

*Approved by Resolution No. 1/07/2018
by the Board of the Economy and Public Administration Foundation
on July 2, 2018*

The Summit Rules and Regulations Open Eyes Economy Summit Kraków 2018

1. General provisions

- 1.1. The Open Eyes Economy Summit, hereinafter in the Rules and Regulations referred to as the **Summit**, will be held on 20 and 21 November 2018.
- 1.2. The Summit Organiser is the Foundation of Economy and Public Administration (FGAP), ks. bp. Władysława Bandurskiego St. 58/11, 31-515 Krakow, VAT no. [NIP]: 676-22-93-050, CRO no. [REGON]: 120037591, no. [NCR] 0000232184, phone no.: + 48 12 423 76 05 int. 24, e-mail: biuro@oees.pl, hereinafter in this document referred to as the “**Organiser**”.
- 1.3. The official website of the Summit is www.oees.pl.
- 1.4. The major events within the Summit will be held in the ICE Summit Centre in Krakow, Marii Konopnickiej St. 17, 30-302 Krakow, hereinafter in this document referred to as the **Facility**.
- 1.5. The Summit **Participants** include, in particular, as follows:
 - a) representatives of business sector, public administration and non-governmental organizations,
 - b) representatives of the academic world, culture and politics, journalists and publicists,
 - c) students and doctoral students,
 - d) experts in various areas both from Poland and all around the world.
- 1.6. The **Rules and Regulations** are available in the headquarters of the Organiser and at the Summit website.

2. Terms of participation

- 2.1. The participation in the Summit is subject to the registration process via a registration form, and the payment of due accreditation fee to the bank account indicated on a pro forma invoice within 14 days following the date of the pro forma invoice receipt.

- 2.2. The registration process for the Summit participants is held solely via a registration form available on-line on the Summit website indicated in section 1.3 of the Rules and Regulations.
- 2.3. During the registration an applicant should enter the following data into the registration form:
 - a) name and surname, e-mail address, phone number, position, name of the represented institution or university,
 - b) data required for invoicing purposes,
 - c) consent for the processing of personal data by the Organiser in compliance with the enclosed declarations.
- 2.4. A successful completion of the registration stage will be confirmed with an adequate message and a ticket sent to the e-mail provided in the registration form. The ticket should be printed or demonstrated on a mobile electronic device during the registration at the front desk. The pro forma invoice shall also be enclosed to the e-mail message to execute the payment in compliance with item 2.1 of the Rules and Regulations.
- 2.5. In the group registration of participants, as referred to in item 3.2.b) of the Rules and Regulations, the pro forma invoice shall be issued solely to the persons carrying the registration process. The other registered participants will receive only the confirmation of the registration.
- 2.6. The registering person has a right to change the personal data entered into the participant's profile by 20 October 2018 inclusive. In order to enter the changes, please, contact the Organiser via e-mail to the e-mail address indicated in item 1.2 of the Rules and Regulations. After the expiry of the above term, the option of data change in the participant's profile can be activated solely after the payment of the additional fee of gross PLN 100.
- 2.7. Due to the limited number of participants the Organiser reserves the right to close the application list at any time if the limit of participants is exhausted. The Organiser will inform about the non-availability of participation tickets on the Summit website specified in item 1.3 of the Rules and Regulations.
- 2.8. The contact with the Summit participants will be automated via FreshMail.pl

3. Entry costs and payments

- 3.1. The Organiser offers two types of Summit access tickets:
 - a) regular participation ticket - for all the participants except for the participants specified in item 3.1.b) of the Rules and Regulations,
 - b) student participation ticket - for students and doctoral students.
- 3.2. The Organiser offers the following sorts of Summit participation tickets:

