

„WELL-BEING IN BUSINESS” CONFERENCE REGULATIONS

version effective from 20th August 2017

§ 1 General provisions

- 1.1. The organizer of the Conference is Ewa Stelmasiak operating business „The Wellness Institute coaching & training Ewa Stelmasiak” with her main registered address of the business in Józefów (Poland) 05-410, Jachowicza Street no. 3A, tax identification number 5212990122, telephone no. +48 601 650 016 („**Organizer**”).
- 1.2. The present regulations („**Regulations**”) define rights and duties of the Participants of the Conference and the Organizer in connection to the organization and participation in the Conference “Well-being in business” (“**Conference**”).
- 1.3. The Conference takes place in Warsaw (Poland) in Sound Garden Hotel (Żwirki I Wigury Street no. 18) on 3 October 2017.
- 1.4. The Conference is intended for persons over the age of 18. Because of a professional character of the Conference, the main target are people professionally connected with the topic of the Conference. Only a registered business entity (“**Applicant**”) may purchase the ticket for the Conference. The Applicant is entitled to pointing a person of a representative that will take part in the Conference (“**Participant**”). Because of the fact that the Applicant may be a sole trader – the regulations connected with the Participants will also apply to him.
- 1.5. The Conference is conducted under the schedule of the Conference, which contains the lectures, workshops, working in groups, networking and an exhibition. The agenda of the Conference is available on www.wellbeingconference.pl (“**Website**”).
- 1.6. Each Participant will receive a certificate of participation in the Conference.

§ 2 Registration and fees

- 2.1. To participate in the Conference the Applicant is obliged to register on the Website and cover the Conference fee according to the price schedule in 2.2. of the Regulations. The fee is payable onto Organizer’s bank account - Bank Polska Kasa Opieki S.A., no. 47 1240 2089 1111 0010 1067 1024
- 2.2. The Conference fees for one Participant are:
 - 2.2.1. **1.550,00 PLN** gross, if the registration is completed between 20 June 2017 and 5 September 2017;
 - 2.2.2. **1.700,00 PLN** gross, if the registration is completed between 6 September 2017 and 19 September 2017;

- 2.2.3. **1.850,00 PLN** gross, if the registration will be completed between 20 September 2017 and 3 October 2017.
- 2.3. The fees include the costs of participation of one person, coffee breaks, lunch and evening cocktail.
- 2.4. To register in the Conference ("**Application**") the Applicant fills the on-line registration form available on the Website with:
- 2.4.1. Personal data of the Participant, his tel. no. e-mail and data of the Applicant such as the name, tax identification no., address, e-mail;
- 2.4.2. Statement on the acceptance of the Regulations,
- 2.4.3. Statement on covering the Conference fee mentioned in 2.2. of the Regulations,
- 2.4.4. Acceptance of the form by clicking the button "Send – Payment duty" .
- 2.5. If the Applicant appointed the Participant, the Applicant declares that he is entitled to convey the personal data of the Participant.
- 2.6. With the moment of receiving the application form by the Organizer the legally binding contract is concluded. The moment of receiving the form is also the moment of the reservation of the vacancy. Not later than 3 days after sending the application form the Organizer sends the pro forma document on the e-mail provided.
- 2.7. The payment shall be done in 5 days from the moment of receiving the pro forma document, not later than in two days before starting the Conference. The payment shall be made on the bank account mentioned in 2.1. of the Regulations. The title of the transfer shall be the number of the pro forma document.
- 2.8. Lack of the payment entitles the Organizer for cancelling the Application and waiving from the contract without the determination of the additional term. The right to waive the contract is exercised by e-mail information sent to the address of the Applicant. With the moment of waiving the contract the reservation fails.
- 2.9. The VAT invoice will be sent immediately after the payment, not later than on the day of the Conference. The invoice may be sent by e-mail or received personally on the day of the Conference.
- 2.10. The payer (recipient of the VAT invoice and pro forma) is the Applicant according to the data declared on the application form.
- 2.11. The Applicant/Participant solely covers the costs of the participation, accommodation and travel.
- 2.12. The last day of sending the participation forms is 2 October 2017 at 11:59:59 (p.m.) The registration after this term will be possible only personally in Conference reception on the day of the Conference.
- 2.13. The Organizer does not take responsibility of any incorrect or mistaken data provided by the Applicant in the application form.

§ 3 Resignation

- 3.1. The Applicant wishing to resign its participation will:

3.1.1. Receive the amount of 20% of the Conference fee back if the Applicant resigns not later than 21 days before the Conference starts.

