

PARTICIPATION REGULATIONS

in the Conference called CIGRE Study Committee A2 COLLOQUIUM

§ 1. General provisions.

1. These Regulations set forth the participation terms and conditions in the Conference called CIGRE Study Committee A2 COLLOQUIUM.

2. The Conference called the Conference called CIGRE Study Committee A2 COLLOQUIUM is organised by POLSKI KOMITET WIELKICH SIECI ELEKTRYCZNYCH, VAT ID: 522-22-58-693, KRS 0000065450, REGON: 011143320, Bank Millennium S.A., bank account PL7111602202000000299745143, ul. Mory 8, 01-330 Warszawa, Poland.

3. The terms defined below shall have the following meaning for the needs of these regulations:

1) Conference – conference under the name of CIGRE Study Committee A2 COLLOQUIUM,

2) Organiser – the entity identified in § 1.2,

3) Regulations – these regulations,

4) Participant – a natural person who participates in the Conference in their own name or a natural person who participates in the Conference in the name of an Applicant,

5) Applicant – a natural person who is not a personal Participant, an organisational unit without legal personality or a legal person that applies for attendance in the Conference of natural persons as their representatives.

4. The Conference will be held in Cracow, Poland, on 1-5 October 2017.

5. The number of Participants in the Conference is limited. The Organiser shall be entitled to stop accepting applications for the Conference if the limit of attendance is exhausted.

6. The Participants in the Conference may be natural persons who meet the requirements as set forth in the Regulations. If an application to participate in the Conference comes from a natural person who is not a personal Participant in the Conference, an organisational unit without legal personality or a legal person, such entity shall be deemed an Applicant to be represented at the Conference by natural persons indicated by them. The Applicant shall be fully liable for the person designated by it as participants in the Conference.

§ 2. Application and participation terms and conditions in the Conference

1. Applications to participate in the Conference shall be made by completing an application form on-line, to be found at www.cigrecracow2017.com, and by sending the application. The form shall be completed and sent by the Participant; when the registration is made by the Applicant – by an authorised representative of the Applicant. When the on-line application form is completed and sent on behalf of the Applicant by its representative, it declares that that he/she holds an appropriate authority to act in the name and on behalf of the Applicant, in particular to execute an agreement to participate in the Conference with the Organiser.

2. Completion of an on-line application form and dispatch of the application does not mean an automatic enlisting as a Participant in the Conference. Admittance to participate in the Conference shall be made after completion of the registration procedure in line with the instructions sent by e-mail after completion and dispatch of the application form.

3. The dispatch of the application shall constitute confirmation of review and acceptance of the Regulations and execution of a valid agreement to participate in the Conference, between the Organiser and the Applicant, and when there is no Applicant – between the Organiser and the Participant.

5. Participation in the Conference is subject to payment of a conference fee in the manner and at the time specified in the Regulations.

6. The compliance with the terms and conditions to participate in the Conference shall be made in a binding and final manner by the Organiser.

7. In extraordinary circumstances, if the participation of a Participant in the Conference may disrupt it, pose hazard to persons or property or if the Participant breaches the Regulations or public order, the Organiser may at any time decide to exclude such Participant from the Conference. If the exclusion is due to a fault of the Participant, no conference fee shall be refunded.

§ 3. Conference fee

1. The conference fees are as follows:

Early registration 15.03.2017 – 30.06.2017

CIGRE Member - 600 EUR

Non-Member - 650 EUR

Accompanying person - 500 EUR

Exhibition 2x3m - 950 EUR

Exhibition 4x6m - 1700 EUR

Registration 01.07.2017 – 31.08.2017

CIGRE Member - 650 EUR

Non-Member - 700 EUR

Accompanying person - 550 EUR

Exhibition 2x3m - 1000 EUR

Exhibition 4x6m - 1800 EUR

Lunches

Lunch on 1st October, 2017 – 25 Eur

Lunch on 2nd October, 2017 – 25 Eur

Lunch on 3rd October, 2017 – 25 Eur

Lunch on 4th October, 2017 – 25 Eur

Lunch on 5th October, 2017 – 25 Eur

2. The conference fee covers:

Participants - colloquium materials, admission to all sessions, tutorials, USB with full papers, coffee breaks, welcome cocktail, Gala dinner and technical visit to Pumped Storage Power Plant Porąbka Żar;

Accompanying person - welcome cocktail, Gala dinner and technical visit to Pumped Storage Power Plant Porąbka Żar

