

Terms and Conditions of Registration and Participation

I. Terms and Conditions of Registration and Participation in The 4th Congress of Baltic Microbiologists - CBM2018 in Gdańsk (10-12 September 2018)

Article 1. By registering at website: cbm2018.ug.edu.pl you declare your participation in the The 4th Congress of Baltic Microbiologists - CBM2018 in Gdańsk (here in after: "CBM2018").

Article 2. The conference is exclusively educational and academic in nature, related to the participants' specialisations.

Article 3. Participants confirm their involvement in the conference by payment of a conference fee in the following amounts:

- a) Students: 750 PLN (depending on current exchange rate, approximately: 180 EUR);
- b) Payment by 20th May 2018: 1050 PLN EUR (depending on current exchange rate, approximately: 250 EUR). The members of the Polish Microbiologists Society (Polskie Towarzystwo Mikrobiologów – PTM) are entitled to 100 PLN discount on participation fees.
- c) Payment after 20th May until 30th June 2018: 1260 PLN (depending on current exchange rate, approximately: 300 EUR). The members of the Polish Microbiologists Society (Polskie Towarzystwo Mikrobiologów – PTM) are entitled to 100 PLN discount on participation fees;
- d) All fees are in polish zloty, tax included (23% Polish VAT);
- e) Conference fees are paid to the Techtransbalt Sp. z o. o. (Ltd.), the special purpose vehicle of University of Gdańsk, which is responsible for commercialisation of research results and technology. Techtransbalt Sp. z o. o. (Ltd.) is the organizer of CBM2018.

Article 4. Participants can make payment by bank transfer to the account number indicated by the conference organizer, or by Visa and Master Card credit or debit card. Credit card payments are processed by Blue Media S.A. (<https://bluemedi.eu/>).

Article 5. Cancellation policy:

- a) All cancellation requests must be made in writing to cbm2018@ug.edu.pl.
- b) If cancellation occurs before 31st May 2018, the registration fee will be refunded in 100% minus bank charges if are needed;
- c) Cancellations made after 31st May 2018 and before 31st July will be subject to 250 PLN (depending on current exchange rate, approximately: 60 EUR) cancellation fee.
- d) Cancellations made after 31st July 2018 will not be eligible for a refund.
- e) Refunds will be made to the same bank account or credit card used when the conference fee was paid.

Article 6. All refunds will be made within 4 weeks from the date of closing of the conference. The funds will be returned to the card used to make the payment. All complaints will be dealt with within two weeks of their receipt in writing.

Article 7. Participants may not transfer any rights or responsibilities arising from these Terms and Conditions to third parties without the prior consent of the conference organizer.

Article 8. Any matters not regulated by these Terms and Conditions are regulated by Polish civil code.

Article 9. Disputes will be settled by arbitration. Should a settlement not be reached, the dispute will be referred to the court in whose territorial jurisdiction the organizer resides.

Article 10. Participants will be informed of all changes and additions to the Terms and Conditions on the website of CBM2018 and/or in writing by email used in registration process.

Article 11. Participants' data, collected during on-line registration will be stored by Techtransbalt Sp. z o. o. (Ltd.), ul. Jana Bażyńskiego 1A, 80-39 Gdańsk, KRS: 0000517310, REGON: 222128389, NIP: 5842736767, in accordance with the provisions of the Data Protection Act of 29 August 1997 (Dziennik Ustaw 2002 Nr 101, art. 926 with later amendments) for the purposes of completing this agreement. The data is provided freely, but is required for participation in the conference. Participants have the right to access their data and to amend it.

II. The Regulations of charging by electronic means

Article 12. Definitions

For the purposes of these Regulations the following terms are defined as:

The Conference - The 4th Congress of Baltic Microbiologists - CBM2018 in Gdańsk presented on the Internet service, in which the Client can take part after purchasing participation via the Internet Service, or in the form of traditional bank transfer.

The Organizer - University of Gdańsk established by the Council of Ministers of 20 March 1970, published in the Journal of Law in 1970 (Dz. U. Nr 6, poz. 49), having its registered office at ul. Jana Bażyńskiego 8, 80-309 Gdańsk (NIP: 584-020-32-39, REGON: 000001330) - who owns the Website, working by means of organizational units of the Universities organizing conferences.

The Co-Organizer - Techtransbalt Sp. z o.o. (Ltd.), ul. Jana Bażyńskiego, 80-309 Gdańsk (KRS: 0000517310, REGON: 222128389, NIP: 5842736767), a company established by University of Gdańsk, managing the organizational process of the Conference.

