

PROCON POLZAK 24 11th EDITION

Terms & Conditions of Procurement Conference PROCON POLZAK 2024

Venue: **Hotel Hilton Warsaw City**

Date: **October 28-29.2024**

1. General Provisions

1.1 The Procurement Conference PROCON POLZAK 2024, referred to hereinafter as the "Conference," will take place on October 28-29.10.2024, at **Hilton Warsaw City Hotel, ul. Grzybowska 63, 00-844 Warsaw**. The networking part of the conference will be held at **STIXX Bar & Grill, ul. Plac Europejski 4A, 00-884 Warsaw**.

1.2 The Conference is organized by jest PSML (Polish Supply Management Leaders) with its registered office at Plac Trzech Krzyży 10/14, Warsaw NIP: 5213226558, REGON: 015337831 and OptiBuy Sp. z o.o. with its registered office at ul. Jana Kazimierza 3, Warsaw NIP: 1080008115, REGON: 142184688.

1.3 The Conference includes lectures, presentations, and case studies by the Conference speakers, including international speakers, in an in-person format. There is also an option to purchase access to electronic materials (PDF and video) after the event.

1.4 All information regarding the Conference (including general event information, the program, description of Conference modules), the Participant Registration Form, and updates are available at: <https://konferencja-proconpolzak.pl/>.

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

2. Conditions of Participation

2.1 Participants register for the Conference through the system tool, by completing and submitting the Registration Form, which can be found on the event website: <https://konferencja-proconpolzak.pl/>

2.2 In the Application Form, it is necessary to provide their email address, telephone number and first and last name; it is also necessary to provide the details of the VAT payer the company under which they conduct business/company where they are employed, address, Tax ID number.

2.3 Acceptance of the participation application will be confirmed by the Organizer via email.

2.4 The price given in the Application Form does not include the cost of accommodation and travel of the Participants.

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

a) by bank transfer, to the Organizer's bank account indicated below and in the course of order placement: PKO BP S.A. VI O/Warszawa, account number 37 1020 1068 0000 1502 0509 7094, transfer title : PROCON POLZAK 2024

2.6 After selecting the payment method, the User will be redirected to a sub-page containing a summary of the order they wishes to place.

2.7 Confirmation of successful completion of the payment transaction will be sent to the Participant's e-mail address.

2.8 Availability of seats on selected thematic blocks is guaranteed only after payment and posting of the conference fee, taking into account the provision of paragraph 2.4 of these Regulations.

2.9 The amount due resulting from the order must be paid in full after the order, in accordance with the time specified below, depending on the selected method of payment. In case of payment:

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

2.10 The cost of participation in the PROCON POLZAK 2024 Conference for each Participant, i.e. a representative of the purchasing industry not affiliated with the PSML Association:

a) early bird ONE DAY PACKAGE (until 31.07.2024) is 1600 PLN net (28 or 29.10.2024).

b) early bird TWO-DAY PACKAGE (until 31.07.2024) is 2800 PLN net (28-29.10.2024).

c) standard ONE-DAY PACKAGE (from 1.08.2024) is 1800 PLN net (28 or 29.10.2024).

d) TWO-DAYS PACKAGE standard (from 1.08.2024) is 2990 PLN net (28-29.10.2024).

2.11 The cost of participation in the PROCON POLZAK 2024 Conference for each Participant who is a PSML member, i.e. a representative of the purchasing industry affiliated with the PSML Association:

a) early bird ONE DAY PACKAGE (until 31.07.2024) is 1450 PLN net (28 or 29.10.2024r.)

b) early bird TWO-DAY PACKAGE (until 31.07.2024) is 2600 PLN net (28-29.10.2024r.)

c) standard ONE-DAY PACKAGE (from 01.08.2024) is 1650 PLN net (28 or 29.10.2024r.)

d) TWO-DAYS PACKAGE standard (from 1.08.2024) is 2800 PLN net (28-29.10.2024r.)

2.12 The cost of the PACKAGE of online materials (pdf. and video) is 990 PLN net.

2.13 The organizers have provided discounts for group applications from one company:

a) from 2 to 4 people from one company: 5% discount on each selected package

b) from 5 to 10 people from one company: 10% discount on each selected package

c) from 11 persons from one company: 15% discount from each selected package

2.14 In exceptional situations, the Organizer reserves the right to refuse to accept an application for participation without giving a reason.

