

# Regulations for participation in the Event entitled "1st Women In Science Symposium"

## GENERAL PROVISIONS

1. The Organiser of the Event and the entity responsible for the lawful and proper course of the Event is the International Institute of Molecular and Cell Biology, based in Warsaw (02-109), at ul. Księcia Trojdena 4 (<https://www.iimcb.gov.pl/pl/>).
2. The Event is carried out according to the programme and on the terms set out in these Regulations and contained in the Agenda, bearing in mind the provisions of the information clause regarding the Participants' personal data processed during the Event, including their image.
3. The administrator of personal data processed in connection with the implementation of the provisions of these Regulations is the Organiser. Providing personal data is voluntary, although it is necessary in order to register for, and participate in, the Event. Each person whose data is processed by the Organiser has the right to inspect the content, and to update and correct it. The exact rules for the processing of personal data are set out in the Information Clause regarding the processing of personal data and the Information Clause regarding use of the Participant's image only at the Participant's discretion.
4. These Regulations also define the rules related to the organisation of, and participation in, paid Workshops as part of the Event.
5. Contact with the Organiser on matters related to the Event is possible via the email address: [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl)
6. Whenever the content of these Regulations mentions:
  - a. **Website** – it is to be understood as the website dedicated to the Event, located at: <https://wiss21registration.iimcb.gov.pl/>, through which it is possible to obtain information about the Event as well as register for it;
  - b. **Organiser** – it is to be understood as the International Institute of Molecular and Cell Biology, based in Warsaw (02-109), at ul. Księcia Trojdena 4, NIP: 526-22-78-704;
  - c. **Participant** – it is to be understood as a person who has registered for and participates in the Event;
  - d. **Workshop Participant** – it is to be understood as a Participant who has purchased participation in a selected Workshop or Workshops;
  - e. **User's Device** – it is to be understood as a multimedia device belonging to the User, mainly in the form of a computer, smartphone, tablet or other mobile device with access to the internet and equipped with speakers (or headphones);
  - f. **Event** – it is to be understood as the event held in English and organised on 4-5 March 2021 under the name "1st Women In Science Symposium";
  - g. **Agenda** – it is to be understood as the detailed schedule of the Event available on the Website;
  - h. **Workshop** – it is to be understood as the paid classes taking place as part of the Event in the form of workshops, conducted by presenters named in the

- Agenda and concerning the topics indicated in the Agenda, participation in which requires prior registration and payment;
- i. **Form** – the registration form for the Event, enabling participation in the event and the Participant's registration for selected Workshops, located on the Website, the sending of which is a condition for conclusion of the Agreement;
  - j. **Registration** – it is to be understood as a one-time activity consisting of the Website user reporting via the Form their willingness to participate in the Event or individual Workshops, made using the registration panel on the Website;
  - k. **Agreement** – the agreement concluded between the Participant and the Organiser regarding participation in the Event, including selected Workshops, concluded remotely using electronic means of communication (by using the Form and completing the Registration process);
  - l. **Pine** – an online platform owned by PINE Events, Inc. (reg. no. 7046468), registered at 160 Greentree Drive, Suite 101, Dover, Kent, Delaware, 19904, USA, used by the Organiser to conduct and manage the Event and Workshops.

