

## REGULATIONS

European Congress of Small and Medium - Size Enterprises Katowice,  
16-18 October 2019

### § 1.

#### GENERAL PROVISIONS

1. These Regulations set out the general rules for the participation, registration and amendment of registration of Participants of the 9. European Congress of Small and Medium-sized Enterprises, which will take place on October 16-18, 2019 in Katowice.
2. Organizer of the 9. European Congress of Small and Medium-sized Enterprises (hereinafter: "Congress") is the Chamber of Commerce and Industry in Katowice (hereinafter: "Organizer"), with its registered office in Katowice (40-084) at ul. Opolska 15, NIP 634-10-06-202, entered into the Register of Entrepreneurs and the Register of Associations, Other Social and Professional Organizations, Foundations and Independent Public Health Care Facilities operated by the District Court Katowice - Wschód in Katowice, 9. Commercial Division of the National Court Register under number KRS 0000163418.
3. Participation in the Congress is free.
4. In the event of registration for the Congress Inauguration, the Organizer is entitled to verify applications and confirm by e-mail the possibility of participating in events.
5. All information about the Congress, Organizers and registration panel is available on the website [www.ekmsp.eu](http://www.ekmsp.eu).
6. The organizer reserves the right to change the program and the composition of the Congress speakers and panelists and to cancel the Congress itself, about which participants will be informed by placing relevant information on the website [www.ekmsp.eu](http://www.ekmsp.eu).  
In the above scope, the Participant is not entitled to any claims against the Congress Organizer.
7. The Congress will take place on October 16-18, 2019 at the International Congress Centre in Katowice, at Plac Sławika i Antalla 1, 40-166 Katowice.
8. The Organizer provides these regulations (hereinafter referred to as the "Regulations") specifying in particular the rights and obligations of the Organizer in relation to the course of the Congress, as well as the rights and obligations of the Participants related to participation in the Congress.
9. The organizer informs that the Congress is not a mass event within the meaning of the provisions of the Act of 20 March 2009 on the safety of mass events (Journal of Laws 2009.62.504, as amended).

10. Each Congress Participant is required to read the Event Regulations before participating in the Event and is obliged to comply with it.
11. The organizer provides medical security during the Congress.
12. The organizer does not secure parking lots for Congress participants.

## § 2.

### APPLICATION FOR PARTICIPATION

1. Registration for the Congress takes place via the on-line form available at [www.ekmsp.eu](http://www.ekmsp.eu). During registration, all data marked as required in the registration form should be provided.
2. Registration is opened until 15 of June 2019.
3. Filling out the application form is tantamount to concluding a contract with the Organizer in accordance with these Regulations. It also means acceptance of the provisions of these Regulations, as well as the obligation to comply with order regulations and all other arrangements made between the Participant and the Organizer as well as the provisions in force at the place of organization of the Congress, including the provisions and regulations in force at the International Congress Center in Katowice.
4. The participant obliges himself/herself to fill in the registration form correctly and in accordance with the actual state.
5. The Organizer does not bear responsibility for damage resulting from filling by the Participant incorrect data in the registration form.
6. We kindly ask you to fill in your data carefully and not to use Polish signs (ex. ą, ę, ó). This especially refers to names, last names, places and cities – data will be used automatically to print badges.
7. After filling in and sending the registration form, a proper announcement will appear, which will confirm adding the Participant to the database. Information and registration code will be sent to the e-mail address given in the form. In case of not receiving a confirmation e-mail in the period of 24 hours, please contact the Organizers by phone: (004832) 781 48 62 or e-mail: [komunikacja@rig.katowice.pl](mailto:komunikacja@rig.katowice.pl).
8. Each Participant receives a password and login to the participant's zone, where he can edit any data provided during registration at any time. Changes to the registration form can be applied until the end of the registration process.
9. The organizer makes efforts to ensure the security of electronic communications, but cannot ensure that these communications are free of malicious or malicious software. Therefore, the Participant, being aware of this risk, will take appropriate steps to check the messages for the presence of this type of computer software. The Organizer shall not be liable for damages caused by the operation of malicious or malicious software installed by the Participant in connection with the receipt electronic transmission from the Organizer. The organizer reserves

the right to inspect the content of any electronic message that enters its electronic systems or is sent from them.