- a) individual tickets,
 - b) group tickets,
 - c) patronage tickets.
- 3.3. The individual ticket is offered for one person.
- 3.4. The group ticket is offered solely for groups organised within a single enterprise/institution.
- 3.5. Within the group ticket category, the Organiser offers the following sorts of tickets:
- a) tickets for 2 persons,
 - b) tickets for 3 persons,
 - c) tickets for 5 persons.
- 3.6. The patronage ticket means one individual regular ticket plus 10 student tickets. It can be purchased by any person who wishes to support students by funding their access tickets to the Summit. The sponsor can provide the details of 10 persons as the beneficiaries or the persons can be indicated by the Organiser from among the members of student organisations cooperating with the Organiser.
- 3.7. The cost of the participation in the Summit depends on the type of participant as follows:
- a) the individual ticket:
 - aa) regular ticket - PLN 200.00 (PLN 162.60 + 23% VAT),
 - bb) student ticket - PLN 100.00 (PLN 81.30 + 23% VAT),
 - b) the group ticket:
 - aa) regular ticket for 2 persons - PLN 320.00 (PLN 260.16 + 23% VAT),
 - bb) regular ticket for 3 persons - PLN 480.00 (PLN 390.24 + 23% VAT),
 - cc) regular ticket for 5 persons - PLN 800.00 (PLN 650.41 + 23% VAT),
 - c) the patronage ticket - PLN 2000.00 (PLN 1 626.02 PLN + 23% VAT).
- 3.8. On 20 November 2018, within the Summit, a "Speak calmer – Zagajewski & Pawlik" concert is held. A person registered as the Summit participant is entitled to purchase a ticket for the concert at a reduced price of PLN 20.00 (PLN 18.52 + 8% VAT). The purchase of the ticket referred to hereinabove can be made, as follows:
- a) together with the purchase of the Summit access ticket, or
 - b) later on, based on a 4-digit code placed on the Summit access ticket subject to the availability of places.
- 3.9. The Summit access ticket fee includes the following benefits:
- a) the participation in all the content-related parts of the Summit,
 - b) the personal **Badge**,
 - c) the conference materials package,
 - d) lunch on 20 and 21 November, 2018,
 - e) coffee breaks on 20 and 21 November, 2018,
 - f) the participation in a mid-party on 20 November, 2018,

- g) the opportunity to purchase a reduced ticket to the concert referred to in item 3.8 of the Rules and Regulations,
 - h) rebates in hotels indicated by the Organiser.
- 3.10. The Payer (the invoice addressee) is the entity indicated by the Participant in the registration form.
- 3.11. The Participant is obliged to indicate the invoice Payer (the invoice addressee) required for the invoice issuance. The Participant can change the data of the Payer within 14 days following the invoice issuance. The request to change the data of the invoice Payer should be provided via e-mail to the address specified in section 1.2 of the Rules and Regulations. The notification should specify the invoice number, the Payer's data so far, the new Payer's data and the name and surname of the Summit Participant.
- 3.12. By effectuation of the payment the Participant entitles the Organiser to issue a VAT invoice without the recipient's signature and to send it to the e-mail address provided in the registration form.
- 3.13. In justified cases and at a written request of the payer, it is possible to issue a hard copy invoice within 30 days following the payment date.
- 3.14. The transaction settlements are allowed as follows:
- a) via credit-card payment or e-transfer via Payu.pl on-line payment system, or
 - b) via transfer to the Organiser's bank account maintained in ING Bank Śląski S.A. no. 91 1050 1445 1000 0090 8000 6902 (SWIFT: INGBPLPW).

4. Organisation and safety

- 4.1. The admission to the Facility where the programme events are held is allowed solely to the **Accredited Summit Participants**.
- 4.2. The Participant is given status of the Accredited Participant of the Summit after the accreditation has been confirmed by the Summit front desk and the personal Badge referred to in section 3.9 item b) of the Rules and Regulations has been collected.
- 4.3. Any Summit participant, registered with the "Individual Student Status" ticket, shall be obliged to show a valid student/doctoral student ID during the accreditation confirmation at the front desk.
- 4.4. The accredited Summit Participant is obliged to carry the personal Badge all the time during the stay in the Facility, as referred to in section 1.4 of the Rules and Regulations and to demonstrate it at each demand of the Organiser's representatives.
- 4.5. Any person who is not able to demonstrate the personal Badge will not be admitted to the Facility. Such persons will be required to leave the Facility immediately at the request of the Organiser's representatives.