## TECHNICAL REQUIREMENTS

1. It is a condition for conclusion of the Agreement that the Participant should read the Regulations and the Information Clause, and also accept the rules of participation in the Event and the associated processing of the Participant's personal data.
2. It is a condition for use of the Website that the user should accept or modify the settings regarding the Organiser's use of cookies.
3. It is a condition for participation in the Event, including the Workshops, that the following technical conditions are met:
  - a. access to the Participant's Device with active internet access;
  - b. access to electronic mail;
  - c. an internet connection with minimum parameters of 5Mb/s, recommended 10Mb/s;
  - d. an up-to-date web browser, Google Chrome is recommended;
  - e. recommended operating systems: Windows 10, Mac OS 10.10 (minimum Quad-Core);
  - f. RAM parameters of the Participant's device: minimum 4GB, recommended 8GB;
  - g. recommended minimum computer screen resolution: 1366x768px, and for the phone 320x568px.
  - h. cookies and JavaScript enabled in the web browser.
4. The Organiser does not provide the technical conditions indicated above, and it is the Participant who bears all costs related to their provision.
5. Participation in the Event, use of the Website and payment of the fee require the Participant, or the person making the payment or the user of the Website, to use a data transmission service provided by a third party, available via a mobile telephone network or Wi-Fi connection. Therefore, it is necessary to keep in mind that:
  - a. The Organiser is not a provider of data transmission services, or telecommunications services as provided by providers of publicly available telecommunications services;
  - b. All connection costs and costs of participation in the Event, as well as the costs of using the Website, the costs of paying for the Workshop, and costs related to data transfer via the internet, shall be borne by the person using such data transfer (the Participant, the person making the payment or the

- Website user), on the basis of separate agreements concluded with telecommunications operators or other providers of access to the internet;
- c. The Organiser is not responsible for the amount of fees charged for the use of data transmission necessary to participate in the Event, use the Website or make payments, and recommends monitoring the measurement of data sent by the User's Device (or other).

## **USE OF ELECTRONICALLY PROVIDED SERVICES AND RELATED RISKS**

1. The Organiser performs the Agreement concluded with the participant using the Website, electronic mail and Pine.
2. Implementation of the Agreement involves the risk of, among others:
  - a. the Participant receiving spam, i.e. unsolicited advertising (commercial) information transmitted electronically;
  - b. the Participant being affected by malware or sniffer software;
  - c. the Participant's Device being infected with computer viruses;
  - d. the Participant's Device being infected with internet worms, i.e. malicious software capable of self-replication;
  - e. the Participant being affected by spyware, that is, spyware monitoring the User's activity on the internet, installed without their knowledge, consent or control;
  - f. being vulnerable to cracking or phishing or other unwanted or "malicious" software that performs unintended actions outside the limits of the definitions listed above.
3. By accepting these Regulations, the Participant declares that they are aware of the risks posed by the provision of electronic services and that, despite that, they conclude the Agreement.
4. The Organiser has the right to contact the Participant via the contact details provided, especially the email address, in order to implement the Agreement.
5. Email messages sent by the Organiser are scanned with an anti-virus scanner. However, due to the specificity of the spread of computer viruses, the Organiser does not guarantee full protection against all threats that they may cause.
6. The Organiser states that there are no anti-virus systems that are 100% effective in detecting computer viruses.
7. In order to increase security, the Organiser recommends the Participants use regularly updated anti-virus software on each device through which the email services are operated and through which they use the Website, pay the fee for participation in a Workshop or participate in the Event.

## **CONCLUSION OF THE AGREEMENT**

1. The conclusion of the Agreement between the Organiser and the Participant takes place when the user of the Website sends the completed Form, which results in receipt of confirmation of registration to the email address provided in the Form.
2. A necessary condition for concluding the Agreement is acceptance of the provisions of these Regulations and the rules regarding the processing of personal data, as well as the subsequent creation of an account on the Pine platform.
3. Conclusion of the Agreement, to the extent that it concerns participation in the paid Workshops, means that the Participant is obliged to pay the related fee.
4. Registration is possible from \_\_\_\_\_ to midnight (24:00 hrs) on March 3 2021.

