4) The Organizer has the right to refuse to accept the registration sent by fax or e-mail or through the Internet Registration System if the application lacks the necessary data listed in footnotes 3 and 4 or if it is illegible. The Organiser is not obliged to contact the person registering participation in order to complete the data.
- 5) The Organiser reserves the right to close the registration for the Event at any time without giving any reason.

### §4

#### Payment of participation fees

- 1) The Organiser accepts payments from registered Participants in the form of:
  - a) bank transfer,
- 2) The Participant of Event is obliged to include in the transfer title data which make it possible to identify him and Event<sup>2</sup>
- 3) The Organiser is not responsible if the description of the transfer does not enable the identification of the Participant or the Event.
- 4) Participants of the Event are obliged to carry proof of payment for participation and, in case of doubt, to present it at the reception desk of the Event<sup>3</sup>.
- 5) The Organiser has the right to refuse entry to the Event to a person presenting a proof of payment with respect to which there are reservations as specified in points 2 and 3.
- 6) After the Participant has paid the fee, the Event Organizer will issue an advance invoice or within 7 days from the date the money is credited to the Organizer's account. The final invoice / VAT settlement will be issued within 7 days after the end of the Event.
- 7) As part of the fee paid, the Participant is entitled to a conference package. Information on the scope of the conference package is available within the current Event information.
- 8) The Organiser reserves the right to change the scope of the conference package and to make changes to the schedule of the Event.
- 9) In the event of a situation as defined in point 8, the Organiser contacts the Participants and may propose:
  - a) surcharge,
  - b) a discount on the participation fee.
- 10) If the Participant does not object to the surcharge/refund, this shall be deemed to be acceptance of the new conditions of participation in the Event. If he/she objects, the Organiser shall return the money received from the Participant by bank transfer or postal order within 15 days from

<sup>2</sup> proforma invoice or VAT invoice number issued

<sup>3</sup> For paid events

of the Event to which the Participant's payment pertained and the Participation Agreement is terminated upon receipt by the Organiser of information about the objection.

- 11) If the benefit for the Participant is related to the order of payment of participation fees, the date of crediting the Organiser's account shall be decisive. Payments which are received after the designated date despite having been posted in advance shall be deemed to be late payments.

## **§5**

### **Information material, method of communication**

- 1) All printed materials, including posters, flyers and e-mails concerning the Event, as well as other forms of contact are for information purposes only - the information contained therein is subject to change and does not constitute an offer within the meaning of the Civil Code.
- 2) The current trade offer (including the price list) for the Event is available exclusively on the website [www.medicaexpert.pl](http://www.medicaexpert.pl) and by phone on +48 608 309 936

## **§6**

### **Changes to the Event**

- 1) The Organiser reserves the right to make changes to the Event. In particular, changes may concern:
  - a) conference venues,
  - b) duration,
  - c) conference package,
  - d) the content plan for the Event.
- 2) In the event of the occurrence of the circumstances referred to in Clause 1, the Organiser shall inform the registered Participants, subject to §4.
- 3) Notification of changes will be made by:
  - a) sending information by e-mail or
  - b) by SMS, or
  - c) telephone notification, to the addresses and telephone numbers provided by the Participant during registration,
  - d) posting the relevant information on the Event's website.
4. (4) The Organiser does not cover any lost benefits or costs incurred by the Participant due to the changes described above.

## **§ 7**

### **Cancellation of Event**

- 1) The Organizer reserves the right to cancel the Event at any time without giving any reason.
- 2) In the event that the circumstances referred to in point 1 occur, the Organiser will inform the registered Participants.
- 3) Notification of changes will be made by:
  - a) sending information by e-mail or SMS, or
  - b) telephone notification, to the addresses and telephone numbers provided by the Participant during registration,
  - c) posting the relevant information on the Event's website
- 4) The Organiser will not cover any lost benefits or costs incurred by the Participant due to the changes described above.
- 5) The Organiser will refund the Participants the Participation fees paid within 30 days of the decision to cancel the conference.

## §8

### Cancellation of participation in the Event

- 1) The Participant may cancel his/her participation in the Event.
- 2) Cancellation of Participant's participation in the Event must be made in writing (post, e-mail, fax).
- 3) The money paid will be returned to the Participant's account by bank transfer or postal order within 14 days from the day on which the Organiser received information about the cancellation.
- 4) In the event that a participant resigns, if this does not result from the changes specified in § 6 or § 7, the organiser will charge a handling fee of 20%, which the organiser is entitled to deduct from the funds paid by the participant.
- 5) If the Participant resigns less than 14 days before the Event, the Organiser shall not refund the fees paid.

