



Participation terms & conditions

Venue: Hotel Crowne Plaza Warsaw - The HUB, Warsaw

Date: October 19-20, 2021



Settlement of transactions with payment cards and e-transfers are carried out via PayU S.A., PayPal, and Revolut.

1. General provisions

1.1 The Procurement Conference PROCON / POLZAK 2021, hereinafter referred to as the conference, will be held on October 19-21, 2021 at the Hotel Crowne Plaza Warsaw - The HUB, ul. 2 Daszyńskiego roundabout, 02-843 Warsaw.

1.2 The Organizer of the Conference is OptiBuy Sp. z o.o. with headquarters in Warsaw, at ul. Jana Kazimierza 3, NIP: 1080008115, REGON: 142184688, and PSML (Polish Association of Logistics and Purchasing Managers) based in Warsaw, ul. Rakowiecka 41/8.

1.3 The Conference includes lectures, presentations, and case study presentations of the conference speakers, including foreign speakers. For remote participants, the Organizer provides online broadcasts of the talks.

1.4 All information about the conference (including general information about the event, program, description of Conference modules), Application Form for Participants, and updates are available <http://www.konferencja-proconpolzak.pl/>.

1.5 The Organizer of the Conference reserves the right to make changes to the Conference program and switch speakers.

2. Terms of Participation

2.1 Participants register for the conference via the system tool by completing and sending the Application Form, which is available on the event website: www.konferencja-proconpolzak.pl.

2.2 In the Application Form, you should provide your e-mail address, telephone number, name, and surname. It is also necessary to provide the VAT details (as well as tax residence info in the Online participation registration process).

2.3 Acceptance of the participation application will be confirmed by the Organizer via e-mail.

2.4 Due to the COVID-19 restrictions, the number of places for stationary participants is limited. The order of applications decides.

2.5 The price includes participation in special lectures, selected thematic blocks, dedicated streaming, as well as conference materials - presentations of speakers (pdf and video) made available to conference participants after the event, catering (coffee breaks, lunch), and cocktail networking (only when purchasing a two-day package).

2.6 The price does not include the Participants' accommodation and travel costs.

2.7 After correctly completing the Application Form, the Participant will make the payment via one of the four payment methods provided by the Organizer:

a) by bank transfer, to the Organiser's bank account specified below and when placing the order: mBank S.A., ul. Królewska 14, 00-950 Warszawa, account number PL 91 1140 1010 0000 3462 5400 1006, transfer title: PROCON POLZAK 2021

b) by payment card

c) by electronic transfer

d) other forms of online payment

The electronic payment systems indicated in points b) and c) and d) are operated by PayU www.payu.pl, PayPal www.PayPal.pl and Revolut www.revolut.com

2.8 After choosing the payment method, the User will be redirected to a subpage containing a summary of the order that he wants to place.

2.9 The Participant will receive confirmation of the successful completion of the payment transaction by e-mail.

2.10 The availability of places in selected thematic blocks is guaranteed after the conference fee has been paid and credited, considering the provisions of point 2.4 of these Regulations.

2.11 The amount due should be paid in full after placing the order, according to the time specified below, depending on the chosen payment method. In the case of payment:

a) by bank transfer - the payment must be made no later than within 14 days from the date of issuing the invoice by the Organizer

b) by credit card and electronic transfer - payment should be made immediately at the time specified when placing the order.

2.12 The cost of participation in the PROCON / POLZAK 2021 Conference for each Participant, i.e., foreign representative of the procurement industry:

a) early bird (until August 31, 2021) is EUR 300 net if you choose to participate in one conference day (October 19 or October 20, 2021)

b) early bird (until August 31, 2021) is EUR 450 net (including networking cocktail) if you choose two days (October 19-20, 2021)

c) the standard (from 01/09/2021) amounts to EUR 350 net when choosing to participate in one conference day (19 or 20/10/2021)

d) standard (from 01/09/2021) is EUR 500 net (including networking cocktail) when choosing two days (19-20/10/2021)

2.13 The cost of participation in the PROCON / POLZAK 2021 Conference for online participation - dedicated streaming on two days:

a) early bird (until August 31, 2021) amounts to EUR 120 net

b) the standard is EUR 199 net

2.14 The organizers provide discounts for group applications from one company:

- a) for 2 to 4 people from one company: 5% discount on each selected package
- b) 5 to 10 people from one company: 10% discount on each selected package
- c) from 11 people from one company: 15% discount on each selected package

2.15 In exceptional circumstances, the Organizer reserves the right to refuse to accept the application for participation without reason.