## **PARTICIPATION IN THE EVENT AND WORKSHOPS**

1. The duration of each Workshop is indicated by the Organiser in the Agenda.
2. The number of Participants in one Workshop is limited, and the Organiser has the right to refuse participation in a Workshop if the limit of places has been exceeded.
3. Participants may not record the content or course of the Workshop in any way. In the event of violation of this prohibition, the Organiser may block the Participant's access to the Workshop.
4. During the Event, Participants may have visual contact with other Participants, and they can exchange information and conduct discussions; sharing their image is left to the complete decision of the Participant and requires their activity in the form of uploading their avatar or turning on the webcam configured with the Participant's device.
5. Participants register for the Event and individual Workshops by completing and sending the Form.
6. Participation in a Workshop is possible only after prior payment of the participation fee and registration for that specific Workshop.
7. The Participant may resign from participation in the Event or a Workshop on the terms specified in these Regulations, but resignation from participation in a Workshop is only possible no later than 48 hours before the indicated date of the Workshop – in the form of an email sent to the Organiser's email address.
8. The Participant will receive a link to the Event and individual Workshops to the email address provided in the Form. The link will be sent no later than 2 hours before the start of the Event or Workshop.
9. If no link is received, or there are problems with opening a link, the Participant should immediately contact the Organiser.
10. The link redirects the Participant to the Pine platform being used to handle the Event.
11. Participation in the Event is possible after creating an account on the Pine platform, including accepting the Privacy Policy applicable to the platform (<https://pine.events/legal/privacy-policy/>) and the Terms of Use of the platform (<https://pine.events/legal/terms-users/>).
12. Creating an account on Pine is possible via the website: <https://pine.events/>
13. The Organiser points out that the owner of the Pine platform, i.e. PINE Events, Inc., is the administrator, separate from the Organiser, of the Participant's personal data they provided when setting up an account on Pine, whose seat and servers are located outside the European Union (in the USA).
14. The Organiser will record video and audio during the Event, including Participants' statements and questions, as well as images shared by them (if applicable) – for the purpose of archiving and possible further sharing for educational purposes. The provision of such material ensures the anonymity of the Participant. By registering for the Event, Participants consent to such recording. At the request of the Participant, the Organiser is obliged to remove recorded materials concerning that person.

## **FEE FOR PARTICIPATION IN A WORKSHOP**

1. Participation in the Event is free of charge, except for participation in the Workshops.
2. The Participant may register for any number of Workshops.
3. When registering for the Workshops, please carefully check their duration and start and end times, in order to avoid registering for Workshops that take place at the same time or overlap.

4. The fee for each Workshop is PLN 50 (fifty) or EUR 11 (eleven).
5. All indicated prices are gross prices (including VAT).
6. The Participant decides on their own whether to pay the fee in EUR or in PLN – depending on the properties of the bank account through which payment is made, and under the terms of the agreement concluded by the account holder with their bank.
7. The fee may be paid only:
  - a. by bank transfer to the Organiser's bank account;
  - b. with the title: **WiSS 2021 Conference + name and surname of the Participant provided during Registration.**
8. Bank transfer details:
  - a. Recipient: International Institute of Molecular and Cellular Biology in Warsaw, Poland
  - b. Bank: ALIOR BANK S.A.
  - c. SWIFT: ALBPPLPW
  - d. Account for payments in PLN: 11 2490 0005 0000 4530 4476 0437
  - e. Account for payments in EUR: PL 94 2490 0005 0000 4600 8615 5589
9. The Participant has 7 days from the date of registration to participate in a selected Workshop in which to make payment of the fee. If the fee is not credited to the Organiser's account within this time, the Participant will receive an email notification that failure to pay the fee within an additional 24-hour deadline will result in the Organiser's withdrawal from the Agreement, including cancellation of the Participant's participation in the Workshop.
10. It is possible to resign from participation in a Workshop by email within 14 days from the date ~~the payment is credited~~, but not later than 48 hours before the start of the Event.
11. The provisions of paragraph 8(below – RIGHT TO COMPLAIN) do not exclude the possibility of exercising the right of withdrawal referred to in these Regulations.
12. The resignation from participation in a Workshop should be sent to the following email address: [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl), which is the contact address for any matter regarding payments and invoices.
13. The Organiser has the right to refuse the Participant's participation in the Workshop if the above-mentioned fee is not paid.
14. The Participant agrees to the sending of invoices, duplicate invoices and corrective invoices by electronic means to the email address provided by them during Registration. In the event of a change of the email address referred to in the preceding sentence, the Participant is obliged to immediately notify the Organiser of this fact by sending an appropriate email to the address [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl).

