

Terms of participation in the Conference
12th International PMI Poland Chapter Congress “Drive to Connection”
27-29th November 2017

The Organizer and responsible entity for the event is PMI Poland Chapter with its headquarters in Warsaw (02-672), 47/10 Domaniewska Street, NIP: 525-227-89-73.

1. Terms of participation in the Conference regulates the rules for participation in the Conference held 27th -28th November 2017. It regulates issues related to payment, cancellation of participation in the Conference, and the rules for participation in the Workshops held on 29th November 2017 including payment for workshops and cancellations of participation in the Workshops.
2. The website of the event <http://congress.pmi.org.pl/> enables familiarization with information about the Conference and Workshops, as well as performing the registration and payment for participation in the Conference and Workshops.
3. The rules of participation in the Conference
 - a) Information on the location of the Conference will be communicated on the website of the Organizer.
 - b) The participation in the conference is chargeable. The cost of participation includes participation in lectures and networking forms organized during the two-day event (27th-28th of November 2017), conference and post-conference materials, as well as coffee breaks, lunch and participation in the integrational-networking meeting between the first and second days of the conference (27th of November 2017). The current price is given on the website of the Conference. Price does not include travel costs, accommodation and parking fees. The Organizer does not mediate in the search for accommodation.
 - c) Registration for the Conference is held via online registration form, which will be available on the event page <http://congress.pmi.org.pl/>. Registration is open until 23rd of November 2017 to 11:59 pm.
 - d) The fee amount is dependent upon the registration date of the Participant and any discounts granted to the individual Participant or group. The decision on final price is upon the Organizer.
4. The net cost of participation in the Conference
 - a) **for all Participants**
 - i) 1999 PLN per person (discount 400 PLN) for Participants registered by 30th of September 2017, inclusive (early birds) with a paid participation within 14 days of receipt of confirmation of registration * (1).
 - ii) 2199 PLN per person (discount 200 zł) for Participants registered no later than 31st of October 2017, inclusive (mid-season sale) and the paid participation within 14 days of receipt of confirmation of registration * (2).

- iii) 2399 PLN per person for Participants registered after 31st of October 2017 of the year and the paid participation within 14 days of receipt of confirmation of registration * (3).

* In case no payment is received by the given deadline, the Participant :

- (1) loses the Early Birds 400 PLN discount but may yet qualify for the reduced discount 200 PLN provided the payment is received no later than 24th October 2017; in case of payment after this date, the Participant loses 200 PLN discount,
- (2) loses mid-season sale 200 PLN discount paying full price 2399 PLN.
- (3) lack of payment (2399 PLN) at the required date associates with risk of losing reservation by the Participant hence an ability to attend the conference.

b) for PMI Poland Chapter members

- i) 1349 PLN per person (discount 1050 PLN) for Participants registered by 30th September 2017 inclusive (early birds) with a paid participation within 14 days of receipt of confirmation of registration * (1).
- ii) 1499 PLN per person (discount 900 PLN) for Participants registered no later than 31st October 2017 inclusive (mid-season sale) and the paid participation within 14 days of receipt of confirmation of registration * (2).
- iii) 1699 PLN per person for Participants registered after 31st of October 2017 of the year and the paid participation within 14 days of receipt of confirmation of registration * (3).

* In case no payment is received by the given deadline, the Participant :

- (1) loses the Early Birds 1050 PLN discount but may yet qualify for the reduced discount 900 PLN provided the payment is received no later than 24th October 2017; in case of payment after this date, the Participant loses 900 PLN discount,
- (2) loses mid-season sale discount 900 PLN discount paying price 1699 PLN (700 PLN),
- (3) lack of payment (1699 PLN) at the required date associates with risk of losing reservation by the Participant hence an ability to attend the conference.

c) for companies registering 5 people and more

- i) 1400 PLN per person (discount 999 PLN) for Participants registered by 30th September 2017 inclusive (early birds) with a paid participation within 14 days of invoice date.
- ii) 1500 PLN per person (discount 899 PLN) for Participants registered no later than 31st October 2017 inclusive (mid-season sale) and the paid participation within 14 days of invoice date.
- iii) 1800 PLN per person (discount 599 PLN) for Participants registered after 31st of October 2017 of the year and the paid participation within 14 days of invoice date.

In the case of group registration, Participants from the same company are requested to use the “Group registration” option on the left side of the form section “Type of participation”. The organizer also allows including the information about being part of a discounted company enrollment in the application form in the “Comments” section. For groups with at least 5

Participants, each Participant must select a bank transfer as their method of payment for the correct application of the before mentioned group discounts. In another form of payment is chosen (such as Online payment) the system will not charge an additional entitlement notified of group discounts.