2.16 The deadline for accepting early-bird applications and payment for participation in the Conference is July 31, 2021.

2.17 The deadline for accepting applications at standard rates and payment for participation in the conference is the end of October 14, 2021.

2.18 Invoices not paid within the deadline referred to in point 2.15 will be canceled, equivalent to canceling participation in the conference at a promotional price.

2.19 A participant who has not paid the invoice within the deadline specified in point 2.15 may register for the conference, but the standard rates will apply.

3. Complaints, Cancellation, and Refund Conditions

3.1 The Participant has the right to resign from participation in the conference under the conditions set out below.

3.2 The Participant has the right to resign from participation in the Conference until October 11, 2021, and the right to refund the registration fees paid.

3.3. In the event of resignation from participation in the Conference after October 11, 2021, the Organizer will not return the payments made for participation in the conference.

3.4 Resignation from participation in the conference should be made in writing and sent by registered mail to the address of OptiBuy Sp. z o.o. : ul. Jana Kazimierza 3, 01-248 Warsaw or by e-mail to the following address: info@optibuy.com.

3.5 In the event of a failure to appear at the conference and the lack of a written resignation from participation in the conference, the Participant is obliged to pay the total amount of the participation costs in the amount specified in the contract.

3.6 Lack of payment does not constitute a resignation from participation in the conference.

3.7 In place of the person nominated to participate in the conference, another person indicated by the Participant may participate by 12.10.2021 at the latest.

3.8 In the event of a change of individual program points or speakers, the Participant is not entitled to a refund of payments made for participation in the conference or additional compensation.

3.9 The Organizer is obliged to reimburse the Participant for the amount paid for participation in the conference if the conference is canceled for reasons attributable solely to the Organizer.

3.10 The Organizer is not obliged to return the amount paid with the participation title in the conference and to pay any compensation if the conference is not held for any reasons not attributable to the Organizer.

3.11 The reimbursement of the fee determined based on the conditions mentioned above will be made no later than within 30 (thirty) days from the date the Organizer received the resignation in writing. The fee paid by the Participant referred to in the preceding sentence will be returned to the bank account from which the payment was made.

4. Promotions and marketing activities related to the Conference

4.1 During the Conference, the Partners / Exhibitors, are entitled to display their own promotional and advertising materials in places designated by the Conference Organizer.

4.2 The use of the above materials is voluntary and free for each Participant.

4.3 Responsibility for the content and form of advertising materials lies with the Partners / Exhibitors.

5. Processing of personal data and confidentiality

5.1 OptiBuy Sp. z o.o. with headquarters in Warsaw, ul. Jana Kazimierza 3, 01-248 Warsaw, as the administrator of personal data, inform you that:

- providing data is voluntary but necessary to participate in the conference;
- you have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, the right to withdraw consent at any time without affecting the lawfulness of processing;
- the data provided will be processed based on art. 6 sec. 1 point a) and per the General Data Protection Regulation;
- personal data will be stored until sending your resignation from receiving conference newsletters;
- you have the right to complain with GIODO if you feel that the processing of your data violates the provisions of the general regulation on the protection of personal data of April 27, 2016;

6. Material responsibility and security

6.1 The Organizer is not responsible for the theft, damage, or destruction of the Participant's property during the conference.

6.2 The Participant bears full financial responsibility for any destruction or damage caused by his fault during the conference.

6.3 Participants must comply with safety rules, health and safety, and fire protection regulations valid at the conference's premises.

7. Intellectual Property

7.1 All substantive materials, know-how, and the content of individual speeches are the property of the Organizer and the Content Partner. Their reproduction, distribution, and publication in any form require the written consent of the Organizer and the Content Partner.

8. Other matters

8.1 The conference will be filmed and photographed by the Organizer.

8.2 Application for participation is equivalent to the transfer of copyrights to the recordings and photos and the Participant's consent to their commercial distribution. The above arrangements apply when the Participant is filmed or photographed during participation in the conference in the leader's presence and when the Participant voluntarily agrees to be interviewed in front of the camera or pose for a photo.

9. Final provisions

9.1. Applying for participation in the conference is tantamount to accepting these Regulations by the Participant.

9.2 In matters not covered by these Regulations, the provisions of the Civil Code shall apply.

9.3 Any disputes between the Participant and the Organizer that may arise from participation in the conference will be settled by the court competent for the seat of the Organizer.