2.15 The final deadline for receipt of applications at early bird rates and payment for participation in the Conference is the end of July 31, 2024.

2.16 The final date for acceptance of applications at standard rates and payment for participation in the Conference shall expire at the end of October 25, 2024.

2.17 Invoices not paid by the deadline referred to in paragraph 2.15 will be canceled, which is tantamount to cancellation of participation in the Conference at the promotional price.

2.18 The Participant who has not paid the invoice within the designated period indicated in paragraph 2.15 may re-register for the Conference, but the standard rates will apply.

3. Complaints, Cancellation and Refund Conditions

3.1 The Participant has the right to cancel participation in the Conference under the conditions specified below.

3.2 The Participant has the right to resign from participation in the Conference until 25.10.2024 and the right to refund the registration fees paid.

3.3 In case of resignation from participation in the Conference after 25.10.2024, the Organizer does not return the payments made for participation in the Conference, and if the payments have not been made, it is the responsibility of the Ordering Party to make them.

3.4 Cancellation of participation in the Conference must be made in writing and sent by registered mail to PSML (Polish Supply Management Leaders), Plac Trzech Krzyży 10/14, 00-499 Warsaw or by email to: proconpolzak@psml.pl

3.5 In the case of a no-show at the Conference, as well as the absence of a written cancellation of participation in the Conference, the Participant shall be obliged to pay the full amount of participation costs in the amount specified in the contract.

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

3.7 In place of the person registered to participate in the Conference, another person designated by the Participant may participate no later than 25.10.2024.

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 the amount paid for participation in the Conference, if the cancellation of the Conference occurs for reasons attributable solely to the Organizer.

3.10 The Organizer is not obliged to return the amount paid for participation in the Conference, or to pay any compensation if the Conference does not take place for any reasons beyond the Organizer's control.

3.11 Refund of the fee determined on the basis of the terms and conditions indicated above shall be made no later than within 30 (thirty) days from the date on which the Organizer received the cancellation in writing. The fee paid by the Participant referred to in the preceding sentence will be refunded to the bank account from which the payment was made.

4. Promotions and marketing activities concerning the Conference

4.1 During the Conference, Partners/Exhibitors are authorized 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 of charge for each Participant.

4.3 Responsibility for the content and form of advertising materials is borne by the Partners / Exhibitors.

5. Processing of personal data and confidentiality

5.1 PSML (Polish Supply Management Leaders) Plac Trzech Krzyży 10/14, 00-499 Warsaw, as a personal data administrator, inform you that:

- providing data is voluntary but necessary to participate in the Conference;
- you have the right to access your data and correct, delete, limit processing, the right to data portability, the right to withdraw consent at any time without affecting the legality of processing;
- the data you provide will be processed on the basis of Article 6(1)(a) and in accordance with the content of the General Data Protection Regulation;
- your personal data will be stored until you send your opt-out from receiving conference newsletters;
- you have the right to lodge a complaint with GIODO when you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation of April 27, 2016;

6. Material liability and security

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

6.2 The Participant shall bear full material responsibility for damage or destruction through his/her fault made during the Conference.

6.3 The Participants are required to comply with safety rules, regulations on occupational health and safety and fire protection

in force on the premises of the facility where the conference is organized.in force on the premises of the facility where the conference is organized.

7. Intellectual property

7.1 All factual materials, know-how and content of individual speeches are the property of the Organizer and the Content Partner. Their reproduction, dissemination and publicizing in any form requires the written consent of the Organizer and the Substantive Partner.

8. Other issues

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

8.2 Application for participation is tantamount to the transfer of copyrights to the recordings and photographs and the Participant's consent to their commercial distribution. The above provisions apply if the Participant is filmed or photographed during participation in the Conference in the environment of the presenter, and if the Participant voluntarily agrees to be interviewed on camera or pose for a photo.

9. Final provisions

9.1 By registering for participation in the Conference, the Participant accepts these Regulations.

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 which may arise from participation in the Conference shall be settled by the court having jurisdiction over the Organizer's registered office.