



# TERMS AND CONDITIONS

of participation in the “Konferencja Tłumaczy”  
and the “Translation and Localization Conference” conferences

04 June 2019, Warsaw

These Terms and Conditions define the principles governing the registration for the conference, the use of the conference websites and the participation in the event itself.

## §1. General terms and conditions

### 1. Definitions:

- a. Conference - Conference under the name specified on the website [www.konferencja-tlumaczy.pl](http://www.konferencja-tlumaczy.pl) (for the conference called Konferencja Tłumaczy, abbreviated as KT) or [www.translation-conference.com](http://www.translation-conference.com) (for the Translation and Localization Conference, abbreviated as TLC). The date of the event and the fringe events are posted on the above mentioned websites and on social networking sites.
- b. Organizer - LOCALIZE.PL Agenor Hofmann-Delbor Jacek Mikrut Spółka Jawna, ul. Smolańska 3, 70-026 Szczecin, NIP: 9552385451 and TexteM Maria Szpor Anna Konieczna-Purchała sp.j., ul. Belwederska 26/30 lok. 21, 00-594 Warszawa, NIP: 701-039-87-17.
- c. Registration System (System) - a website or an online application designated by the Organizer to support the process of registration of attendees for the Conference.
- d. User - any person using the System to register for the Conference.
- e. Attendees - natural persons who are 18 years of age or older have full legal capacity, legal persons and organizational units without legal personality, but who are able to acquire rights and incur obligations in their own name, and who have duly registered for the Conference through the System and paid for the participation referred to in §4.2 of these Terms and Conditions in a timely manner, unless they were exempt from the fee.
- f. Bank Account - the Organizer's bank account, to which the fees for participation in the Conference shall be transferred, with the number specified on the pro-forma invoices and VAT invoices issued by the Organizer.
- g. Conclusion of Contract - it is the moment the payment for participation in the Conference is credited to the Organizer's bank account. From that moment on, it is assumed that the user has concluded with the Organizer a sale contract concerning the right to attend the Conference, which will be confirmed by an e-mail message with a VAT invoice attached to it.
- h. Attendance fee - an amount determined by the Organizer, which selected groups of Attendees are obliged to pay in order to confirm their attendance at the Conference.
- i. Payer - Attendee who pays the Attendance Fee.
- j. The System's scope extends to storing User's registration data in the database as well as handling this registration by the Organizer together with the data necessary for its processing. All the principles governing the storage of personal data in the system are regulated by the Privacy Policy; in order to register for the Conference, the Attendees must accept the said Privacy Policy due to the fact that the Organizers prepare personalized entrance tickets (or their equivalents in the form of IDs).



- k. In order to use the System and register for the Conference pursuant to these Terms and Conditions, the User must meet the following minimum technical requirements:
  - 1) the most up-to-date web browser: Microsoft Explorer or Edge, Google Chrome, Mozilla Firefox, Safari, Opera
  - 2) JavaScript enabled,
  - 3) an active e-mail address
- l. The provisions of these Terms and Conditions shall constitute an integral part of the application to attend the Conference and shall apply to all Attendees.

## **§2. Contact details of the Organizer**

1. Organizer's address for correspondence: TexteM Maria Szpor Anna Konieczna-Purchała sp.j., ul. Belwederska 26/30 lok. 21, 00-594 Warszawa
2. E-mail address for the matters related to the System, including complaints: [info@translation-conference.com](mailto:info@translation-conference.com)

## **§3. Terms and conditions of attendance**

1. In order to attend the Conference, the following is required:
  - a. Application to attend the Conference, which may be submitted through the registration form available on the Conference's website.
  - b. Payment of the fee in the amount specified by the Organizer, in accordance with the provisions of § 4 of these Terms and Conditions.
2. The Organizer reserves the right to change the speakers and/or the program for reasons beyond the Organizer's control. In such a case, the Attendee is not entitled to compensation or reimbursement of the Attendance Fee from the Organizer.
3. The Organizer reserves the right to change the date of the Conference for reasons beyond the Organizer's control. In such a case, the Attendees may resign from attending the Conference at no cost. At the same time, the Organizer shall not cover any additional costs incurred by the Attendees in connection with the Conference.
4. The number of places available to attend the Conference is limited. The places at the Conference are granted according to the order of applications and the date on which the Attendance Fee is credited on the Organizer's Bank Account.

