

Rules of participation

This set of rules defines general conditions regarding participation in 7th Interdisciplinary Seminar "Sleep apnea & snoring in pediatric population".

1. General Provisions

1.1 7th Interdisciplinary Seminar "Sleep apnea & snoring in pediatric population", hereinafter referred to as the Seminar, that shall take place on 1 December 2018 in Warsaw, is a scientific conference is directed towards a) persons who have the license to write prescriptions in accordance with the Act of 6 September 2001 – Pharmaceutical Law, b) persons for whom the subject of the conference is related to their profession.

1.2 The organizer of the Forum is the Polish Rhinology Society with registered office in Warsaw, at ul. Hoża 37/5, 00-681 Warsaw, NIP 526-26-95-388, REGON 015213595, KRS 0000125143, hereinafter referred to as the Organizer. The Executive Organizer is Grupa casusBTL Sp. z o.o. that acts pursuant to the authorization issued by the Polish Rhinology Society with registered office in Warsaw, ul. Hoża 37/5, and carries out tasks defined in separate agreements connected with the organization of the Forum.

1.3 Participants of the Seminar may be:

- persons who registered for the event as described in point 2 of this Registration;
- persons who received a personal invitation from the Seminar Organizer.

1.4 During the Seminar there will be educational and didactic sessions held exclusively for the Participants described in point 1.1 and 1.3, as well as an exhibition of the medical and pharmaceutical business only for the Participants described in point 1.3 and those who fulfill the requirement stipulated in point 1.1 a).

1.5 The provisions of this Regulation constitute an integral part of registration for the Seminar and apply to all Participants, including those who were registered as part of a group registration.

1.6 The official website of the Seminar is <http://osa.rhinoforum.pl/>.

2. Rules concerning online registration for the Seminar

2.1 Registration is subject to the availability of tickets. Applications for registration shall be accepted until tickets are available.

2.2 Registration is open from 1 May 2018 until tickets last but no longer than by 23 November 2018.

2.3 Registration is possible only online at <http://osa.rhinoforum.pl/>, and if more tickets are available, then also on the day the Seminar begins.

2.4 Registration for the Seminar, making a payment and reception of registration conformation from the Executive Organizer authorize the Participant to attend the Seminar.

2.5 Seminar programme is available at <http://osa.rhinoforum.pl/>. The Organizer reserves the right to make changes in the Seminar programme.

2.6 The availability of Seminar tickets in the registration system is determined by order of registration.

2.7 In case there are no more tickets available for Seminar participants, the date of payment of the registration fee to the Organizer's account shall be decisive for acceptance of the application made by the Organizer. If the reservation is rejected due to lack of tickets, the Participant will be informed by e-mail.

2.8 Registration is personal - confirmation of registration will be issued in the first and last name provided in the registration form. A person who registered correctly shall be called hereinafter "Seminar Participant".

2.9 A waiver of participation to another person will be possible upon presentation of a written statement of the person renouncing participation or the entity that paid for participation to that person.

2.10 Resignation from participation in the Seminar, submitted in the form of a written statement before 15 October 2018, shall enable reimbursement of half of the registration fee paid. The registration fee will be transferred to the payment card or bank account from which the payment was made. In the case of resignation from the Seminar after 15 October 2018, the Organizer will not refund the registration fee paid. An exception to the above rule is the fact that a foreign participant of the Seminar does not receive a visa. After documenting the refusal, it is possible to obtain a refund of half of the registration fee, but the application must be submitted no later than by 15 November 2018.

2.11 Registration fee includes: a) participation in lunch and coffee breaks, (b) VAT 23%. Registration fee does not include travel costs, accommodation and other costs which the Participant needs to cover himself/herself.

2.12 Registration fee is payable within 7 days from the date of the registration to the account given by the Executive Organizer, but no later than by the day a given rate applies. Current rates and deadlines can be found on the website <http://osa.rhinoforum.pl/>.

2.13 The Attendee may choose to pay the registration fee using the following methods:

a) bank transfer to the bank account of the Executive Organizer (in such case payment registration shall begin once the money credited to the bank account of the Executive Organizer);

b) bank transfer or a payment card that can be used via external payment system transferuj.pl supported by Krajowy Integrowany Płatności S.A. company with registered office in Poznań (in such case payment registration shall begin once the Executive Organizer receives information from the transferuj.pl system information that the payment has been made).