3.1.2. Not receive the fee back if the Applicant resigns later than 21 days before the Conference starts.

The resignation shall be made in writing and sent in a registered letter to the Organizer or via e-mail to contact@wellbeingconference.pl

3.2. In the case of resignation the Organizer returns amounts due in 14 days from the moment of the resignation. The refund will be transferred on the Applicant's bank account.

3.3. The Applicant is entitled to change the personal data of the Participant not later than until 2 October 2017 by sending the data by e-mail to [contact@wellbeingconference.pl/](mailto:contact@wellbeingconference.pl) The Organizer does not guarantee changing the personalized conference materials according to the modification.

§ 4 Complaints

4.1. Any complaints of the Applicants shall be reported in a written form and sent in a registered letter to the address of the Organizer or via e-mail to contact@wellbeingconference.pl

4.2. The Organizer will replay the complaints forthwith but not later than within 30 days from the moment of receiving the complaint in a written form if the complaint was sent in a written form or via e-mail if the complaint was sent by e-mail.

4.3. The complaints may be reported not later than until 5 October 2017.

§ 5 Personal data

5.1. The personal data controller is Ewa Stelmasiak operating business called „The Wellness Institute coaching & training Ewa Stelmasiak” with her main registered address of operating the business in Józefów (Poland) 05-410, Jachowicza Street no. 3A. Personal data is processed in accordance with Polish Personal Data Act from 29 August 1997 (Dz.U. z 2016 r. poz. 922) („Data Act”).

5.2. On the basis of article 23 par. 1 p. 3 of the Data Act the controller is entitled to process the personal data of the Applicant for appropriate execution of the contract (participation in the Conference).

5.3. The person whose personal data has been processed has the right of access to the personal data, may demand amending or removing the data any time.

5.4. Confiding any personal data is voluntary, however the personal data required in the application form is crucial for the execution of the contract.

5.5. The personal data of the Participant such as name, surname, e-mail and telephone no. will be processed in accordance with the Data Act. The controller will inform the Participant, whose personal data were entrusted by the Applicant, about his rights coming from the Data Act. The adequate information will be sent to the e-mail of the Participant. The personal data will be processed in order to make the participation in

the Conference possible, as well as to inform the Participant about the Conference and the news connected with the organization.

- 5.6. The Organizer informs that the Conference will be filmed and photographed. The materials will be used only for reporting and promoting the Conference in media. The appropriate consent shall be signed before the beginning of the Conference in a Conference reception.

§ 6 Final provisions

- 6.1. The Organizer reserves the right to cancel the Conference, change of the date place house and schedule of the Conference the Participants will be informed about the changes via e-mail.
- 6.2. If the Conference will be cancelled due to the Organizer's exclusive fault, the Organizer will immediately refund all Conference fees paid. The refund will be transferred on bank accounts. The Organizer is not responsible for any loss.
- 6.3. The court having jurisdiction over the Organizer's seat will settle any disputes that may arise.
- 6.4. The Conference has an exclusive character and it is not a mass event.
- 6.5. In all cases not regulated in the Regulations, Polish Civil Code will be applicable.
- 6.6. The Organizer does not takes responsibility for any items that may be lost, destroyed or stolen during the Conference.
- 6.7. The Participants bear all responsibility for any damages, especially in the objects, where any part of the Conference will be conducted.
- 6.8. The Regulations enter into force from the day of its' publication on the Website.
- 6.9. The Organizer is entitled to change the provisions of the contract. The changes enter into force on the day of the publication on the Website.
- 6.10. The Regulations are an integral part of the Application and are applicable for all Participants and Applicants of the Conference.
- 6.11. In case of any doubts in the translation between Polish and English version of the Regulations, the Polish version is privileged.

Appendix no 1 from 20th August 2017

To Well-being in Business Conference Regulations

§ 1

The Organizer hereby changes the Conference Regulations in a way that in § 2 the Organizer adds p. 2.14

„2.14. If the Participant is entitled to benefit from any discounts or special price offers, the Participant may only buy a Conference ticket using only one discount title, even though he is

entitled to different discount offers. The Participant chooses which discount or special price offer he benefits. Any discounts or special price offers cannot be combined."

§ 2

The Organizer modifies the schedule of payments. As a result the Organizer respectively changes p. 2.2.1 - 2.2.3. of the Conference Regulations as hereunder:

- 2.2.1 **1.550,00 PLN** gross, if the registration is completed between 20 June 2017 and 5 September 2017;*
- 2.2.2. **1.700,00 PLN** gross, if the registration is completed between 6 September 2017 and 19 September 2017;*
- 2.2.2 **1.850,00 PLN** gross, if the registration will be completed between 20 September 2017 and 3 October 2017.*

§ 3

The Appendix comes into effect from 20th August 2017 and relates to the discounts obtained but not used before the appendix. Other provisions of the Conference Regulations do not change.