- 4.6. The persons who have lost or otherwise miss the Badge can receive a duplicate Badge following the instructions provided by the Organiser.
- 4.7. The Organiser is not liable for the statements or presentations given within the framework of the programme events of the Summit.
- 4.8. The Accredited Participant of the Summit undertakes to abide by EHS rules and regulations and fire safety regulations, if applicable, within the area of the Facility. The document specifying the above principles and regulations are available on the Facility website at the following address: http://www.icekrakow.pl/news/2017-news/3_regulamin-objektu-15.04.2016.pdf.
- 4.9. The Organiser is not liable for any lost, damaged or stolen belongings of the Accredited Participants during the Summit.
- 4.10. The Accredited Participant of the Summit will bear full financial responsibility for any damage or loss caused by the Participant during the Summit.
- 4.11. The Organiser is not liable for any damage suffered by the Participant due to an event of Force Majeure. Force Majeure is defined as any occurrence or combination of occurrences or circumstances, beyond the Organiser's control, that largely hinder or make it impossible to meet the Organiser's duties and that were impossible for the Organiser to anticipate, prevent or overcome by acting with due diligence.

5. Cancellation of the participation

- 5.1. The cancellation of the participation in the Summit requires a declaration sent via electronic means, fax or registered mail to the Organiser's address referred to in section 1.2 of the Rules and Regulations.
- 5.2. Pursuant to the Act of 2 March 2000 on the protection of certain consumer rights and on the liability for damage caused by a dangerous product, the Participant who is a consumer can cancel the participation in the Summit without reason within 14 days following the registration date. The resignation from the Summit participation by persons other than consumers is processed on the consumer principles.
- 5.3. In the case of cancellation pursuant to terms referred to in section 5.2 of the Rules and Regulations the Organiser will refund the Participant with all the paid admittance fee to the Bank account of the payment execution.
- 5.4. If the participant cancels the participation in the Summit after 14 days following the registration date, the paid fee refund is executed as follows (the date of the cancellation receipt, as stipulated in section 5.1 of the Rules and Regulations, is decisive with respect to the following arrangements):
 - a) cancellation of the participation before 20 September 2018 – full fee refund to the same bank account as the original payment,

- b) cancellation of the participation before 20 October 2018 – 50% fee refund to the same bank account as the original payment,
- c) cancellation of the participation after 20 October 2018 – the participant is not entitled to the fee refund.

6. Claims

- 6.1. Any claims should be filed in a written form of a register mail or e-mail to the Organiser's address specified in sections 1.2 of the Rules and Regulations within 7 days following the termination of the Summit.
- 6.2. The claims will be settled by the Organiser within 30 days following the claim receipt and the response will be sent in a written form to the address provided by the claimant.

7. Statements and consents

- 7.1. The Summit Participant, in accordance with art. 81 para. 1 of the Act of February 4, 1994 (Journal of Laws, 2017, item 880 as amended) agrees to the free and non-commercial dissemination by the Organiser (or on the Organiser's behalf) of the Participant's image recorded in connection with the participation in the Summit in any available form, including photography and film, without territorial or time restrictions, within the following fields of exploitation: copying, reproduction, distribution rental and broadcasting, including via the Internet.
- 7.2. The Summit Participant agrees to the processing of his/her personal data in order to participate in the "Open Eyes Economy Summit" - Edition 2018. In connection with the consent to the processing of personal data of the Summit Participant, the Organiser informs, as follows:
 - a) the **Administrator** of the personal data is the Foundation of Economy and Public Administration, 31-515 Kraków, ul. Ks. Bp. W. Bandurskiego 58/11, KRS 0000232184, fundacjagap.pl,
 - b) according to the general data protection regulation of 27 April 2016, the Administrator is not obliged to appoint a Data Protection Inspector,
 - c) personal data will be processed pursuant to art. 6 para. 1 lit. a of the general data protection regulation of 27 April 2016,
 - d) personal data will be maintained for 6 months from the date of the "Open Eyes Economy Summit" - Edition 2018 termination,
 - e) the Summit Participant has the right to request from the Administrator access to personal data, the right to rectify, delete or limit processing, the right to object to the processing and the right to data transfer,