### **§ 3.**

#### **PARTICIPANT'S RESPONSIBILITY**

1. Participants are obliged to become acquainted with the present Regulations.
2. All Participants who use the website [www.ekmsp.eu](http://www.ekmsp.eu) and register for the Congress are responsible for the safety of their user's account. Users are obliged to store the account password in a safe manner and not to make it accessible to third parties.
3. In case of using public computers and computers belonging to third parties, the User should log out after each session, in order to make it impossible for other persons to access their private information and personal data.
4. During the Congress, the Organizers can make photo and video sessions. Participation in the event is tantamount to giving consent to the use of the image of each Participant, Moderator, Expert and Speaker in information and promotional materials.
5. A Congress participant who participates in the discussion may not speak in an offensive, provocative, racist manner or violate personal rights, religious feelings or dignity of third parties, or promote content prohibited by law.
6. It is forbidden to conduct commercial activities, distributing leaflets and advertising materials, as well as conducting agitation and rebounds at the Congress Facility without the Organiser's consent.
7. Each Congress participant should behave in a manner consistent with the principles of culture and social norms, and his behavior may not impede the event.
8. Transport, accommodation, food and insurance expenditures connected with participation in the Congress are covered by the Participants.

### **§ 4.**

#### **BEHAVIOR IN THE CONGRESS**

1. It is forbidden to bring into the Congress Area and also to be held by Participants during the Congress
  - a. weapons, explosives, pyrotechnic articles and fire hazardous materials,
  - b. alcoholic beverages, narcotic drugs or psychotropic substance

- c. dangerous objects, in particular sharp, heavy, hard, glass or metal and other objects that may pose a danger to participants, in particular umbrellas, shoes, backpacks or clothing containing hard or heavy elements, which may in sudden and unexpected contact with the body of another Participant cause damage to his health,
  - d. instruments and mechanical devices for producing excessive sounds and noise, and laser pointers,
  - e. containers with gases, caustic, poisonous or dyeing substances and devices used for their spraying,
  - f. specific clothing components that may hinder the Participant's identification.
2. Items listed in point 1.b §4 of the Regulations above, before entering the Congress Area, may be transferred by the Participant to the deposit for the duration of the Congress.
  3. In the event of disclosure of the entry or introduction of items into the Congress Area contrary to the prohibition referred to in point 1 §4 of the Regulations, the Organizer has the right to remove such a Participant from the Congress Area, unless in the case of items referred to in point 1.b §4 The Participant shall immediately submit them to the deposit, on the terms set out in point 2 §4 above.
  4. Distribution, display of own promotional and informational materials without prior agreement with the Organizer and express consent are prohibited.
  5. The distribution and consumption of alcohol in the Congress Area is allowed only in places designated for this (bars) or designated by the Organizer (catering zones).
  6. The organizer is not responsible for valuables left in the cloakroom.

## **§ 5.** **PARTICIPANT SAFETY**

1. Each Congress Participant is obliged to behave in a way that does not endanger the safety of other Participants and other persons staying on the Congress Area, and in particular to comply with the provisions of these Regulations and the law, as well as immediately follow the instructions of security staff and representatives of the Organizer.
2. To ensure the safety of the Congress, the organizer will appoint security and its representatives appointed for ongoing coordination and supervision of the Congress throughout its duration.

3. The organizer may also refuse admission to the Congress and persons whose behavior may pose a threat to other Congress Participants.
4. Security guards have the right to use any permitted means of persuasion against Participants who disturb the order or threaten other persons staying in the ICC.
5. Congress may be canceled or discontinued at any time if its commencement or its continuation threatens the security of the Participants.
6. If a Congress participant notices any threat to persons or property on the Congress premises, he should:
  - a. immediately notify the protection or representatives of the Organizer;
  - b. absolutely follow the instructions of the security staff or representatives of the Organizer;
  - c. avoid causing panic;
  - d. absolutely do not impede the access and operations of the rescue services.
7. The participant - under the rules set out in separate regulations - bears civil and material liability for any damage or damage caused by his fault during the Congress.
8. The Congress participant bears civil and material liability for destruction, damage or loss of the translation kit downloaded during the Congress.
9. The participant is obliged to comply with safety rules, OHS and fire safety regulations in force during the Congress and in this respect must comply with the instructions of the Organizer and relevant services, including the Police, Fire Service and emergency medical services.
10. The participant is obliged to use the infrastructure and equipment located at the ICC in a manner consistent with their intended purpose.

## **§ 6.**

### **INTELLECTUAL PROPERTY**

1. All substantive materials and content of speeches and discussions admitted by copyright in the broadest scope, constitute the Organizer's possession. In order to copy, make public or popularize them, a written consent of the Organizer is required.

