

## Terms and Conditions of the Participation in the 23rd WONCA Europe Conference

### I. Definitions

The terms used in these terms and conditions written in capital letters shall have the following meaning:

1. **Terms and Conditions** – these terms and conditions forming the content of the Agreement on the participation in the Conference and of the Agreement on the participation in the Accompanying Events.
2. **Agreement** – depending on the scope of the Participant's registration: the agreement on the participation in the Conference or any part thereof and/or the agreement on the participation in the Accompanying Event, concluded between the Organizer and the Participant or the Sender Entity.
3. **Conference Executive Organizer** – the Conference organizer, i.e. ZiZ Centrum Edukacji sp. z o.o. with its registered office in Kraków, address: 31-131 Kraków, ul. Garbarska 13/3, NIP [Tax ID No.] 675-144-18-83, REGON [Company ID No.] 121417864, entered in the register of entrepreneurs of the National Court Register maintained by the District Court for Kraków Śródmieście District in Kraków, XI Economic Division of the National Court Register under No. KRS 0000372884, with the share capital of: PLN 9,000.00.
4. **Conference Scientific Organizer** – Stowarzyszenie Kolegium Lekarzy Rodzinnych w Polsce (College of Family Physicians in Poland) with its registered office in Warsaw, address: 00-209 Warsaw, ul. Muranowska 1, NIP [Tax ID No.] 525-20-63-698, REGON [Company ID No.] 01003798100000, entered in the register of associations under No. KRS 0000088917.
5. **Conference** – 23rd WONCA Europe Conference to be organized by the Organizer on 24-27.05.2018 in Kraków, in ICE Kraków Congress Center, address: ul. Marii Konopnickiej 17, 30-302 Kraków, except for the Accompanying Events. The Conference is intended for persons authorized to issue prescriptions or persons involved in the trade in medicinal products.
6. **Accompanying Events** – additional social and entertainment events organized by the Organizer, not forming a part of the Conference (particularly not subject to the conference fee and requiring a separate registration), aimed at, among other things, the exchange of professional experiences, such as: Musical Concert by Grupa MoCarta, Gala Dinner, Polish Evening.
7. **Participant** – a person participating, according to these Terms and Conditions, in the Conference or any part thereof, or in the Accompanying Events, regardless of their status.
8. **WONCA Direct Member** – a Participant authorized to issue prescriptions or involved in the trade in medicinal products, who is a member of WONCA and holds a valid certificate issued by WONCA acknowledging their membership.
9. **Delegate** – a Participant authorized to issue prescriptions or involved in the trade in medicinal products other than WONCA Direct Member, a Young Doctor, a Resident, a Medical Student or an Accompanying Person.
10. **Young Doctor** – a Participant authorized to issue prescriptions or involved in the trade in medicinal products; a doctor in training GP/FM or a GP/FM specialist less than 5 years following the graduation who is under 35 years of age. The age criterion shall not apply to Young Doctors participating in Vasco da Gama Movement Pre-conference 2018
11. **Resident** – a Participant authorized to issue prescriptions or involved in the trade in medicinal products, who is in the process of obtaining their medical specialty and who holds a certificate confirming their resident status issued by the institution responsible for the training.
12. **Medical Student** – a Participant holding a valid student ID card of a medical university confirming their status.
13. **Accompanying Person** – a person participating only in the Accompanying Events or in other events unrelated to the purely scientific program of the Conference according to these Terms and Conditions.
14. **Sender Entity** – an entity concluding on its own behalf the Agreement with the Organizer for one or more Participants.
15. **Consumer** – a natural person engaged in a legal transaction with an entrepreneur not related directly to their business or professional activities.



Organizer:



Conference office: Garbarska 13/3 Street | 31-131 Krakow, Poland  
phone: +48 608 336 657  
krakow@woncaeurope2018.com





7. The registration acknowledgment shall be sent automatically by the Coffee system following the proper registration. If you do not receive the confirmation of the registration within 5 days from the time of such registration, you should contact the Conference Executive Organizer to check whether the registration was correct.