5. The organizer reserves the right of changing the price, which will inform through the website <http://congress.pmi.org.pl/>. Price change does not apply to the already registered Participants.
6. Individual and group discounts do not combine.
7. The rules of participation in Workshops:
 - a) Registration for Workshops (29th November 2017) is held via online registration form, which will be available on the event page <http://congress.pmi.org.pl/>. The information about the costs of Workshops will be kept posted on Organizers website. The maximum amount of Participants taking part in one Workshop is 20.
 - b) The registration for the Workshops is open until 28th November 2017 to 6:00 pm.
 - c) The Organizer reserves the right to change the maximal and minimal amount of Participants taking part in one Workshop.
 - d) The registration for Workshops is distinct from the registration for The Congress.
 - e) The participation in Workshops is chargeable. The cost of participation includes participation in one Workshop, workshop and post-workshop materials, as well as coffee breaks and lunch. The price will be given on the website of the Conference. Price does not include travel costs, accommodation and parking fees. The prices of particular Workshops may differ.
 - f) Information on the location of Workshops will be communicated on the website of the Conference.
 - g) There is a possibility to change originally chosen workshop for another, unless the costs of the second workshop are the same. In other case, the difference in price must be return to Organizer, or to Participant.
 - h) The participant is obliged to make a payment within 14 days from the date of receipt of the confirmation of registration.
 - i) If the payment cannot be made within the specified in sub-clause g) deadline, the Participant should inform the Organizer by email to: participants@pmi.org.pl indication the reasons for extending the payment.
 - j) Organizer reserves the right to cancel the particular workshop in case of not enough number of registered Participants or in case not dependent from Organizer. The information about canceled workshop will be send to its Participants via e-mail. If the Participant wishes to participate in another not canceled workshop, there is such possibility when the second Workshop is not fully occupied. In case of not having available seats, the Organizer will return the costs of workshop.
8. The Organizer reserves the right to carry out competitions and promotional campaigns, in which the prizes will be individual discounts for participation in the conference (individual promotional codes) or the workshops.

9. Acceptable method of payments:
- a) Unpaid registration does not constitute a contract of participation.
 - b) The participant enters into an agreement to participate in the conference and workshops upon:
 - i) making payment via bank transfer after completing online registration (please note to choose a bank transfer payment method in registration form). The participant is asked to make a payment by bank transfer after receiving the receipt of confirmation of registration in accordance with the following details:

”12th International PMI Poland Chapter Congress”

Account holder details:

PMI Poland Chapter

ul. Domaniewska 47/10

02-672 Warszawa

Bank Handlowy w Warszawie S.A.

Bank account number: 60 1030 0019 0109 8503 3002 2245

- ii) Making online payment via PayPal by choosing a payment method in registration. After choosing an online payment method, there will be an information how to make payment in a confirmation receipt.
10. After the e-mail confirmation of registration, the Organizer within 7 days sends an VAT invoice by e-mail to the Participant. It is possible to issue invoices in paper form and send it to the Participant to the postal address or to receive invoices in person at the Conference and/or Workshop. To do this, please send an email to the address: participants@pmi.org.pl or in the "Comments" section on the registration form to enter an appropriate note.
11. At the request of the Participant, the Organizer issues pro-forma invoice.
12. If the payment cannot be made within the specified in Section 4 deadline, the Participant should inform the Organizer by email to: participants@pmi.org.pl indication the reasons for extending the payment.
13. The Participant may withdraw the participation in the Congress without a reason within 14 days from the date of the agreement. The Participant cannot withdraw from the agreement on 27th November 2017 at 9.00. In the case of the effective resignation done by Participant, whole fee paid will be refund through the same channel of payment, by which the payment was made.
14. In the case of resignation from the participation in the Conference and/or Workshops the Participant must notify the Organizer by email with all details of resigning person sent to the address: participants@pmi.org.pl putting in the email title “Resignation”. In the case of cancellation not resulting from paragraph 13 of this Terms of Participation:
 - a) if the Participant decides not to participate in the Congress not later than 24th October 2017, Organizer refunds 100% of the fee paid by the Participant;

- b) if the Participant decides not to participate in the Congress not later than 17th November 2017, the Organizer refunds 50% of the fee paid by the Participant;
 - c) if the Participant decides not to participate in the Congress after 17th November 2017, the Organizer shall retain all payments in favor of organizational costs.
15. The participation in the Conference must be confirmed by the Participant's signature on an attendance lists during both days of the Conference, i.e. on 27th and 28th November 2017.
 16. The participation in Workshops has to be confirmed by the Participant's signature on a attendance list on the workshops on 29th November 2017.
 17. The absence of the Participant at the Congress/or Workshops and no cancellation and payment before the event does not exempt from payment and can be associated with all possible debt collections processes, including KBT enrolling.
 18. In case the registered Participants cannot attend the Congress there is a possibility to rewrite the fee paid for the Conference/or Workshops to another person. This case shall be agreed with the Organizer and confirmed via email participants@pmi.org.pl.
 19. In case of placing a complaint for improperly performer service, please contact us at the email address: congress@pmi.org.pl. The organizer reserves the right of considering a complaint within 14 working days upon receipt of the complaint.
 20. The final interpretation of the Terms of Participation belongs to the organizer.
 21. The organizer reserves the right of changing the Terms of Participation in the Conference, of which the Participants will be notified.