## **§4. Online sale of Conference tickets**

1. The Attendance Fee referred to in § 1.1a is specified on the Conference website. The fee includes only the extent of attendance specified in the registration form in the System. For example, lunch is optional and must be paid for additionally, if the Attendee wishes to take advantage of such an opportunity.
2. The sale of tickets is open from the day of announcement of registration in the Organizer's social networking sites or in the System until the tickets are sold, but no longer than by the date set as the deadline for registration. Information on registration dates is always placed on the Conference website and in the registration form in the System.
3. Tickets for the Conference are sold online directly in the System or through a service designated by the Organizer as an intermediary agent for payment or registration purposes.

4. In order to properly register in the System, the User is obliged to fill in all fields marked with the symbol (\*).
5. The User warrants that all data submitted for registration are correct.
6. After filling in and confirming that the data in the registration form are correct, a confirmation e-mail will be sent to the e-mail address provided. For paid registrations, the Attendees will receive a pro forma invoice or information enabling them to pay for the Conference, together with an e-mail message that is a confirmation of registration.
7. All personal data processed during the registration process of the Attendee are protected in accordance with the requirements of the GDPR and the Privacy Policy.

## §5. Settlements

1. The Attendance Fee is determined by the Organizer on the Conference website at the time the registration is opened. The Organizer may sell tickets at different prices, depending on the date of registration. Price caps and their validity dates are published on the Conference website. The announced prices include VAT (23%).
2. The Organizer provides for the following forms of settlements:
  - a. Timely payment into the Organizer's Bank Account on the basis of a pro forma invoice sent electronically to the Attendee's e-mail address provided in the registration form or on the basis of an e-mail with the transfer details sent by the Organizer to the Attendee;
  - b. In the case of TLC conference, also via the PayPal payment system directly from the Registration System.
3. The VAT invoice will be sent to the Payer exclusively by e-mail to the e-mail address provided during registration within 14 days from the date the payment is credited on the Organizer's Bank Account or the successful authorization of the transaction by an electronic channel.
4. The Organizer reserves the right to request that the Attendee send an electronic confirmation of the transfer if the Attendance Fee was paid after the date of lapse of validity period for a specific pool of tickets or after the closing of the registration, under pain of the right to deny the Attendee the right to attend the Conference.
5. In case of resignation from attending the Conference, the application for reimbursement of the Attendance Fee should be sent by e-mail to the contact address of the Organizer. The reimbursement conditions are as follows:
  - In case of resignation within 60 days before the Conference, 90% of the amount paid will be refunded.
  - In case of resignation within 30 days before the Conference, 50% of the amount paid will be refunded,
  - In case of resignation within 14 days before the Conference, 20% of the amount paid will be refunded.The amounts already include an administrative cancellation fee of 10% of the amount paid. If you resign at a later date, you will not be entitled to any refund. Reimbursement is not possible if the Attendee has not participated in the conference.

6. If the application for reimbursement of the attendance costs is granted, the Organizer shall reimburse the payment according to the terms specified in §4. 5. within 14 days from the date of sending the application to the Organizer.
7. The Attendance Fee referred to in paragraph 1 of this Article does not include the costs of travel, accommodation, meals and any other costs incurred by the Attendee other than the Attendance Fee itself, unless it results directly from ticket (or registration) purchased.

