

Regulations of the 10th International Family Business Congress. 2023 Edition

I. General Provisions

1. The Regulations set out the terms and conditions for participation in the 10th International Family Business Congress.
2. Whenever the following terms are used in these Regulations, they should be given the following meanings:
 - Congress** – 10th International Family Business Congress taking place on March 20-21, 2023 in Poznań
 - Organizers** – Fundacja Instytut Biznesu Rodzinnego and Instytut Biznesu Rodzinnego Sp. z o.o., both ul. Paderewskiego 8, 61-770 Poznań, Poland
 - Regulations** – these regulations of December 21, 2022
 - DPR** - General Data Protection Regulation of April 27, 2016
 - Website** - the official website of the Congress located at www.kongresfirmrodzinnych.pl,
 - Participant** – a natural person professionally connected with the topic of the Congress, a representative of the Partner or Sponsor, as well as representatives of business entities operating in the area of family businesses.
3. As part of the Congress, speeches of invited guests, speeches, workshop sessions and discussion panels will be held.
4. The provisions of these Regulations constitute an integral part of the application for participation in the Congress and apply to all Participants.
5. Contact with the Organizers is possible via e-mail at: kongres@ibrpolska.pl.
6. The agreement on participation in the Congress, pursuant to which the Participant is entitled to participate in the Congress, is concluded by Fundacja Instytut Biznesu Rodzinnego with the business indicated by the Participant.
7. Information on the Website regarding the conditions of participation in the Congress does not constitute an offer within the meaning of the Civil Code.

II. Rules for participation and cancellation of participation

1. The condition of participation in the Congress is:
 - 1) application for participation via the electronic application form provided on the Website or by sending the application via e-mail (it is necessary to provide all data from the form) to the address awlodarczyk@ibrpolska.pl and express consent marked with an asterisk on the Website,
 - a) no longer than 2 days from sending the application, confirmation of the application should be sent to the e-mail address provided by the Participant. Lack of any of the above confirmations may mean that due to a hardware error, fault of the ISP / internet service provider or on Internet connections the registration has not been made. The obligation to verify this fact lies with the Participant. Confirmation of the application by Fundacja Instytut Biznesu Rodzinnego is tantamount to concluding a contract with a business to

- participate in the Congress of Participants indicated in the application and raises for the business the obligation to pay.
- b) the Congress fee should be sent to the account of the Fundacja Instytut Biznesu Rodzinnego according to the information on the Website:
- In the e-mail confirming registration the Participant receives data for the money transfer along with the account number to which the payment should be made.
 - Fundacja Instytut Biznesu Rodzinnego will issue a pro forma invoice after registration of the Participant indicated in the application.
 - The cost of accommodation and travel is covered by the Participant.
2. Fundacja Instytut Biznesu Rodzinnego has the right to prevent the Participant from participating in the Congress if, within the time limits specified by Fundacja Instytut Biznesu Rodzinnego (date specified on the pro forma invoice), payment for a given Participant has not been recorded.
3. The Participant may resign from participation in the Congress. The Participant's resignation from participation in the Congress should be made only in writing by sending a notification to the correspondence address: Paderewskiego 8, 61-770 Poznań.
4. In the event of the Participant's resignation from participation in the Congress, the following will be returned:
- a) when Fundacja Instytut Biznesu Rodzinnego receives a declaration of resignation up to 60 days before the start of the Congress - 100% of the amount paid;
 - b) when Fundacja Instytut Biznesu Rodzinnego receives a declaration of resignation up to 30 days before the start of the Congress - 90% of the amount paid;
 - c) when Fundacja Instytut Biznesu Rodzinnego receives a declaration of resignation between 29 and 15 days before Congress - 65% of the amount paid;
5. **In the event of cancellation of participation 14 days before the Congress or later, as well as in the event of the Participant's absence during the Congress, no refund shall be made for a fee or fee that has not been paid within a specified period.**
6. The Organizers reserve the right to change the speakers for reasons beyond their control. In this case, businesses that bought Participants' participation in the Congress or the Participants themselves are not entitled to compensation from the Organizers.
7. The Service Provider reserves the right to change the date of the Congress for reasons beyond its control or to change the manner of participation in the Congress, only remotely, due to the epidemiological situation in Poland and possible administrative restrictions introduced by the authorities. In the event of a change in the date of the Congress for the reasons indicated above, the Customer has the right to submit a statement, at least in the form of a document, about the termination of the Agreement for the supply of digital content or the Agreement for participation in the Congress. The above will result in a refund of the entire amount paid to the Customer's bank account from which the original payment was made. In the case of organizing the Congress only in a remote (online) form, Clients who have concluded the Agreement for participation in the Congress are entitled to remote participation in the Congress on the same terms as the Clients who have concluded the Agreement for the supply of digital content. The Service Provider then creates a Customer Panel for these Customers and sends relevant information to the e-mail address provided

by the Customer. A customer who is not interested in remote participation in the Congress may then terminate the Service Provider and receive a refund of the entire amount paid, if paid. The termination referred to in the preceding sentence may be submitted by the Customer no later than 10 days before the start of the Congress.

8. The Organizers reserve the right to change the date of the Congress for reasons beyond their control. In this case, the resignation from participation in Congress shall refund the entire amount paid. At the same time, the Organizers do not cover additional costs incurred by the Participant in connection with the Congress.

III. Information on exhibitors / partners during the Congress.

1. Congress Partners are informed by the Organizers that they cannot carry out marketing activities towards Congress Participants that are unethical or violate legal and moral norms.
2. Participants' stay in the place designated for exhibition areas is voluntary.
3. The Congress Organizers are not responsible for the form and instruments of the marketing message, which the partner directs to people staying in areas intended for exhibition.