## **RIGHT TO COMPLAIN**

1. The Organiser makes every effort to ensure that the services it provides as part of the Event are at the highest possible level in the scope of its activities.
2. Irregularities related to the organisation and course of the Event should be sent to the following email address: [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl) or sent by registered mail to the Organiser's address.

3. The complaint should contain:
  - a) the Participant's full name;
  - b) the email address through which Registration took place;
  - c) a detailed description and reason for the complaint.
4. The Organiser will consider the complaint within 14 working days from the date of receipt and inform the Participant immediately in the same manner in which the complaint was submitted:
  - a) whether it accepts the complaint;
  - b) how it intends to consider it, or about the lack of grounds for accepting the complaint, together with a justification of its position.
5. In a situation where the details or information provided in the complaint need to be supplemented, the Organiser will ask the person submitting the complaint to supplement them before the complaint is considered.
6. The Participant may also use the Organiser's email address [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl) to report to the Organiser any comments or questions regarding the Organiser, the Event, the Workshops or the Website, other than complaints.
7. If the Organiser does not respond to the Participant's complaint within 14 days, it means that it was considered justified.

## **RIGHT OF WITHDRAWAL FROM THE AGREEMENT**

1. The Participant has the right to resign from participation in the Event at any time, though this does not apply to participation in the Workshops. If possible, please inform the Organiser of your resignation from participation in the Event.
2. The Participant has the right to withdraw from the Agreement regarding participation in a Workshop or Workshops without giving a reason and without incurring costs, within 14 days from the date of its conclusion.
3. Withdrawal from the Agreement regarding participation in the Workshops does not result in the inability to participate in the Event, to the extent that the event is free of charge.
4. To meet the deadline for withdrawing from the Agreement regarding participation in a Workshop or Workshops, it is enough to send the Organiser a declaration of withdrawal from the Agreement.
5. There is a model declaration form attached as Appendix 1 to the Regulations and which can be found below these Regulations that can be used for that purpose.
6. The Participant may submit an unequivocal declaration of withdrawal from the Agreement concluded with the Organiser in any other form. If the option of sending the declaration via email is used, the Organiser will immediately send to the Participant confirmation of receipt of the information about withdrawal from the Agreement on a durable medium, by email to the email address from which the declaration of withdrawal was sent.
7. In the declaration of the will to withdraw and return goods to the Organiser, please provide the following information:
  - a. the Participant's full name;
  - b. the email address through which Registration took place;
  - c. the date of Registration for the Workshop from which the Participant is resigning;
  - d. the name of the Workshop from which the Participant is resigning.
8. In the event of the effective withdrawal from the Agreement in the scope selected by the Workshop Participant, the Organiser shall immediately return the participation fee received from that person, in any case not later than 14 days from the date on which it was informed about the Participant's decision to exercise the right to withdraw from the Agreement.

9. The reimbursement will be made using the same payment methods used to pay for the Participant's participation in the original transaction, unless the Participant clearly indicates another bank account for reimbursement in the declaration of withdrawal, provided that the reimbursement is made in the same currency as the one in which payment was made.

## **RESPONSIBILITY OF THE ORGANISER AND THE PARTICIPANT**

1. The Organiser is not responsible for the Participant's inability to use the Website or participate in the Event, including Workshops, due to:
  - a) failure to comply with the technical conditions specified in these Regulations;
  - b) an incorrectly provided email address used for Registration;
  - c) failure or other malfunction of the Participant's Device;
  - d) force majeure;
  - e) provision by the Participant of their data enabling participation in the Event or Registration, or allowing the registration of participation in a Workshop, to third parties who then use this information contrary to the Participant's intention.
2. The Organiser does not agree to the copying or distribution by any method of the training materials made available to Participants as part of the Event.
3. The Organiser does not consent to the Participants' photographing or recording of the course of the Event, including individual Workshops, its Participants or presenters. This prohibition also applies to any content provided during the event (including audio and video), regardless of who is its author.
4. Participants are required to use the Website and participate in the Event in a manner consistent with applicable law, social and moral standards, and the provisions of the Regulations.
5. As part of the use of the Website and participation in the Event, it is prohibited to provide any information that is untrue or illegal, offensive, or that infringes personal rights.
6. The Participant is responsible for their actions and omissions made in connection with use of the Website or participation in the Event.
7. The Participant is obliged to immediately notify the Organiser of any violation of their rights, as well as any violation of the rules set out in these Regulations.