The Administrator of Personal Data - Techtransbalt Sp. z o.o. (Ltd.), ul. Jana Bażyńskiego 1A, 80-309 Gdańsk (KRS: 0000517310, REGON: 222128389, NIP: 5842736767).

The Internet Service - the website of conference: cbm2018.ug.edu.pl, through which it is possible to submit Orders and purchase conference services, which is owned by University of Gdańsk.

The Order - Client's declaration of will expressing wish to purchase participation in the conference.

The Client - the ordering party, domestic or foreign person performing registration and purchase of participation in the conference.

Blue Media – Blue Media SA having its registered office in Sopot, 81-718, ul. Powstańców Warszawy 6, entered in the register of entrepreneurs kept by the District Court Gdańsk-Północ in Gdańsk, VIII Commercial Division of the National Court Register under the number KRS 0000320590, having NIP: 585-13-51-185 and REGON: 191781561, supervised by the Polish Financial Supervision Authority (KNF) and entered in the register of domestic payment institutions under the number IP17 / 2013

The Payment Service - a tool provided by Blue Media, allowing payments for purchases made on the Internet Service.

Article 13. Manner and terms of Orders. Conclusion of the agreement. Order cancellation

1. The Internet Service allows Clients to place Orders and to make the purchase of participation in conferences.
2. The Client placing an order for conference services, offered in the Internet service, is required to fill out an application, select the offered package of services and to choose the form of payment. In case an invoice is required, the Client obligatorily gives all the necessary information which are required to write the invoice.
3. Before the payment, the Client accepts the "The Regulations of charging by electronic means".
4. The Organizer as well as Co- Organizer bears no responsibility if the Client supplies false or misleading information, if the Client cannot use the Internet Service or any part thereof as a result of using wrong browser, incorrect configuration of software or hardware, and does not warrant that the use of the Service will be possible using the full range of each hardware and software configuration.
5. After placing the Order, the Client receives an e-mail confirming Order placement, together with the selected package and the price and the method of payment. Upon sending the confirmation message, it is considered that the agreement between the Client and the Co-Organizer was concluded.
6. The Client can change or cancel the placed Order only until its approval. Changing or cancelling Orders which were already sent, requires notifying the Co-Organizer in the manner specified by the Organizer and the Co-Organizer in Internet Service of the conference.

Article 14. Prices. Payments

1. The Prices of conference services are presented in the Internet service of the conference. The Prices may be given in PLN.
2. Upon receipt of the confirmation referred to in **Article 13** Paragraph 5, the Client is obligated to make payments in the chosen form, as indicated in the Order's confirmation.

3. The Client can make a payment for conference participation in the form of a traditional transfer directly to the Co-Organizer's account or in one of the forms indicated below:

- a) by a bank transfer via the Payment service - if the Client has an account in one of the banks available in the service operating in the country;
- b) credit card via the Payment service - if the Client is a foreign Client or a national one deciding to make the payment by a credit card.

4. Upon receipt of the payment, the Co-Organizer issues an invoice on the request of the Client. The condition of receiving it is to provide the Co-Organizer with all the necessary data.

Article 15. Complaints and refunds

1. The principles of charging, the amounts, and payment deadlines, as well as the principles for refunds are provided by the Co-Organizer in the Internet Service of the conference.

2. A participant may withdraw from the conference in terms and on the principles defined by the Organizer and Co-Organizer in the Internet Service of the conference.

3. Statements of resignation from the participation in the conference are reported to the Co-Organizer by e-mail or by post to the address given in the Internet Service of the conference.

4. In case of the Client's resignation from the participation in the conference, the Co-Organizer shall refund the received payment in the amount, time and on the principles referred to in Article 15 Paragraph 1.

5. The refunded amount may be reduced by the costs incurred by the Co-Organizer in connection with the accepted Order, as well as bank charges related to the return of the received payments and the fees collected by the Blue Media Service, in accordance with the agreement between the Techtransbalt Sp. z o. o. and Blue Media, the payment service provider.

6. Requests and complaints are dealt with within 14 working days from the date of receipt by the Co-Organizer.

7. All refunds will be made within 4 weeks from the date of closing of the conference, subject to the rules referred to in Article 4 Paragraph 1.

8. In the case when the conference is cancelled by the Co-Organizer, the return of received payments shall take place within 14 working days from the date when the relevant information was submitted to the Client by the Co-Organizer.

Article 16. The functioning of the Internet Service

1. The Organizer and the Co-Organizer make every effort to ensure that the Internet Service works without any problems. However, due to essential maintenance and modernization there may be short disruptions in operation. The Organizer shall inform on the website of the Internet Service about the planned time and duration of such activities.