- f) the Summit Participant has the right to withdraw consent at any time; the withdrawal of the consent does not affect the processing of data which was made on the basis of a consent granted before its withdrawal,
 - g) the Summit Participant has the right to lodge a complaint to the supervisory body,
 - h) providing the personal data is voluntary, however the consent to the processing of personal data is a prerequisite of the participation in the "Open Eyes Economy Summit" - Edition 2018,
 - i) the personal data will be processed in an automated manner, excluding profiling.
- 7.3. The Summit Participant may consent to the processing of his/her personal data for marketing purposes related to the organisation of the "Open Eyes Economy" events cycle. In reference to the consent to the processing of personal data of the Participant of the Summit, the Organiser informs, as follows:
- a) the Administrator of personal data is the Foundation of Economy and Public Administration, 31-515 Kraków, ul. Ks. Bp. W. Bandurskiego 58/11, KRS 0000232184, fundacjagap.pl,
 - b) according to the general data protection regulation of 27 April 2016, the Administrator is not obliged to appoint a Data Protection Inspector,
 - c) personal data will be processed pursuant to art. 6 para. 1 lit. a of the general data protection regulation of 27 April 2016,
 - d) personal data will be stored for an indefinite term,
 - e) the Summit Participant has the right to request from the Administrator access to personal data, the right to rectify, delete or limit processing, the right to object to the processing and the right to data transfer,
 - f) the Summit Participant has the right to withdraw consent at any time; withdrawal of the consent does not affect the processing of data which was made on the basis of a consent granted before its withdrawal,
 - g) the Summit Participant has the right to lodge a complaint to the supervisory body,
 - h) providing personal data is voluntary,
 - i) personal data will be processed in an automated manner, excluding profiling.
- 7.4. The Summit Participant represents that the data are provided of the participant's own accord and the participant has been informed about the right to access and amend the data. The Administrator of the personal data is the Foundation of Economy and Public Administration (FGAP).
- 7.5. Any Summit Participant who carries a registration with group tickets represents to have a right to disclose the personal data of the registered persons.

- 7.6. The Summit Participant undertakes that all the data and information provided in the application form are true.
- 7.7. The registration as the Summit Participant is the acknowledgement and approval of the Rules and Regulations.

8. Miscellaneous

- 8.1. The Organiser elaborates the programme of the Summit and reserves the right to introduce changes to the programme even on the days of the Summit, including the changes in the schedule, the order of appearance and the changes of the speakers.
- 8.2. The Organiser reserves the right to change the dates or cancel the Summit for reasons beyond the Organiser's control. In the case of the Summit cancellation, the Organiser will refund the full fee paid by the Participant to the same bank account as the bank account of the Participant's original payment.
- 8.3. The Organiser does not reimburse the accommodation or travel costs for the Summit participants.
- 8.4. Any disputes arising from the participation in the Summit will be first of all settled in amicable proceedings.
- 8.5. The Organiser reserves the sole right of valid interpretation of the Rules and Regulations.
- 8.6. In the event of doubts as for the interpretation of the Rules and Regulations, the Polish language version prevails.
- 8.7. The Rules and Regulations become effective on the date of signing.
- 8.8. The Organiser reserves the right to change the Rules and Regulations. The amendments of the Rules and Regulations become effective on the date of signing of the amended version of the Rules and Regulations.

Krakow, July 2, 2018