

# Terms and Conditions of the eBF Conference

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These Terms and Conditions regulate the rules for participation in the eBF educational conference on electronic corporate and public procurement, which will occur from 11 to 14 June 2024 (from now on referred to as the "Conference").

## I. General Provisions

1. The **organizer** of the Conference is PROEBIZ s.r.o., with a registered office at Masarykovo náměstí 52/33, 702 00 Ostrava - Moravská Ostrava, ID No: 64616398, VAT NUMBER: CZ64616398, registered in the Commercial Register maintained by the Regional Court in Ostrava, Section C, Insert 9176 (from now on referred to as the "Organizer").
2. A **participant** is any natural or legal person who registers to participate in the Conference by filling in the registration form on the Organizer's website, [www.ebizforum.cz](http://www.ebizforum.cz), or by sending an order (from now on referred to as "Participant") and thus concludes a contract with the Organizer for participation at the Conference.
3. The **Organizing Team** is a legal entity with which the Organizer cooperates in implementing the Conference programme or mutual agreements (Organizer's Partners).
4. In the registration form, the Participant fills in the identification mentioned above data and other required information, including the e-mail address for sending the electronic invoice. They also agree to these Terms and Conditions and consent to processing personal data.

## II. Registration and Payment Terms

1. The Participant makes registration for the Conference by filling in the registration form on the Organizer's website, [www.ebizforum.com](http://www.ebizforum.com), where they provide specific data, the scope of participation, and the identification data of the organization for which they are participating at the Conference. The participant shall also indicate whether the organization they are registering is an active user of one of the PROEBIZ systems.
2. The Conference website contains information about the services provided by the Organizer, prices for participation in the Conference, prices for active users of the PROEBIZ system, and prices for the involvement of multiple persons from one organization. Prices are stated in Czech crowns without VAT, foreign participants in EUR, and Polish participants in PLN without VAT. The prices for the Conference are valid for as long as they are displayed on the Conference website.
3. After completing the form, the Participant clicks on the "submit" button and sees an overview of the entire registration. The Participant must carefully check all the details they have entered in the registration form and then confirm by clicking the "submit" button.
4. The contractual relationship between the Organizer and the Participant is established upon receipt of the registration to the Participant's e-mail address provided during registration. The Organizer will confirm the registration within five working days of the Participant submitting the registration form. As part of the confirmation, an advance invoice will be attached for the payment of the price for participation at the Conference.
5. The Participant shall pay the price for participation at the Conference indicated on the advance invoice by transfer from the account based on the issued advance invoice no later than the date stated on the invoice. The variable symbol is then the number of the advance invoice. Upon receipt of payment, a tax document will be sent to the Participant's email address. The registration may be canceled if the price is not paid within the time limit.
6. If the Participant registers shortly before the start of the Conference, the Organizer does not need to send an advance invoice, and the Participant shall pay the price, including VAT, according to the Organizer's instructions on the Conference website or sent by e-mail.

### III. Processing of Personal Data

1. To provide participants at the Conference, the Organizer must process the Participant's data for registration, billing, and organizational administration. The Organizer will handle personal data following Act No.110/2019 Coll. on the Processing of Personal Data and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Natural Persons in connection to the processing of personal data and on the free movement of such data, as amended.
2. For these Terms and Conditions, the Organizer will process the following personal data: name and surname, job title, e-mail address, telephone contact, photograph, and the organization for which the Conference was attended. The Participant agrees that the Organizer and the Organizing Team may contact the Participants by e-mail with information about products or services that are part of the Conference program to fulfill the contract. The Participant may withdraw their consent at any time by emailing [gdpr@proebiz.com](mailto:gdpr@proebiz.com).
3. Regarding the Act, the Organizer administers personal data and its processor. Personal data will be stored for five years from its provision.
4. The Participant acknowledges that photographs, video recordings, audio recordings, and audiovisual recordings of the Participant and their speeches of a personal nature may be made during the Conference. The Participant agrees to publish their photographs and data for marketing purposes. This consent can be revoked by emailing [gdpr@proebiz.com](mailto:gdpr@proebiz.com).
5. The Participant is prohibited from making any audio or video recordings of the Conference.

### IV. Cancellation Policy

1. There are no cancellation fees for cancellations within 14 calendar days before the first day of the Conference. After this date, a fee of 50% of the price will be charged. If the registration is canceled seven calendar days or less before the first day of the Conference or the Participant does not attend the Conference, a cancellation fee of 100% of the price will be charged.
2. If the Organizer cancels the Conference, the Organizer must inform the Participant of this fact and return the funds provided.
3. In the event of the Conference being canceled due to a regulation of the Government of the Czech Republic, the Organizer will proceed with the regulation. The price paid for participation in the Conference may remain valid for the next Conference, or the price will be refunded to the Participant, or the situation will be resolved by providing a voucher.

### V. Final Provisions

1. The Organizer reserves the right to change the content of these Terms and Conditions at any time.
2. The Organizer reserves the right to change the Conference program, speakers, venue, or date. The Organizer shall not be liable for any damage caused to the Participant due to these changes.
3. The Participant is obliged to follow the instructions of the Organizer, not disturb, follow good behavior and ethical principles, and help with the proper running of the Conference.
4. If any provision of the Terms and Conditions is or becomes invalid or ineffective, it shall be replaced by a provision with meaning as close as possible to the invalid provision. The invalidity or ineffectiveness of one provision shall not affect the validity of the other provisions.

These Terms and Conditions are valid and effective from 1. 4. 2024.