## **§ 6. Consent to use the image**

1. During the Conference, the Organizer may carry out photographic sessions and record the course of the Conference on film for the purposes of broadcasting in the mass media (television, radio, Internet, press) or for the documenting, promoting, and advertising purposes of the Organizer and other persons indicated by the Organizer. Attending the Conference means that the Attendee expresses their consent to the recording, using and/or distribution by the Organizer and the Organizer's affiliates of the image/voice/statement of each of the Attendees in all promotional and marketing materials, without any time or territorial limitations.
2. Consent is equivalent to the fact that photographs, films or recordings taken during the Conference may be placed on the website of the Conference or another website managed by the Organizer and used in promotional materials, also disseminated for this purpose through vision or sound. The Attendee hereby waives all claims (existing and future), including remuneration against the Organizer, for the use of their image/voice/statement for the purposes specified in these Terms and Conditions.
3. The Attendee has the right to request the removal of materials containing his or her image, indicating them on the Conference website or in social media. After acknowledging the legitimacy of the application, the Organizer shall remove the indicated materials within 14 days.
4. The recorded materials are not stored in any structured format that enables easy identification of persons and do not constitute personal data in accordance with the Privacy Policy and the provisions of the GDPR.

## **§ 7. Final provisions**

1. The personal data of the Attendees and Payers are controlled by the Organizer.
2. The Organizer, under a separate agreement, may entrust the processing of personal data of Attendees and Payers to a third party, if it is necessary for the implementation of the registration process or is necessary to carry out organizational work at the Conference.
3. Personal data of the Attendees contained in the registration form for participation in the Conference collected by the Organizer are processed in order to conduct the Conference in accordance with the provisions of the Regulations and the Privacy Policy, which defines the requirements and processes in accordance with the Regulation of the Council of Europe.
4. All rights of the Attendee to access the data, the right to be forgotten, and other rights related to the requirements of the GDPR are set out in the Privacy Policy.
5. The Organizer reserves the right to use the e-mail address provided during registration for the Conference in order to notify the Conference attendees, among others, of changes in the Conference program or these Terms and Conditions.
6. The Attendees are obliged to observe the rules of the venue in force on the premises of the facility in which the Conference is held, including in particular the safety rules, occupational health and safety and fire safety regulations.



7. During the Conference, the Attendee is obliged to follow any Organizer's instructions; this applies in particular to the prohibition of recording (audio and/or video and/or photo) of speakers' speeches.
8. The Attendee acknowledges that if the Organizer determines that the Attendee violates the provisions of the Conference Terms and Conditions or otherwise threatens the security of the event, the Organizer is entitled to refuse the Attendee the right to attend the Conference and demand that the Attendee leave the Conference venue or the premises of the facility in which the Conference is held.
9. The number of places available to attend the Conference is limited. The Organizer reserves the right to reject an application due to lack of places.
10. The Organizer reserves the right to make changes to these Terms and Conditions. After the Organizer announces changes to these Terms and Conditions, each Attendee who has had registered for the Conference should immediately familiarise themselves with the changes. If the Attendee does not approve of the changes to the Terms and Conditions, the Attendee shall notify the Organizer of such a decision in writing by sending an e-mail to the following address: [info@translation-conference.com](mailto:info@translation-conference.com). This statement should reach the Organizer no later than within 14 days from the entry into force of the amended Terms and Conditions. If the Organizer does not receive a declaration of the Attendee that they do not approve of the amendments to the Regulations by the aforementioned deadline, it is assumed that the Attendee has accepted the amended Terms and Conditions.
11. Any disputes that may arise in connection with the Attendee's attending of the Conference shall be resolved by the court competent for the seat of the Organizer.
12. Organizers are not responsible for the belongings of the Attendees which may be lost, destroyed or stolen during the Conference.
13. Participants shall bear full financial liability for any damage they cause, both in the premises where any activities related to the Conference are carried out and in the place of the Attendees' accommodation.
14. In order to register as a Conference Attendee, it is necessary to accept these Terms and Conditions in the System and the [Privacy Policy](#).