## **EXTRAJUDICIAL MEANS OF SETTling CLAIMS AND REDRESS**

1. The Participant has the right to use out-of-court procedures for dealing with complaints and claims. These include:
  - a. Mediation – conducted by provincial inspectorates of the Trade Inspection (Polish acronym WIIH) and their branch offices (e.g. [http://www.krakow.wiih.gov.pl/Content/Page/podstawowe\\_informacje](http://www.krakow.wiih.gov.pl/Content/Page/podstawowe_informacje));
  - b. Permanent consumer arbitration courts operating at the WIIH inspectorates;
  - c. Municipal (district) consumer ombudsmen (<https://www.uokik.gov.pl/pomoc.php>);
  - d. ODR platform – an access point for consumers and entrepreneurs, used for the out-of-court resolution of consumer disputes regarding online transactions, located at:

<https://webgate.ec.europa.eu/odr/main/index.cfm?event=main.home.show&lng=PL>.

2. Detailed information on the principles of access to out-of-court procedures, methods of dealing with complaints and redress has been posted on the website of the Office of Competition and Consumer Protection at:  
[http://www.uokik.gov.pl/spory\\_konsumenckie.php](http://www.uokik.gov.pl/spory_konsumenckie.php).

## **FINAL PROVISIONS**

1. If, as a result of circumstances beyond the control of the Organiser, a Workshop cannot be held on the planned date, the Participant will be notified by email, and the Workshop costs will be immediately refunded to the bank account from which payment was made.
2. All materials presented and made available to the Participants during the Event are protected by copyright and constitute the intellectual property of their authors. These materials may not be distributed, shared or duplicated without the Organiser's written consent.
3. All advertising materials regarding the Event are informative in nature; the provisions of these Regulations have binding legal force.
4. Any disputes arising between the Organiser and the Participant will be settled by the relevant common court with jurisdiction for the Organiser.
5. The law applicable to any disputes arising between the Organiser and the Participant is Polish law, with the proviso that if the provisions governing the legal relationship between the Organiser and the Participant, which are in force in the consumer's country of residence, are more favourable for the Organizer, and these provisions cannot be excluded by contract, they will apply instead of the provisions of Polish law.
6. These Regulations come into force on the day of their publication on the Website.

## MODEL AGREEMENT WITHDRAWAL FORM

(This form should be completed and returned by post or email **only if** you wish to exercise the right to withdraw from the Agreement concluded with the Organiser regarding participation in a selected Workshop or Workshops, and bearing in mind the provisions of the Regulations regarding Information on the possibility of exercising the right of withdrawal.)

To:

**International Institute of Molecular and Cell Biology**

ul. Księcia Trojdena 4

02-109 Warsaw

email address: [wiss2020@iimcb.gov.pl](mailto:wiss2020@iimcb.gov.pl)

### DECLARATION OF WITHDRAWAL FROM THE AGREEMENT

I hereby declare that I withdraw from the Agreement regarding participation in the following Workshop/Workshops organised as part of the 1st Women In Science Symposium:

\_\_\_\_\_;

<b>Full name of Participant:</b>
<b>Email address used during Registration:</b>
<b>Date of Registration for the Workshop or Workshops you wish to resign from:</b>
<b>Bank account no. for the refund (if different from the one from which the payment was made):</b>
<b>Date form completed:</b>

\_\_\_\_\_  
**Handwritten signature of the Buyer**

(only if sending a paper version of the form)