



CONFERENCE RULES AND REGULATIONS

EUROPEAN FORUM FOR NEW IDEAS

SOPOT 2016

1. GENERAL PROVISIONS

- 1.1. The Conference: European Forum for New Ideas, hereinafter referred to as the EFNI CONFERENCE, will be held in Sopot between 28 and 30 September 2016. If additional bonding, cultural and recreational events are held on 1-2 October 2016, their list will be posted on the EFNI CONFERENCE website. Unless otherwise provided by the ORGANIZER in separate rules and regulations, the attendees of the EFNI CONFERENCE will be able to attend the additional events without any extra charges.
- 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. Persons interested in attending the EFNI CONFERENCE, and attendees 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 at the following address: rejestracja@efni.pl
- 1.4. The EFNI CONFERENCE attendees include representatives of business, academia, culture and politics, as well as journalists, feature writers and experts in various fields from Poland, the European Union, and other countries.
- 1.5. The following EFNI CONFERENCE attendees receive the special status:
 - a) BUSINESSEUROPE affiliates – corporate and non-corporate entities that are members of 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 Industry Associations or Regional Associations affiliated with the Lewiatan Confederation.



- 1.6. The terms and conditions outlined in these Rules and Regulations are an integral part of the EFNI CONFERENCE registration application, and are binding for all attendees.
- 1.7. EFNI CONFERENCE registration rates, varying depending on the status of the EFNI CONFERENCE attendees, are contained in Appendix No. 1 – EFNI 2016 Registration Rates – which is an integral part of these Rules and Regulations.
- 1.8. The official EFNI CONFERENCE website is www.efni.pl
- 1.9. These Rules and Regulations are available at the main office and on the official website of the ORGANIZER.

2. TERMS AND CONDITIONS OF ATTENDANCE

- 2.1. To attend the EFNI CONFERENCE, all attendees are required to complete a two-stage EFNI CONFERENCE registration process, and deposit the appropriate registration fee upon receipt of a proforma invoice, issued by the ORGANIZER after the completion of the first stage of the registration process. The payment ought to be made within 7 days of issuing the invoice, to the bank account specified on the invoice. The proforma invoice will be sent via email to the address specified in the registration form. The date of issuing the invoice is considered to be the date on which the invoice is sent by the ORGANIZER to the email address specified in the registration form.
- 2.2. The registration process can only be completed with the use of the registration form available on the EFNI CONFERENCE website indicated in clause 1.8 hereof.
- 2.3. The first stage of the registration process includes:
 - a) expressing interest in attending the EFNI CONFERENCE by providing personal and contact details of the attendee and the payer (the payer being defined in clause 4.2. hereof) as required by the ORGANIZER to issue a relevant invoice, by giving consent to the ORGANIZER to process such data, and by selecting the appropriate attendance option,
 - b) receipt of initial registration confirmation from the ORGANIZER, and generating an access code to take part in the second stage of the registration process,

and optionally (depending on the attendee's needs and available hotel accommodation)
 - c) booking hotel rooms for the duration of the Conference, provided that the booking includes 3 hotel nights (i.e. from 28 September to 1 October 2016), and provided that hotel accommodation is available (the booking date is decisive).



- 2.4. Attendees who registered for the previous edition and consented to receive commercial information from the ORGANIZER to the email address provided during registration may register through a link sent by the ORGANIZER allowing them to log in to their accounts, select the appropriate offer and update their personal details.
- 2.5. The ORGANIZER reserves the right to refuse initial registration for the EFNI CONFERENCE without reason.
- 2.6. The ORGANIZER confirms acceptance of registration or sends notice of refusal within three business days from the date of receipt of initial registration for EFNI CONFERENCE. By sending the confirmation of acceptance of registration, the ORGANIZER is authorized to issue the proforma invoice referred to in clause 2.1 for attending the EFNI CONFERENCE.
- 2.7. The access code generated by the ORGANIZER during the first stage of registration allows users to log into the attendee's profile and edit personal details, subject to clause 2.8 below; the access code makes it also possible to log into a mobile application dedicated for the EFNI CONFERENCE attendees.
- 2.8. Individuals registering for the event have the right to edit their personal details on the attendee's profile until 31 August 2016 inclusive. After this date, the option to edit personal details on the attendee's profile will no longer be available. If such a modification is necessary, attendees must contact the ORGANIZER.
- 2.9. The second stage of the registration process includes:
 - a) uploading a photograph of the attendee's face (proportions 3x4, maximum file size 50 kB) for the purpose of issuing a personal EFNI ID referred to in clause 3.2,
 - b) providing the attendee's short bio note (300–400 characters with spaces).
- 2.10. Detailed registration is completed after logging into the attendee's personal registration form with the use of the email address provided during initial registration as the login, and the access code provided by the ORGANIZER in the email message confirming registration for the EFNI CONFERENCE.
- 2.11. Successful completion of each registration stage will be confirmed by a relevant email message sent to the email address provided in the registration form.
- 2.12. Sending the data contained in the EFNI registration form to the ORGANIZER constitutes acceptance of the terms and conditions of these Rules and Regulations.
- 2.13. An individual is added to the list of EFNI CONFERENCE attendees after successful completion of the registration process, according to clause 2.11, and after the payment is made to the ORGANIZER within the time limit specified in clause 2.1. If the payment is not