2.14 The person or business entity making the payment, hereinafter referred to as the Payer, shall receive by e-mail, to the address provided in the registration form, a VAT invoice confirming the Participant's participation in the Seminar.

2.15 By registering a third party, the Payer confirms that he is authorized to make all necessary statements confirming the fulfilment of the requirements of these Regulations and acceptance hereof. If a payment is made for a third party, please provide their name.

2.16 Failure to pay for participation in the Seminar within the time limit specified by the Organizer on the event website entitles the Organizer to cancel the application for participation without incurring any liability for damages.

2.17 Personal data:

2.17.1 The Controller of your personal data is: Polish Rhinology Society with registered office in Warsaw, at ul. Hoża 37/5, 00-681 Warsaw. (Organizer). Personal data of the Participants shall be processed in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119, 4.5.2016, p. 1–88, GDPR), as well as in accordance with Polish national regulations that make it possible to apply GDPR, and other applicable laws, including these terms and conditions. Conference Organizer neither sells nor makes available the gathered personal data of the Participant to third parties or institutions. Personal data provided by the Participant are treated as confidential information and are used only for the purpose of communication between the Participant and the Organizer of the Conference.

2.17.2 The provision of personal data by you is a condition of concluding an agreement - participation in the conference. You are obliged to provide your personal data and the consequence of not providing personal data will be that you will not be able to register for the conference; the above does not apply to the processing of your personal data on the basis of the consent given.

2.17.3 Contact concerning information about the personal data: Polish Rhinology Society with registered office in Warsaw, at ul. Hoża 37/5, 00-681 Warsaw. E-mail address: info@magazynorl.pl

2.17.4 Your personal data shall be processed for the following purposes:

- registration of Conference Participants in the process of individual registration, organization and settling of the Conference as defined in Article 6, paragraph 1, point b;

- to fulfill legal obligations of the Organizer in connection with the realization of the Conference, in particular obligations in the field of accounting and tax settlements (legal basis: Article 6, paragraph 1, point c GDPR).

- Organizer may process personal data of the Participants also to determine, seek and defend claims (legal basis: Article 6, paragraph 1, point f GDPR).

- The Participant may also express his/her consent to the processing of his/her personal data for the purpose of recording, use and distribution of his/her image and voice recorded by the Organizer during the conference sessions in the reporting material documenting the course of the Conference. Giving such consent is voluntary and may be withdrawn free of charge at any time. Such data may be processed for the purposes indicated from time to time in the consent clause pursuant to Article 6, passage 1, point a GDPR. This data will be kept until consent is withdrawn. The participant shall have the right to withdraw consent free of charge at any time. The withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of the consent prior to its withdrawal.

2.17.5 The Recipient of your personal data shall be: Organizer, Executive Organizer, casusBTL.

2.17.6 Your personal data will be stored for the period necessary to organize the Conference, dealing with complaints related to the Conference and to determine, pursue or defend claims

related to the realization of the Conference, and in the case of processing personal data of a Participant on the basis of the consent until the moment of its withdrawal.

2.17.7 To the extent permitted by law, you have the right of access to the content of your personal data and the right to rectify, erase, and limit the processing thereof, as well as the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of consent prior to its withdrawal. You can exercise the above rights by sending your requests to the Organizer's address or to an e-mail address: (info@magazynorl.pl).

2.17.8 You have the right to file a complaint with the Head of the Bureau of the Inspector General for the Protection of Personal Data if you deem that the way in which your personal data is processed infringes provisions of the general regulation on the protection of personal data of 27 April 2016.

2.17.9 The provision of personal data by you is a condition of concluding an agreement - participation in the Forum. You are obliged to provide your personal data and the consequence of not providing personal data will be that you will not be able to register.

2.17.10 Your data shall be processed automatically, including profiling: not applicable.

2.17.11 Category of persons whom the processing of personal data concerns: Forum Participants.

2.17.12 Type of personal data: the processed personal data concern: gender, name, surname, scientific degree, number of license to practice profession, specialization, e-mail address, phone, name and address of the organization, details for invoice that constitute personal data.

2.17.13 Character of personal data processing: the processing of personal data includes the following activities: registration of Forum Participants in the process of individual and group registration, organizational communications, sending certificates after the event to the e-mail address and other information related to the organization of the Forum.

2.17.14 External entities that are involved in the processing of personal data as Subcontractors processing personal data: Grupa casusBTL Sp. z o.o.; casusBTL, home.pl S.A., Krajowy Integrator Płatności S.A.