#### IV. The Conference program

Planned program objectives of the Conference are published at [www.woncaeurope2018.com](http://www.woncaeurope2018.com). The Conference program shall be presented until May 11th, 2018.

#### V. Accompanying Events

Planned program objectives of the Accompanying Events are published at [www.woncaeurope2018.com](http://www.woncaeurope2018.com). The Accompanying Events program shall be presented until March 11th, 2018.

#### VI. The conference fee

1. The conference fee shall depend on the Conference Participant status and the date of the full payment for their participation in the Conference in accordance with the table below:

| REGISTRATION FEES           | To<br>December 31 <sup>st</sup> , 2017 | To<br>February 28 <sup>th</sup> , 2018 | To<br>April 30 <sup>th</sup> , 2018 | ON SITE |
|-----------------------------|--|--|-------------------------------------|---------|
| WONCA Direct Members        | € 550                                  | € 650                                  | € 700                               | € 800   |
| Delegates                   | € 600                                  | € 700                                  | € 750                               | € 850   |
| Residents and Young Doctors | € 300                                  | € 350                                  | € 450                               | € 500   |
| Medical Students            | € 100                                  | € 150                                  | € 190                               | € 240   |
| Accompanying Persons        | € 190                                  | € 190                                  | € 190                               | € 240   |

2. The conference fees presented in the table above include Polish VAT.

3. The entity paying the conference fee (i.e. the Participant or the Sender Entity) shall cover independently any and all costs, fees and charges due to third parties for the making of payments, including but not limited to the costs of international bank transfers.

4. If the amount of the conference fee booked in the Organizer's bank account is lower than the amount provided in the table above (in section VI.1), the Participant or the Sender Entity respectively shall pay to the Organizer, within 7 days from the call to do so, the missing amount of the fee which was due on the date of the first payment. Otherwise, the Participant or the Sender Entity shall have to make a supplementary payment to ensure the payment of the full conference fee applicable on the date of supplementing the original payment.

5. The amount of the fee shall depend on the time of its payment and not on the time of the registration.

6. The conference fee for WONCA Direct Members, Delegates, Residents, Young Doctors Medicals Students shall cover the following:

- a. Participation in the Opening Ceremony on May 24th, 2018
- b. Participation in scientific sessions, workshops and medical exhibition
- c. Conference package
- d. Certificate of participation
- e. Catering on May 25th, 2018 – lunch and coffee breaks
- f. Catering on May 26th, 2018 – lunch and coffee breaks
- g. Coffee break on May 27th, 2018



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7. The conference fee for WONCA Direct Members, Delegates, Residents, Young Doctors, Medicals Students shall not cover the following:

- a. Participation in the Gala Diner on May 25th, 2018
- b. Participation in the Polish Evening on May 26th, 2018
- c. Accommodation
- d. Tours

8. The conference fee for the Accompanying Person shall cover the following:

- a. Participation in the Opening Ceremony on May 24th, 2018
- b. Catering on May 25th, 2018 – lunch and coffee breaks
- c. Catering on May 26th, 2018 – lunch and coffee breaks
- d. Coffee break on May 27th, 2018

9. The conference fee for the Accompanying Person shall not cover the following:

- a. Participation in scientific sessions, workshops and medical exhibition
- b. Conference package
- c. Certificate of participation
- d. Participation in the Gala Diner on May 25th, 2018
- e. Participation in the Polish Evening on May 26th, 2018
- f. Accommodation
- g. Tours

10. The Conference Executive Organizer shall not provide services other than the services indicated directly in the Terms and Conditions, particularly it shall not provide accommodation, individual hotel bookings, tours, other trips and, therefore, they are not covered by the conference fee, and also, as a result, the Conference Executive Organizer shall not be responsible for their provision (including the provision of services only recommended by it).