3. The conference fee does not cover accommodation costs or travel costs of Participants to the Conference. Such costs shall be covered separately by the Participant or the Applicant.
4. The conference fee shall be paid to the Organiser's bank account on the basis of a pro-forma invoice issued after receipt of a correctly completed application form in line with § 2.
5. The buyer specified in the Debit Note issued by the Organiser shall be the Applicant, and when there is no Applicant – the Participant.
6. The conference fee shall be paid to the Organiser's account within 14 days of issue of the pro-forma invoice. If within that time the fee is not fully credited to the Organiser's account, the Organiser reserves the right to refuse the Participant to attend the Conference. If it is unknown to which Participant the missing fee relates, the Organiser in agreement with the Applicant will determine which of the reported Participants will not attend the Conference, and if no agreement is reached – the Organiser will take its own decision.
7. Resignation from attending the Conference shall be accepted solely by e-mail (e-mail address: info@cigrecracow2017.com), and the following shall apply:
 - a) if a written resignation is filed by 31.08.2017 inclusive, the Participant (Applicant) shall be entitled to refund of the conference fee in 50%,
 - b) if a written resignation is filed after 31.08.2017, the Participant (Applicant) shall not be entitled to any refund of the conference fee; no refund shall be made also when the Participant fails to turn up at the Conference without any written resignation.
8. If the payment of the conference fee has been documented with a Debit Note, the conference fee may be refunded in compliance with § 3.8 subject to signature of an applicable adjusting invoice by the buyer.
9. When a registration application is made, the Organiser will issue a Proforma invoice.
10. Participants (Applicants) who received pro-forma invoices will be issued and sent Debit Note by the Organiser in compliance with the applicable tax regulations.
11. When the Applicant (or the Participant when there is no Applicant) is not able to attend the conference, it may designate another person in the place of the absent Participant to attend the Conference provided such person meets the requirements specified in the Regulations and the Organiser shall be notified thereof latest 5 days before starting the Conference.
12. If for any reason the conference fee is not paid within the time specified in the Regulations and the Organiser does decide to allow the Participant with unpaid conference fee to attend the Conference, the Applicant (or the Participant if there is no Applicant) shall be obliged to pay the conference fee with maximum allowable interest for delay for the period from the original payment date until the actual payment date.
13. When the Conference is cancelled for a reason attributable to the Organiser, the paid conference fees shall be refunded in full. The Organiser shall not be liable for any damage that may be suffered by the Applicants or Participants.
14. When the Conference is cancelled for a reason not attributable to the Organiser, the paid conference fees shall be refunded in 60% of each paid conference fee. The Organiser shall not be liable for any damage that may be suffered by the Applicants or Participants.

§ 4. Other provisions

1. The Organiser reserves the right to modify the agenda, venue of the Conference or to cancel the Conference.
2. Before entering the Conference room, the Participant shall be obliged to wear an ID in a visible place. IDs will be available for collection at a designated place in the Participant registration point.
3. The Organiser shall not be liable for belongings of the Participant and Applicants left, destroyed, damaged or stolen during the Conference or in connection therewith.
4. Participants shall be obliged to comply with the rules of security, OH&S and fire regulations at the site where the Conference is held.
5. No smoking and alcohol consumption will be permitted at the Conference room.
6. Each Participant shall be liable for any damage caused by them in connection with the Conference or during the Conference. Also the Applicant will be jointly and severally liable along with the Participants representing Applicants.
7. The materials provided to the Participants at the Conference are subject to copyright.
8. The Conference will be filmed and photographed by the Organiser.
9. The Applicant shall be obliged to inform the Participants representing it of the content of the Regulations, in particular of the provisions of § 5 and to obtain their consent to attend the Conference subject to those terms and conditions.

§ 5. Consent to process the image and personal data

1. The Participant who has been admitted to attend the Conference with the on-line application form on the site <http://www.cigreacow2017.com/>, agrees for the processing and free of charge use of their image, voice, statements, made available to and recorded for the purposes of the Organiser and by the entities acting in its name.
2. The consent referred to above relates to multiple, unlimited in terms of the number, time and territory, use of the image, voice and statements by the Participant in the Conference (e.g. photographs, film materials, voice recordings) in all known fields of use, in particular to:
 - a) public presentation, performance or broadcasting as well as providing public access of photographs, film materials, vice recordings or fragments thereof, including via radio, TV, the Internet so that anybody can have access thereto at the place and time of their choice;
 - b) recording photographs, film materials, vice recordings or fragments thereof, with any technique, including digital, optical, magnetic, printing technique and on photographic plates;
 - c) uploading of photographs, film materials, vice recordings or fragments thereof to computer memory or its own databases;
 - d) recording, multiplication, publication and dissemination of film materials, vice recordings or fragments thereof on any audio-visual medium, in particular on magnetic media and computer disks, and on all types of media used for digital recording, photographic plates and by printing (paper versions);

e) marketing of photographs, film materials, vice recordings or fragments thereof, production with specific techniques of counterparts of photographs, film materials, with any printing technique, reprography, magnetic recording or on photographic plates;

f) fragmentation of photographs, film materials, vice recordings or fragments thereof without modifying their content;

g) use of photographs, film materials, vice recordings or fragments thereof in various formats, including in printed form, along with the right to attach photographs, film materials, vice recordings or fragments thereof to other works and to develop abstracts thereof,

h) use of photographs, film materials, vice recordings or fragments thereof for promotion, advertising and other marketing actions.

3. In the case of speakers, the consent to process the image also covers the use of their photographs, biography notes, information on their positions and company names for promotions related to the Conference. In particular, the promotion covers the web sites <http://www.cigrecracow2017.com/>.

4. The persons applying to attend the Conference in person or via the Applicant, the Participants agree to have their personal data processed by the Organiser in compliance with the terms and conditions specified in the Regulations and the Act on protection of personal data of 29 August 1997 (Journal of Laws of 2016, item 922). The Organiser is the administrator of the personal data of the Participants in the Conference. The personal data of the Participants in the Conference will be processed in connection with the organisation of the Conference and in connection with the use of their image, voice, statements, in compliance with § 5.1-3. The data will not be disclosed to recipients of data within the meaning of Art. 7.6 of the Act on protection of personal data with the exception of situations specified in the Regulations. The Participants of the Conference shall be entitled to access and correct their personal data. The provision of personal data is voluntary.

§ 6. Final provisions

1. The Regulations become effective on 01 June 2017.

2. The Organiser shall be entitled to modify the Regulations.

3. In all matters not provided for in these Regulations, the attendance of the Participants in the Conference shall be subject to the applicable provisions of the Civil Code and other applicable legal regulations.