## §9

### Organisational rules during the Event

- 1) The following rules apply to the behaviour of Participants during the Event, including paid accompanying events not included in the conference package.
- 2) During participation in the Event, the Participant is obliged to:
  - a) follow the instructions of the Organiser's staff,
  - b) comply with the instructions of the security services securing the Event,
  - c) observing the fire safety regulations in force at the place of Event, accompanying events
  - d) comply with the ban on bringing alcohol into the Event venue,
  - e) smoking only in areas designated for that purpose and appropriately signposted,
  - f) comply with the prohibition to participate in the Event under the influence of intoxicants or drugs,
  - g) to behave in a manner compatible with the rules of social conduct, in a way that does not hinder the participation in the Event and the accommodation of others,
  - h) comply with the absolute prohibition on recording in any form and by any means the content of the conference, unless he/she has received the relevant written consent from the Organiser,
  - i) to respect the copyright of lecturers,
  - j) have and wear in a visible place an identification badge during the Event.
- 3) The Organizer reserves the right to remove from the Event Participants who violate the rules of behaviour specified in point 2.
- 4) A Participant removed from the Event in accordance with point 3. forfeits the right to continue participation in the Event without compensation and the fee paid will not be refunded.
- 5) Participants bear full financial responsibility for any damage they cause, both on the premises where any activities related to the Event take place and in their accommodation.
- 6) Participants are fully liable for hotel car parks and parking spaces in front of Event venues.
- 7) The Organizer is not responsible for Participants' belongings which are lost, damaged, left or stolen during the Event.
- 8) The organiser further reserves the right to:
  - a) To remove from the Event Participants who do not have identification badges,
  - b) separate, during the Event, an area with limited access for a specific group of Participants,

- c) not to issue lost vouchers entitling to social benefits as part of the conference package.
- 9) Each Participant is obliged to immediately notify the Organiser's employees of situations that may pose a threat to the life or health of other Participants.
- 10) The participant present at the Event is entitled to a certificate of participation. They are issued at the end of the Event. The Organizer is not obliged to send certificates by post after the Event.
- 11) Certificates of educational credits or other professional qualifications awarded on the basis of separate regulations may be issued to Participants.

## **§10**

### **Promotions**

- 1) The Organiser reserves the right to time-limited promotional activities for the Events.
- 2) Promotional campaigns may consist in particular in the application of discounts, rebates, participation in additional events or payment for limited access to an event, competitions, etc.
- 3) Participants who registered and paid the participation fee prior to the promotional campaign cannot claim a refund of all or part of the paid participation fees due to the promotional campaign conducted by the Organiser.
- 4) If participation in the promotion is limited by the order of registration and payment of the participation fee, the date of receipt of the fee in the Organiser's account shall be decisive.
- 5) The Organiser may freely assign and determine the status of VIP Participants.

## **§11**

### **Complaints**

- 1) Any complaints of the Participants of the Event against the Organizer should be submitted in writing, by registered letter with acknowledgement of receipt, to the Organizer's registered address no later than 7 days after the end of the Conference. After this deadline, complaints will not be considered.
- 2) The complaint shall be dealt with within 30 days of receipt.
- 3) The participant will be notified of the acceptance or rejection of the complaint in writing to the address indicated in the registration application.

## **§12**

### **Final provisions**

- 1) Any disputes that may arise from participation in the Conference shall be settled by a court having jurisdiction over the registered office of the Organiser.
- 2) In matters not regulated by these Regulations the provisions of the Civil Code shall apply.
- 3) Personal data provided by the Participant shall be collected and processed in accordance with the Personal Data Protection Act of 29 August 1997 (Journal of Laws 133 of 29 October 1997, item 833). The administrator of the databases is MedicaExpert Conference Mateusz Lubarski with headquarters in Miechów, Wesoła Street 9, 32-200 Miechów
- 4) The Participant shall have the right to access and delete the personal data provided. The Participant shall notify his/her will by registered letter sent to the Organiser's address.
- 5) Events organized on the basis of these regulations are closed and do not constitute mass events within the meaning of the Act of 23 March 2009 on safety

mass events (Journal of Laws 2009 No. 62, item 504), unless this is expressly stated in the trade offer and confirmed in writing in the offer.

- 6) The Organiser has the right to change the provisions of these Regulations. The amendments shall become effective as of the date of their publication on the website [www.medicaexpert.pl](http://www.medicaexpert.pl). The participant has the right to withdraw from the agreement due to the change in the Regulations within 7 days from the date of the publication of the change or the consolidated text of the Regulations.
- 7) All correspondence with the Participant within the framework of the execution of this agreement shall be conducted at the address/address given in the registration application.
- 8) The participant is obliged to keep his/her contact details up-to-date under pain of losing his/her claim.
- 9) The Organiser shall not be liable for any failure to deliver correspondence to the Participant due to incorrect/incomplete contact details.
- 10) A letter sent to the last address of the Participant known to the Organiser shall be deemed to have been effectively delivered 14 days after the date of posting.
- 11) Failure by the Participant to observe the form of correspondence shall render it invalid as regards the Organiser. Poznań, 10 May 2012

Miechów, 10 October 2016