11. In order to pay a reduced conference fee due to the Participant's status, the Participant or the Sender Entity respectively shall be required, to prove the entitlement to the reduced conference fee, to submit legible scanned copies of the following documents:

- a. Young Doctors – a diploma certifying successful completion of higher or university education and a copy of their identity card
- b. Medical Student – a valid student card
- c. WONCA Direct Members – a certificate of the membership issued by WONCA
- d. Residents – a certificate of the resident status issued by the institution responsible for the training

The aforementioned documents must be sent upon registration to the e-mail address: participants@woncaeurope2018.com. In the case of the failure to submit copies of the documents, the conference fee shall be charged in the full amount. Copies of submitted documents shall be deleted or destroyed immediately following the prompt verification of the entitlement to a reduced conference fee.

12. The payment for the participation in the Conference may be made as follows:

a. Bank transfer to the following account:

Bank name: mBank S.A.

Bank address: Kraków, ul. Augustiańska 15

IBAN: PL 65 1140 1081 0000 2164 4100 1002

SWIFT /BIC/SHORT CODE; BREXPLPW

with the payment title: "WONCA", plus NRK number generated by the Coffee registration system and the first name and last name of the person for whom the payment is made



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b. Payment/credit card (the system is supported by eCard S.A.)

- Visa
- Visa Electron
- MasterCard
- Maestro
- MasterCard Electronic

c. Cash or payment/credit card during the Conference — only for payments accepted as “on-site registration”.

13. The Participant or the Sender Entity respectively shall be liable for making a correct bank transfer containing NRK number and the first name and last name of the Participant for whom the payment is made.

14. After April 30th, 2018, the conference fee may be paid only on site during the Conference.

15. The Participant or the Sender Entity shall pay additional charges:

- a. in the case of changing the Participant as part of the registration made — €40 for any such change;
- b. in the case of changes made in an issued VAT invoice for reasons attributable to the Participant or the Sender Entity — €30 for any such change.

16. The participation in the Conference and in the Accompanying Events shall be possible upon the presentation of the ID or a special ticket. Participants must hold such documents.

## VII. Participation in the Accompanying Events

1. Subject to section 2 below, the participation in the Accompanying Events is subject to an additional fee as per the price list available at: [www.woncaeuropa2018.com](http://www.woncaeuropa2018.com).

2. Accompanying Events: Musical Concert by Grupa MoCarta financed entirely by the Conference Executive Organizer.

3. The fee must be paid in accordance with section VI.12 of the Terms and Conditions.

4. The participation in the Accompanying Events must be notified by Participants separately and such notifications shall be accepted:

- a. prior to the Conference as long as the tickets are available, however not later than April 30th, 2018, on the basis of an on-line registration ([www.woncaeuropa2018.com](http://www.woncaeuropa2018.com)) and you should fill in the fields relating to the Accompanying Events;
- b. during the Conference — only if tickets are still available, in the Conference Office booth during its working hours.

5. The confirmation by the Conference Executive Organizer of the participation in the Accompanying Events shall be sent together with the confirmation of the participation in the Conference.

## VIII. Cancellation of the participation in the Conference or in the Accompanying Events

1. A registered Participant in the Conference or in the Accompanying Events may cancel their participation without giving any reasons for the cancellation.

2. The cancellation of the participation must be sent in the form of a scanned copy of a declaration signed by the Participant to the e-mail address: [participants@woncaeuropa2018.com](mailto:participants@woncaeuropa2018.com). The cancellation e-mail should be sent from the e-mail address provided during the registration process.

3. In case of the cancellation received by the Organizer:

- a. prior to March 15th, 2018, the Participant or the Sender Entity respectively shall receive the refund of 50% of the conference fee or of the fee for the Accompanying Events (however, all bank charges are payable by the Participant or the Sender Entity);
- b. after March 15th, 2018, the Participant or the Sender Entity shall not be entitled to a refund of any part of the conference fee or of the fees for the Accompanying Events.



