

Terms and Conditions of Participation

This set of rules provides the general terms and conditions regarding participation in the „Secondary Headaches School” Symposium

1. General Provisions

1.1 „Secondary Headaches School” Symposium, hereinafter referred to as the Symposium held on 28-30 November 2019 in Warsaw, is a scientific conference addressed to persons who hold a license to write prescriptions in accordance with the Act of 6 September 2001 – Pharmaceutical Law.

1.2 The organizer of the Symposium is the Polish Rhinologic Society with its 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.

1.3 Symposium Participants are:

- persons who registered for the event as described in Section 2 of this Terms and Conditions;
- persons who received a personal invitation from the Symposium Organizer.

1.4 During the Symposium, educational and didactic sessions will be held exclusively for the Participants described in Sections 1.1 and 1.3, as well as an exhibition of the medical and pharmaceutical sector intended only for the Symposium Participants listed in Section 1.3 and those who fulfil the requirement stipulated in Section 1.1.

1.5 The provisions of these Terms and Conditions constitute an integral part of the registration procedure for the Symposium and apply to all Participants, including those who were registered as part of the group registration procedure.

1.6 The official website of the Symposium is <http://headacheschool.pl>.

2. Terms and conditions of online registration for the Symposium

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 2019 until tickets last but no longer than by 23 November 2019.

2.3 Registration is possible only online at <http://headacheschool.pl>, and subject to the availability of tickets, also on the first day of the Symposium.

2.4 Registration for the Symposium, remittance of the Symposium fee and receipt of registration conformation from the Organizer authorize the Participant to attend the Symposium.

2.5 The Symposium programme is available at <http://headacheschool.pl>. The Organizer reserves the right to make changes to the Symposium programme.

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

2.7 In case the number of tickets to the Symposium is higher than the demand, the date of payment of the registration fee to the Organizer's account shall be the decisive factor for the acceptance of an application filed by the Participant. If the reservation is rejected due to lack of tickets, the Participant will be informed of this fact 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 completed correctly the registration procedure shall hereinafter be called “Symposium Participant”.

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

2.10 Resignation from participation in the Symposium, submitted in the form of a written statement before 15 October 2019, shall be subject to the 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 attendance at the Symposium after 15 October 2019, the Organizer will not refund the registration fee paid. The exception to the abovesaid rule will be situations where a foreign participant of the Symposium does not receive a visa. After documenting the refusal to grant a visa, 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 2019.

2.11 The registration fee includes lunch and coffee breaks. The registration fee does not include travel costs, accommodation and other costs which the Symposium Participant is required to cover himself/herself.

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

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

a) By bank transfer to the bank account of the Organizer (in this case the process of payment registration begins as at the time the funds are credited to the bank account of the Organizer);

b) By bank transfer or payment card that can be used via the external payment system *Tpay.com* supported by Krajowy Integrator Płatności S.A. with its registered office in Poznań (in this case the process of payment registration begins as at the time the Organizer receives information about the payment from the *Tpay.com* system)

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 Symposium Participant's participation in the Symposium.

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

2.16 Failure to effect the payment for participation in the Symposium 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 Organizer is the controller of the personal data of Symposium Participants.

2.17.2. The Organizer, as the controller of personal data, processes the personal data of Symposium Participants with the observance of the provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 dated 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 (General Data Protection Regulation), the Act of 10 May 2018 on the protection of personal data (Official Journal, item 1000) and other applicable provisions on personal data protection,

2.17.3. The details of how personal data is processed are provided in the **Information clause for Participants** which constitutes an integral part of these Terms and Conditions.

2.18 If a Participant selects payment through the *Tpay.com* system, his/her personal data is transferred to the extent necessary for the processing of the payment to Krajowy Integrator Payments S.A. 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 Section 1, Item 1.4. and who fulfils the condition set out in Item 1.1 shall receive a certificate of participation in the Symposium in PDF file format to the e-mail address indicated during registration after the Symposium.

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

2.21 The Symposium and its auxiliary events (including the gala dinner referred to in Section 2.5 of these Terms and Conditions) will be recorded in the form of photographic and audio-visual material, which may involve the registration of the image of the Symposium Participant. The photographic and audio-visual materials referred to in the preceding sentence may be published by the Organizer on its websites (www.rhinoforum.pl, www.forumrynologiczne.pl, www.headacheschool.pl) and its Facebook and YouTube profile accounts as well as in printed publications (in particular in trade magazines) related to the topic of the Symposium, with the aim of providing coverage of the course and results of the Symposium.

2.22 As regards the situations referred to in the preceding Section, the legal basis for the processing of the image of Symposium Participants shall be Article 81 Section 2.2 of the Act of 4 February 1994 on Copyright and Neighbouring Rights (i.e. Official Journal of 2018 Item 1191 as amended), wherunder the dissemination of the image of a person who is only a part of a larger event such as a gathering, the landscape, a public event. The Organizer undertakes to only disseminate the photographic and audio-visual material within the scope and for the purposes provided in the preceding Section and in a manner ensuring the adequate protection of the Symposium Participants personal rights.

3. Organizational rules.

3.1 Symposium Participants are allowed access only to the premises indicated by the Organizer.

3.2 Persons present on the premises where the Symposium is held are required to follow the instructions of the information and security forces of the Organizer of the Symposium 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 Symposium.

3.4 A no smoking policy applies on the premises of the Symposium.

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

- a) Verify the eligibility of attendants to participate in the Symposium and, if they are not eligible to participate, to request that they leave the premises of the Symposium;
- b) Inspect the identification documents of the persons to establish their identity;

c) Inspect the contents of the baggage in the event of a suspicion that such persons are bringing in or possessing objects referred to in Section 3.3 of these Terms and Conditions.

3.6 The identification badge of information and security staff of the Organizer shall include the first and last name of the badge holder.

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

3.8 Persons whose behaviour disturbs public order or violates the Terms and Conditions of the Symposium will be removed from the premises of the Symposium.

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

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

3.12 Symposium Participants shall also be bound by the provisions of the terms and conditions of use of the Premises where the Symposium will be held.

3.13 The Organizer is not responsible for any belongings of Symposium Participants that may be lost, destroyed or stolen during the Symposium.

3.14 If the number of participants exceeds the capacity of the lecture halls, the Organizer reserves the right to transfer part of the program to another location.

4. Amendments of these Terms and Conditions

4.1 These Terms and Conditions come into force on the day they are published on the <http://headacheschool.pl> website.

4.2 The Organizer reserves the exclusive right to introduce amendments to these Terms and Conditions Regulations which do not violate the basic terms and conditions of the Symposium. Amendments to these Terms and Conditions may not violate the rights acquired by the Symposium Participants. Amendments do not need to be justified and are effective from the date of their publication on the website: <http://headacheschool.pl>.

4.3 Any and all information about changes or amendments to these Terms and Conditions shall be published forthwith on the following website: <http://headacheschool.pl>