2. The Organizer reserves the right to block access to the Internet Service for users suspected of manipulating or trying to manipulate its content by actions threatening the used software or aimed at its destabilization, or those who violate the provisions of these Regulations in any way.

Article 17. The technical requirements concerning the conference participant (payer)

1. Possession of an active email account.
2. Using the current version of the browser Microsoft Internet Explorer (Edge), Mozilla Firefox, Google Chrome or Safari, with JavaScript and cookies.

Article 18. Personal data protection

1. In case of any doubts, it is assumed that the person whom the data concerns (specified while placing the Order) by entering their personal data necessary to complete the payment by means of the Payment Service and implementing the service referred to in these Regulations, gives consent to the processing of their personal data for the purposes and within the limits referred to in these Regulations. The Client giving personal data of a conference participant (if the data concern other person than the Client) is responsible for fulfilling the legal obligation to inform the person in question.

2. The Administrator of Personal Data assures processing of personal data obtained in connection with the services specified in the Regulations pursuant to the provisions of the Act of August 29, 1997 Personal Data Protection (Journal of Law of 2016 Item 922). The legal basis for data processing in this field are the art. 17 and 18 of the Act of 18 July 2002 on electronic services (Journal of Law of 2016 Item 1030).

3. The personal data that relate to the user of the Payment Service, given in the course of the transaction, shall be processed by the Co-Organizer having its registered office on ul. Jana Bażyńskiego, 80-309 Gdańsk. The address of data administrator - the Co-Organizer, is also its contact address.

4. The personal data is collected and processed in order to support the process of settlement of receivables from the person taking part in the conference.

5. In order to provide the service, the Co-Organizer can process the data, including:

- a) a surname and the names of the recipient;
- b) personal identification number PESEL or (when this number was not given) the number of passport, identity card or other data adequately identifying the holder of an appropriate document confirming their identity;
- c) the address of permanent residence;
- d) mailing address, if it is different from the permanent residence address;
- e) the data used to verify the qualified electronic signature of the recipient;
- f) electronic addresses of the recipient;

6. In order to provide electronic services the Co-Organizer may also process:

- a) information that uniquely identify a subject of rights or a legal entity making the payment by means of the Payment Service;
- b) other data necessary due to the properties of the service or a method of its settlement.
- c) other data, which:
 - are necessary to issue an invoice;
 - are admitted for processing on the basis of separate laws or on the basis of an agreement concluded with the Client or a participant in the conference;
 - aim at providing the Client with the service including solving technical problems and providing access to functions;
 - are necessary to contact the Client, including the purposes related to the provision of services and the Client's service;
 - are enforcing compliance with these Regulations, including counteracting fraud and abuse.

7. A person, to whom the data relate to, expressing a voluntary consent for using the services provided by electronic means, simultaneously agrees that the Co-Organizer and the entities acting on its behalf in connection with claiming due payments for the service which this Regulations concern, could process the data - including also those which are not necessary for the provision of electronic services provided that they:

- a) are necessary for the settlement of services and claiming due payments for the use of the service or to explain the circumstances of unauthorized use of the service;
- b) aim to conduct analyses in order to improve the quality of Co-Organizer's services, adapting the Co-Organizer's offer to the Client's needs or are necessary for the implementation of permitted marketing activities, market research, and research on consumer market behaviour and preferences that aim at improving the quality of Co-Organizer's services, with the consent of the Client and by means of communication channels available to the Co-Organizer;
- c) necessary for the implementation of the agreements concluded in the framework of the activities carried out by the Co-Organizer only in the range of the data obtained in connection with the Order.

8. The person to whom the data relate, provides them to the Personal Data Administrator for the period necessary to use the Co-Organizer's service that these Regulations relate to and to settle the dues.

9. A person to whom the personal data refer is entitled, in particular, to access their data, as well as correct and change them.;

10. Providing personal data by a person to whom the personal data refer to, is voluntary and at the same time necessary for the transaction, and the lack of consent for processing shall result in the inability to use the services to which these Regulations apply.

Article 19. Other provisions

1. Using the services of the Internet Service is equivalent to agreeing to all the terms and the information contained herein.

2. The Client is solely responsible for the accuracy and correctness of the submitted information.
3. The Organizer reserves the right to change these Regulations. If there are any amendments to the Regulations, the Organizer shall inform about them on the Internet Service. In that case, changes in the Regulations come into force on the date of their publication on the website of the Internet Service and have no retroactive effect.
4. In matters not regulated by these Regulations, the provisions of Polish law, including the Civil Code, shall apply.