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The provisions of (a) and (b) shall not apply to Consumers who are subject to general provisions of the Polish law.

4. The conference fees and the fees for the Accompanying Events shall be refunded:

a. in the case of a bank transfer – to the bank account provided by the Participant or the Sender Entity together with all the information needed to order an international bank transfer, to the following e-mail address: participants@woncaeuropa2018.com.

b. in the case of a credit card payment – only to the card used to make the original payment. All the information needed to order an international bank transfer should be sent to the e-mail address: participants@woncaeuropa2018.com.

In the cases described in (a) and (b), the e-mail containing the information needed to make the refund should be sent from the e-mail address provided during the registration process.

5. If the conditions for the refund of fees are met, such a refund shall be made in the period of up to 8 weeks following the termination of the Conference. The foregoing shall not apply to Consumers who are subject to general provisions of the Polish law.

## IX. Personal data

1. The Data Administrator is: ZIZ Centrum Edukacji sp. z o.o. with its registered office in Kraków at the address: ul. Garbarska 13/3, 31-131 Kraków, entered in the register of entrepreneurs of the National Court Register maintained by the District Court for Kraków Śródmieście District in Kraków, XI Economic Division of the National Court Register, under No. KRS 0000372884, NIP [Tax ID No.] 6751441883, REGON [Company ID No.] 121417864, share capital: PLN 9,000.00.

2. The provision of personal data is voluntary, however, the refusal of the consent to process personal data by ZiZ Centrum Edukacji sp. z o.o. in order to perform the Agreement on the participation in the Conference or in the Accompanying Event shall prevent the conclusion and performance of such an Agreement.

3. Personal data shall be processed pursuant to Article 23.1.3 and Article 23.1.5 of the Polish Personal Data Protection Act of 29 August 1997. Subject to section 2 above, the consent to the processing of personal data may be withdrawn at any time.

4. Personal data shall be processed to the extent permitted by applicable laws.

5. The data subject has the right at any time:

- to access their personal data and correct them;
- to control the processing of their personal data in accordance with Article 32.1 of the Polish Personal Data Protection Act.

6. In order to exercise the aforementioned rights, the data subject may contact the Data Controller by sending correspondence to the address provided in section 1 above.

## X. Final terms and conditions

1. In the case of the cancellation of the Conference or of the Accompanying Events for reasons attributable to the Conference Executive Organizer, the entire registration fee shall be refunded to the Participant or the Sender Entity respectively. In the case of Consumers, general provisions of the Polish law shall apply.

2. The Organizer reserves the right to change, for important reasons, the program of the Conference or of the Accompanying Events determined after May 11th, 2018, and to change the venue of the Accompanying Events.

3. To the extent permitted by Polish law, the Conference Executive Organizer hereby disclaims its liability for damages to the Participants and the Sender Entity related to the organization, holding, cancellation or postponement of the Conference. The Conference Executive Organizer shall not be liable for the benefits lost by the Participants in this respect. In the case of the aggregation of claims arising from contractual damage and tort, the Participant or the Sender Entity may request the remediation of the contractual damage only within the limits provided for above. In the case of Consumers, general provisions of the Polish law shall apply.



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# 23<sup>rd</sup> WONCA Europe Conference

24<sup>th</sup>-27<sup>th</sup> May 2018 ► Krakow, Poland

[www.woncaeurope2018.com](http://www.woncaeurope2018.com) △

4. The Participants and the Sender Entity shall comply with fire safety and OHS regulations.
5. The Participants and the Sender Entity shall be liable for their (personal) belongings at the Conference venue.
6. The Participants and the Sender Entity shall remedy damage made by them pursuant to general provisions of law.
7. The matters not governed by these Terms and Conditions shall be subject to the Polish law.
8. Any questions and comments related to the Conference or the Accompanying Events, including those related to the registration process, should be sent to the e-mail address: [participants@woncaeurope2018.com](mailto:participants@woncaeurope2018.com).

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