

## **Terms and Conditions of the Congress of Culture Managers**

### **1. General Conditions**

1.1. The Congress of Culture Managers, hereinafter referred to as the Congress, is scheduled from 8 to 11 December 2015 in Katowice.

1.2. The organizer of the Congress is the Initiative Association with its Registered Office at Sejm Śląski Square 2/425 40-032 Katowice, Poland.

1.3. These Terms and Conditions are the integral part of the Participation Application of the Congress and bind all the participants.

1.4. The Participants of the Congress are: animators and culture managers and other people who work in the field of subject areas of the Congress as well as the representatives of Partners, Media Patrons and Sponsors.

1.5. As part of the Congress, there will be held:

- lectures given by the guests and selected speakers
- discussion sessions
- workshop sessions
- specialized workshops
- accompanying events - concerts, film screenings, walks around Katowice, the Inaugural Banquet and exhibitions

1.6. The official website may be found at [www.congresscm.com](http://www.congresscm.com), contact e-mail: [office@congresscm.com](mailto:office@congresscm.com)

### **2. Conditions of participation and cancelation:**

The condition of participation in the Congress is:

2. 1. Applying for participation in the Congress via the official website or by filling in and sending an application form on the Organizer's Registered Office address.

2. 1. 1. After submitting the online application, the Organizer commits to confirm receiving the application within 48h after sending it. The lack of confirmation shall mean that the application has not been filled in properly or it has not been filed for technical reasons (hardware or internet connection failure). In that case, the application form should be filled in again after 48h. After receiving the confirmation, follow the instruction.

2.2. Paying the charge specified by the Organizer.

2.3. The charge for the Congress shall be paid to the Organizer's bank account.

2.4. The Participant receives the bank account number with the registration confirmation.

2.5. The Organizer may issue a VAT invoice after a personal request of the Participant.



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- 2.6. Every Participant receives the Certificate of Participation in the Congress.
- 2.7. The Organizer reserves the right not to allow the Participant to participate in the Congress if they did not pay the charge for the participation in the Congress within due time given by the Organizer.
- 2.8. The Participant has the right to resign from participation in the Congress.
- 2.9. A notification of cancelation is possible in writing or via e-mail until 15 November 2015 and the payment, reduced by €15 (administrative charges) will be refunded. The written resignation should be sent to the Organizer. After the deadline, the Organizer will not refund any charges.

### **3. Conditions of participation and cancelation as a Speaker:**

The Participation Condition in the Congress as a Speaker is:

3. 1. Applying for participation as a speaker in the Congress via the official website or by filling-in and sending an application form on the Organizer's Registered Office address.
3. 1. 1. After submitting the online application, the Organizer commits to confirm receiving the application within 48h after sending it. The lack of confirmation shall mean that the application has not been filled in properly or it has not been filed for technical reasons (hardware or internet connection failure). In that case the application form should be filled in again after 48h. After receiving the confirmation, follow the instruction.
- 3.2. Applying for participation as a Speaker in the Congress will be accepted by the Organizer until 15 November 2015.
- 3.3. After the date, specified as the deadline for accepting the applications, the Organizer commits to inform all the applicants about selecting the speakers until 20 November 2015.
- 3.4. The Organizer covers all the participation expenses of the applicants selected as speakers.
- 3.5. Conditions of cancelation of the participation in the Congress as a Speaker are specified in the agreements made individually with each speaker.
- 3.6. The Organizer reserves the right to change the speakers for reasons beyond the control of the Organizer. The Participant is not entitled to compensation in that case.

### **4. Information about exhibitors/partners during the Congress.**

- 4.1. Partners of the Congress are informed by the Organizer that they cannot perform any marketing activities towards Participants of the Congress, which are unethical or violate legal and moral norms.
- 4.2. The Organizer of the Congress shall not be held liable for the form and instruments of marketing communication., which are targeted at people occupying the rooms which are designated for exhibition space.



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## **5. Prices and payment terms**

5.1. Prices and payment terms for the Participation in the Congress are given in the Application Form.

5.2. The lack of payment for the participation in the Congress, within due time sent to the Organizer via e-mail, authorizes the Organizer to rescind from the contract without liability for damages.

## **6. Complaints**

6.1. All complaints of participants towards the Organizer should be made by registered letter to the Organizer's address.

6.2. The complaints may be made within 14 days of the final day of the Congress.

6.3. After all the above mentioned dates pass, no complaints will be considered.

## **7. Final Provisions.**

7.1. In the event the Congress does not take place for reasons within the control of the Organizer, the Organizer refunds immediately the charge paid by participants into bank accounts given by them.

7.2. In the event the Congress does not take place for reasons beyond the control of the Organizer, the Participant is not entitled to compensation or reimbursement of costs regarding participation in the Congress or the cost of additional services commissioned to the Organizer by the participants.

7.3. Any dispute arising out of or in connection with participation in the Congress shall be decided by the competent Court in the area where the Organizer has his registered office.

7.4. Sending the application form via the official website means that the Participant agrees to the terms and conditions and follows regulations and any other arrangements between the Participant and the Organizer.

7.5. To all matters not settled herein the provisions of the Civil Code shall apply.

7.6. According to the Act of August 29, 1997 on the Protection of Personal Data (Journal of Laws No. 133, item 883), the Organizer does not pass on, sell or lend collected personal data of participants to any person or institution. Personal data given by the Participant (name, surname, address, phone number, e-mail) are treated as confidential information are used only to communicate between the Participant and Organizer.

7.7. The Organizers does not bear the responsibility for the Participant's personal possessions which may be lost, destroyed or stolen during the Congress.



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7.8. Participants bear full financial responsibility for the damages made on the premises where the Congress taken place and as well as in places of accommodation.

7.9. Registration as the Participant in the Congress is equivalent to agreeing to the above Terms and Conditions.



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