

Terms and Conditions of Registration and Participation

I. Terms and Conditions of Registration and Participation in The 9th European Ostracodologists' Meeting – EOM9 in Gdańsk (19-22 July 2019).

Article 1. By registering at website: <http://eom9.ug.edu.pl> you declare your participation in the 9th European Ostracodologists' Meeting – EOM9 in Gdańsk (19-22 July 2019).

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

Article 3. Standard registration will take place between 15 February and 30 April 2019. The registration fees for those who have sent the registration forms in Standard Registration time are fixed at the following costs:

1250 PLN (approx. 290 Euro) for senior participants,
970 PLN (approx. 225 Euro) for junior participants,
440 PLN (approx. 100 euro) for accompanying persons.

- a) All fees are in polish zloty, tax included (23% Polish VAT);
- b) Conference fees are paid to Techtransbalt Sp. z o. o. (Ltd.) a special-purpose company of the University of Gdańsk, which is responsible for the financial part of the conference organization on behalf of the administrator.

For those who have registered after 30 April 2019 (till 19 July 2019) the EOM fee are the following:

1420 PLN (approx. 320 Euro) for senior participants,
970 PLN (approx. 225 Euro) for junior participants,
440 PLN (approx. 100 euro) for accompanying persons.

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 eom9@ug.edu.pl.
- b) If cancellation occurs before 1 of May 2019, the registration fee will be refunded in 100% minus bank charges if are needed;
- c) Cancellations made 1-31 of May 2019 will be subject to 400 PLN (depending on current exchange rate, approximately: 95 EUR) cancellation fee.
- d) Cancellations made after 31 of May 2019 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. 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 EOM9 and/or in writing by email used in registration process.

II. The Regulations of charging by electronic means

Article 11. Definitions

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

The Conference - The 9th European Ostracodologists' Meeting – EOM9 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 recipient of your data is an entity acting on behalf of the administrator, i.e. Techtransbalt Sp. Z o.o. (Ltd.) Special Purpose Vehicle UG ul. Jana Bażyńskiego 1A, 80-309 Gdańsk (KRS: 0000517310, REGON: 222128389, NIP: 5842736767).

The Internet Service - the website of conference: eom9.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 expressing a 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 12. 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 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, the Organizer will issue a proforma invoice to the Customer's order.
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 Organizer in the manner specified by the Organizer in Internet Service of the conference.

Article 13. Prices. Payments

1. The Prices of conference services are presented in the Internet service of the conference. The Prices are given in PLN (Polish currency).
2. Upon receipt of the confirmation referred to in **Article 12** 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 entity acting on behalf of the administrator, i.e. Techtransbalt Sp. Z o.o. Special Purpose Vehicle UG 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. After receiving the payment, a VAT invoice will be sent to the data from the registration form.

Article 14. Complaints and refunds

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

3. Statements of resignation from the participation in the conference are reported to the 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 Organizer shall refund the received payment in the amount, time and on the principles referred to in Article 15 Paragraph 1 and in Article 5 by entity acting on behalf of the administrator, i.e. Techtransbalt Sp. Z o.o. (Ltd.).

5. The refunded amount may be reduced by the costs incurred by the entity acting on behalf of the administrator, i.e. Techtransbalt Sp. Z o.o. (Ltd.) 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 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 6 Paragraph 1.

8. In the case when the conference is cancelled by the 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 Organizer.

Article 15. 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 16. 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 17. 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.