made on time, the ORGANIZER is authorized to delete the attendee from the list of EFNI CONFERENCE attendees.

- 2.14 After entering the attendee on the list of EFNI CONFERENCE attendees referred to in clause 2.13, the ORGANIZER sends a VAT invoice to the email address provided in the registration form.
- 2.15. The ORGANIZER is not liable for individual settings of email accounts belonging to persons registering for the EFNI CONFERENCE that may interfere with the delivery of correspondence from the ORGANIZER; in the event that confirmation is not received, please contact the ORGANIZER.
- 2.16. The registration deadline for the EFNI CONFERENCE is 23 September 2016.
- 2.17. 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.
- 2.18. Taking part in the Opening Gala on 28 September 2016 and the Closing Gala on 30 September 2016 requires confirmation of attendance by clicking on the appropriate link which will be sent by the ORGANIZER between 18 and 23 September 2016 to the email address provided by the attendee during registration.

3. ORGANIZATION AND SAFETY

- 3.1. Access to the venues where EFNI CONFERENCE programme events will be held is limited only to REGISTERED EFNI CONFERENCE ATTENDEES.
- 3.2. The attendee receives the REGISTERED EFNI CONFERENCE ATTENDEE status upon registering at the EFNI CONFERENCE Main Reception, and receiving their personal EFNI ID with a photograph.
- 3.3. The EFNI ID remains the property of the ORGANIZER.
- 3.4. REGISTERED EFNI CONFERENCE ATTENDEES are obliged to carry their EFNI IDs with them at all times while at any of the venues where EFNI CONFERENCE programme events are held, and to present them to the representatives of the ORGANIZER upon every request.
- 3.5. Individuals who are not able to present their EFNI IDs will be refused entry to the venues where EFNI CONFERENCE programme events are held.



- 3.6. Individuals who are not able to present their EFNI IDs while at the venues of EFNI CONFERENCE programme 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 programme events by a person other than the REGISTERED EFNI CONFERENCE ATTENDEE shown on the EFNI ID.
- 3.8. An individual who loses their EFNI IDs may receive a duplicate of the EFNI ID by following the instructions provided by the ORGANIZER, and upon making payment in accordance with the EFNI 2016 Registration Rates (Appendix No. 1).
- 3.9. Recording, taping and photographing at the venues of the EFNI CONFERENCE programme 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 programme events.
- 3.11. REGISTERED EFNI CONFERENCE ATTENDEES are solely responsible for their statements and presentations made during the EFNI CONFERENCE.
- 3.12. The ORGANIZER will make every effort to provide the REGISTERED EFNI CONFERENCE ATTENDEES 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 REGISTERED EFNI CONFERENCE ATTENDEE is obliged to cover any and all costs related to the remedy of damage caused by them which the ORGANIZER may incur, should third parties claim compensation for damage caused by the CONFERENCE ATTENDEE.
- 3.14. The REGISTERED EFNI CONFERENCE ATTENDEE is obliged to abide by all safety and fire regulations applicable at any of the venues where EFNI CONFERENCE programme 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' is deemed to be a representative of the ORGANIZER.

4. COSTS OF ATTENDANCE AND PAYMENT TERMS

- 4.1. Costs of attendance in the EFNI CONFERENCE/hotel booking and payment terms are specified in the EFNI 2016 Registration Rates included in Appendix No. 1 hereto.