## § 7.

### **PERSONAL DATA PROTECTION**

1. The administrator of the Congress Participant's personal data is the Chamber of Commerce and Industry in Katowice with headquarters in Katowice (ul. Opolska 15) - hereinafter referred to as the „The administrator“.
2. Administrator's contact details: phone: 32 35 111 80, e-mail: [rig@rig.katowice.pl](mailto:rig@rig.katowice.pl)
3. The administrator indicates the following purposes of processing personal data of the Participant:
  - a. in order to register participation in the European Congress of Small and Medium-sized Enterprises (hereinafter referred to as "Congress"), set up an individual account in the registration system, organize and conduct the Congress as well as efficient communication and transmission of information regarding participation in the Congress,
  - b. in order to perform the obligations incumbent on the Administrator in connection with the organization of the Congress arising from applicable law,
  - c. to the extent and for the purpose for which separate consent has been given by the Participant,
  - d. for direct marketing, which is the legitimate interest of the Organizer,
  - e. in order to possibly determine, investigate or defend against claims, which is the legitimate interest of the Organizer,
  - f. in order to assess the organization of the Congress, and survey satisfaction from participation in the Congress, which is the legitimate interest of the Organizer,
  - g. to contact, exchange information and data, which is the legitimate interest of the Organizer,
  - h. for archival (evidentiary) purposes to secure information and data in the event of the need to prove facts, which is the legitimate interest of the Organizer,
4. The legal basis for processing personal data of the Participant is art. 6 clause 1 lit. A, b, c, f GDPR.
5. In the event of consent, the Participant shall have the right to withdraw consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal.
6. The Participant's personal data will be processed for the period of organization and duration of the Congress, and after its end to the end of the limitation period for potential claims or the period resulting from applicable law. In the case of legitimate interests of the Administrator - for the duration of their implementation. In relation to data for which the Participant has agreed - until its withdrawal.

7. Participant's personal data may be disclosed:
  - a. entities that the Administrator uses in connection with the organization of the Congress, including a company that supports registration of Congress participants, a company that supports Congress in the PR area.
  - b. other, i.e. business partners to conduct direct marketing actions and to provide services electronically.
8. Personal data will not be transferred to a third country or international organization.
9. Personal data will not be subjected to automated processing and profiling.
10. The participant has the right to access their data and the right to rectify, delete, limit processing, the right to transfer data, the right to object to processing.
11. The Participant has the right to object to the processing of data for the purpose of direct marketing, as well as due to the special situation of the Participant (which should be indicated in such a situation) in the case of data processing by the Administrator pursuant to art. 6 clause 1 lit. F) GDPR, i.e. the processing of data by the Administrator for purposes arising from legitimate interests.
12. The participant also has the right to lodge a complaint to the supervisory body (the President of the Office for Personal Data Protection or other competent supervisory body) if he considers that the processing of personal data violates the provisions of the GDPR.
13. Providing personal data by the Participant is voluntary, however, necessary to participate in the Congress.
14. If the Participant does not provide the required personal data, he may lose the opportunity to participate in the Congress. Lack of consent may prevent the provision of services in connection with Congress.
15. Minors may stay at the Congress:
  - a. under the care of a statutory representative or other adult person entitled to care for a minor (hereinafter: "Guardian") and upon presentation of a declaration signed by the Guardian on the responsibility of the Guardian for the minor, or
  - b. upon presentation of a declaration signed by the Guardian expressing consent to participate in the Congress of a minor - applies to minors aged 13-18.

## § 8.

### FINAL REGULATIONS

1. By registering on [www.ekmsp.eu](http://www.ekmsp.eu), the Participant undertakes to apply these Regulations.
2. Amendments to the Regulations are published on the website [www.ekmsp.eu](http://www.ekmsp.eu).
3. Matters not regulated by the present Regulations will be settled in accordance with proper law of the Civil Code.
4. Acceptation of the Regulations constitutes a simultaneous agreement with the privacy policy of the Chamber of Commerce and Industry in Katowice.
5. The Organizer may record the course of the Congress for the purposes of Congress documentation or for the Organizer's advertising and promotional purposes. The organizer may use such a recording or photograph or a fragment thereof, including the image of the Participant or other person staying at the Congress Area, without time and territorial restrictions, without the need to pay remuneration for using the image in all fields of use, including fields of use referred to in art. 50 of the Act on Copyright and Related Rights, in particular through its consolidation, reproduction, marketing and dissemination, including displaying, displaying, reproducing and broadcasting, as well as making available to the public in such a way that everyone can have access to it at any place and time chosen by me.
6. The Organizer reserves the right to change the Regulations, preceded by notification seven days in advance of the change in the Participants' Regulations, by e-mail to the address provided by the Participant when purchasing the ticket. In the event of a change in the Regulations, the participant has the option of returning the ticket within 7 days of receiving an email about the change in the Regulations.
7. The present Regulations come into effect on **15 of June 2019**.