2.17.15 List of third countries to which personal data may be transferred: not applicable.

2.18 If a Participant selects a payment through the transferuj.pl system, his/her personal data is transferred to the extent necessary for the execution of the payment to Krajowy Integrator Payments S.A. company with registered office in Poznań (61-808 Poznań, ul. Św. Marcin 73/6), entered in the Register of Entrepreneurs kept by the District Court for Poznań - Nowe Miasto and Wilda in Poznań, 9th Commercial Division of the National Court Register under KRS number 412357.

2.19 The participant referred to in clause 1, point 1.4. and which fulfills the condition set out in point 1.1 a) shall receive a certificate of participation in the Seminar in the PDF file format to the e-mail address indicated during registration after the Seminar.

2.20 For participation in the Seminar, the Participant will receive educational points in accordance with the rules specified in the Regulation of the Minister of Health of 6 October 2004 concerning mode of fulfilling the obligation of continual development by doctors and dentists which shall be a score confirmed by a resolution of the appropriate Medical Chamber.

2.21 GRUPA CASUSBTL SP. Z O. O. is responsible for all payments, refunds, complaints related to registration.

3. Organizational rules.

3.1 Seminar participants may stay only in places designated by the Organizer and the Executive Organizer.

3.2 Persons staying on the premises where the Seminar is held are obliged to follow the recommendations of the information and security forces of the Organizer and the Executive Organizer of the Seminar as they are aimed at ensuring safety and order.

3.3 It is prohibited to bring and keep weapons or other dangerous objects, as defined in the Act on Arms and Ammunition, explosives, pyrotechnic products, fire hazardous materials, alcoholic beverages, narcotic drugs or psychotropic substances, into the premises of the Seminar.

3.4 No smoking policy applies on the premises of the Seminar.

3.5 Security and information staff of the Seminar Organizer shall have appropriate id badges and are authorized to:

- a) verify and establish the right of persons to participate in the Seminar and, if such eligibility is not right, request them to leave the Seminar,
- b) check identification documents of the persons to establish their identity,
- c) inspect the contents of the baggage in the event of suspicion that such persons are bringing in or possessing objects referred to in point 3.3 of the Regulation.

3.6 The id badge of information and security staff of the Organizer shall include the name and surname of the badge holder.

3.7 The following persons shall not be admitted to the Seminar grounds: intoxicated, under the influence of narcotics, psychotropic or other substances that provide similar effect, behaving aggressively, provoking or in any other way posing a threat to public safety or order, possessing objects specified in point 3.3 of the Regulations, refusing to submit to the activities referred to in point 3.5. a-c) of the Regulations and persons against whom a restriction of liberty in the form of a ban on admission to the Seminar has been imposed.

3.8 Persons whose behaviour disturbs public order or violates the Regulations of the Seminar will be removed from the premises of the Seminar.

3.9 Persons posing an apparent direct threat to human life or health, as well as to protected property, may be detained until the arrival of the Police.

3.10 Seminar Participants are forbidden to film and photograph the course and events of the Seminar without the consent of the Organizer. The consent must be given in writing.

3.11 Persons who damage the devices or equipment on the premises of the Seminar shall be financially liable for the damage caused.

3.12 Participants of the Seminar shall also be bound by the provisions of the Regulations of the Premises where the Seminar will be held.

3.13 The Organizer and the Executive Organizer are not responsible for any items of Participants that may be lost, destroyed or stolen during the Seminar.

4. Interpretation/headsets

4.1 Selected English sessions on 1 December 2018 will be accompanied by simultaneous interpretation.

4.2 Headsets for simultaneous interpreting will be issued to the participants of the Seminar.

4.3 Headsets will be given out and collected back every day of the Seminar.

4.4 In case of:

- a) losing,
- b) failing to return,
- c) returning an incomplete or damaged headset the Organizer will charge the person who collected the headsets with the amount of 1,000 PLN.

5. Amendments of the Regulations

5.1 These Regulations come into force on the day they are published on <http://osa.rhinoforum.pl/> websites.

5.2 The Organizer reserves the exclusive right to introduce changes to the Regulations which do not violate the basic principles of the Seminar. Amendments to the Regulations may not violate the rights acquired by the Participants. Amendments do not need to be justified and are effective from the date of their publication on the websites: <http://osa.rhinoforum.pl/>.

5.3 Any information about changes or amendments to the Regulations will be immediately published on the following websites: <http://osa.rhinoforum.pl/>.