- 4.2. The payer (invoice addressee) is the entity indicated by the attendee in the registration form. The payer and the attendee are jointly and severally liable towards the ORGANIZER.
- 4.3. Withdrawal from the EFNI CONFERENCE can only be submitted by way of cancellation of registration in accordance with the procedure described in clause 5.2; withdrawal from hotel booking can only be submitted in accordance with the procedure described in clause 5.4; lack of timely payment for attendance at the EFNI CONFERENCE does not constitute withdrawal from the EFNI CONFERENCE/hotel booking.
- 4.4. Failure to cancel registration/hotel booking, and not attending the EFNI CONFERENCE/not using hotel accommodation does not constitute withdrawal from the EFNI CONFERENCE/hotel booking, and results in charging the attendee the full costs of attendance (including the costs of hotel booking, provided that such booking was made by the ORGANIZER at the request of the attendee).
- 4.5. In order to determine whether and to what amount of discount an attendee is entitled to, the ORGANIZER in particular takes into consideration the time of payment of all fees due to the ORGANIZER for the attendance in the EFNI CONFERENCE. The payment date of the proforma invoice is the validity date of the offer.
- 4.6. Payments by credit card and e-transfer will be processed by Dotpay.pl.

5. REGISTRATION CHANGES

- 5.1. Change of the EFNI CONFERENCE attendee's name under the same payer may only be made by sending the "Change of Attendee" form by email, fax or registered letter to the address of the ORGANIZER. The "Change of Attendee" form in electronic format is available upon request from the ORGANIZER.
- 5.2. Withdrawal from the EFNI CONFERENCE may only be submitted by sending a written declaration on the "Withdrawal" form by email, fax or registered letter to the address of the ORGANIZER. The "Withdrawal" form in electronic format is available upon request from the ORGANIZER. Withdrawal from the EFNI CONFERENCE submitted after the date specified in Appendix No. 1 is deemed invalid and entitles the ORGANIZER to demand that the attendee pay the ORGANIZER all fees connected with attendance in the EFNI CONFERENCE (including the costs of hotel booking, provided that such booking was made by the ORGANIZER at the request of the attendee).



- 5.3. Change of the EFNI CONFERENCE attendee's name and withdrawal from the EFNI CONFERENCE may be subject to charges in accordance with the EFNI 2016 Registration Rates included in Appendix No. 1 hereto.
- 5.4. Hotel booking may be cancelled free of charge only until 31 July 2016 by sending a written declaration on the "Withdrawal" form by email, fax or registered letter to the address of the ORGANIZER. The "Withdrawal" form in electronic format is available upon request from the ORGANIZER. Cancellation of the hotel booking submitted after that date is deemed invalid and entitles the ORGANIZER to demand that the attendee pay the ORGANIZER all fees connected with the hotel booking.

6. COMPLAINTS

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

7. FINAL PROVISIONS

- 7.1. The ORGANIZER reserves the right to change the date of the EFNI CONFERENCE or cancel it.
 - 7.2.1. In the event of a change of the EFNI CONFERENCE date, the attendee has the right to withdraw from the EFNI CONFERENCE.
 - 7.2.2. Withdrawal from the EFNI CONFERENCE, resulting from the change of its date, may only be submitted by sending a written declaration on the "Withdrawal" form by email, fax or registered letter to the address of the ORGANIZER. The "Withdrawal" 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 email address indicated in the registration form.
 - 7.2.3. In the event that the attendee withdraws from the EFNI CONFERENCE due to the change of its date, the ORGANIZER will make a full refund of the registration fee within 30 days of the receipt of the withdrawal by the ORGANIZER.



- 7.3. In the event that the EFNI CONFERENCE is cancelled, the ORGANIZER will make a full refund of the registration fee within 30 days of the date of informing the attendee 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 credit note (*correction VAT invoice*).
- 7.5. Except for the case specified in clause 7.3, in the event of a change of the EFNI CONFERENCE date or its cancellation, the ORGANIZER will not cover any costs incurred by the attendee in connection with the attendance in the EFNI CONFERENCE, and is not liable for any further claims for damages of the attendee.
- 7.6. The ORGANIZER arranges the EFNI CONFERENCE programme and reserves the right to make changes to the programme, 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. The personal data of the EFNI CONFERENCE attendees will 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, attendees consent to the processing of their personal data by the ORGANIZER in accordance with applicable 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 the registration of attendees for the event, issuance of the EFNI ID, and settlement of fees for attendance in the EFNI CONFERENCE.
- 7.8. The ORGANIZER will not cover the costs of transport or accommodation in Sopot for EFNI CONFERENCE attendees.
- 7.9. Any disputes which may arise from attendance in the EFNI CONFERENCE will be settled by the court having jurisdiction over the ORGANIZER's registered office.
- 7.10. The ORGANIZER is not liable for the attendee being unable to attend the EFNI CONFERENCE due to force majeure or by fault of the attendee.
- 7.11. In case of any doubts as to the interpretation of these Rules and Regulations, the Polish language version prevails.
- 7.12. Provisions of the Civil Code apply to all matters not regulated herein.