IV. Prices and payment terms

1. Prices and terms of payment for participation in the Congress are posted on the Website.

V. Complaints

1. All complaints should be submitted in writing by registered mail to the correspondence address: Paderewskiego 8, 61-770 Poznań.
2. Complaints may be submitted not later than within 14 days from the end of the Congress.
3. After the deadline specified above, no complaints will be considered.
4. The complaint should specify the business's designation, address and contact details, as well as indicate the exact subject of the complaint.

VI. Personal data

1. The administrator of personal data of Participants and entrepreneurs who are natural persons is Fundacja Instytut Biznesu Rodzinnego with headquarters in Poznań at ul. Paderewskiego 8, 61-770 Poznań, NIP: 783-170-05-83, KRS: 465414 (called "ADO"). Contact with ADO is possible via traditional mail at: Fundacja Instytut Biznesu Rodzinnego, ul. Paderewskiego 8, 61-770 Poznań with a note ADO or by e-mail at: info@ibrpolska.pl
2. The personal data of Participants or entrepreneurs, which were indicated by the Participant in the application form, will be processed for the following purposes:
 - 1) taking the necessary steps before concluding the contract between the ADO and the business on behalf of which the Participant submits the participation in the Congress and further implementation of this contract, pursuant to art. 6 clause 1 lit. b) GDPR;

- 2) registration and participation of the Participant in the Congress, pursuant to art. 6 clause 1 lit. a) GDPR;
- 3) taking the necessary steps before concluding the contract at the express request of the Participant and performance of the contract for the provision of services electronically, including the use of the Website's functionality maintained by the ADO, pursuant to art. 6 clause 1 lit. b) GDPR
- 4) sending marketing content by the ADO or entities cooperating with them, meaning Congress Partners, whose updated list is available at www.kongresfirmrodzinnych.pl, including via e-mail pursuant to art. 6 clause 1 lit. a) GDPR
- 5) other than those indicated above resulting from legitimate interests pursued by the ADO or authorized third parties, in particular for the purposes of:
 - settlement of benefits arising from contracts concluded with the ADO,
 - protection of third party rights,
 - ensuring security, including threat detection,
 - making statistical measurements,
 - adapting the content of websites to preferences and interests,
 - the ADO's direct marketing of products and services, based on Article. 6 clause 1 lit. f) GDPR.
3. The recipients of the data will be entities cooperating with the ADO, to whom they entrust personal data for processing only for the purposes intended. Entrusting the processing of personal data usually takes place in the case of cooperation with subcontractors or service providers used by the ADO to provide services. In any case, the transfer of data does not release the transferor from liability for their processing. Data may also be transferred to public authorities, provided that they are authorized by applicable law and make an appropriate request, but never otherwise.
4. Providing personal data by the Participant is voluntary, but necessary for participation in the Congress, conclusion and implementation of the contract with the business indicated by the Participant and the contract with the Participant for the provision of services electronically.
5. As part of the Website, the ADO uses cookies technology, local storage of similar, used to collect and process personal data and operational data in order to analyze the traffic on its pages. Cookies are IT data saved in files and stored on the end device (i.e. computer, tablet, smartphone, etc.) that the browser sends to the server each time you access the website from this device, while the Participant visits various websites on the Internet.
6. The Participant's personal data or personal data of a business being a natural person on behalf of which the Participant submits the participation in the Congress will be stored for the period of:
 - the use of the ADO's services by the Participant or the business,
 - implementation and total settlement of concluded contracts, including the expiry of claims arising from them,
 - until the Participant withdraws the consent granted pursuant to art. 6 clause 1 lit. a) GDPR, in the scope of personal data for which this consent has been previously granted;
 - duration of the justified purpose on the part of the ADO
7. The Participant and the business being a natural person, indicated by the Participant have the right to: access the content of the data provided, rectify, delete or limit the

processing of personal data, transfer personal data, obtain a copy of personal data, object to the processing of personal data, withdraw consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before withdrawal (withdrawal of consent takes place by sending relevant information to the ADO's e-mail address or in another express manner), submitting a complaint to the President of the Office for Personal Data Protection, when they consider, that the processing of their personal data violates the provisions of the GDPR.

8. Personal data provided are confidential and are only transferred to entities authorized to receive them under the law, entrustment agreement or sharing agreements concluded by the ADO.
9. Personal data will not be subject to automated processing (so-called profiling) involving the use of personal data to assess certain personal factors of a natural person, in particular to analyze or forecast aspects of the natural person's work effects, their economic situation, health, personal preferences, interests, credibility, behavior, location or movement. Personal data will not be processed outside the EU.

VII. Final Provisions

1. In the event that the Congress is not held for reasons attributable to the Organizers, Fundacja Instytut Biznesu Rodzinnego shall immediately refund the amounts paid by the businesses to the bank accounts indicated by them.
2. In the event that the Congress is not held for reasons beyond the Organisers' control, businesses or the Participants themselves shall not be entitled to any compensation or reimbursement of any fees related to the Participants' participation in the Congress, as well as the costs of additional services ordered by Fundacja Instytut Biznesu Rodzinnego.
3. All disputes that may arise from participation in the Congress will be settled by the court competent for the seat of the Organizers.
4. By sending the Congress application form, you accept the provisions of these Regulations.
5. The Participant participating in the Congress undertakes to comply with the provisions in force at the place of the Congress as well as the principles of social coexistence and moral norms.
6. In matters not covered by the Regulations, the provisions of Polish law shall apply.
7. The Organizer is not responsible for the Participants' belongings, which may be lost, destroyed or stolen during the Congress.
8. Participants bear full financial responsibility for their damages both on the premises where any activities related to the Congress are carried out, as well as in the places of accommodation.
9. During the Congress it is forbidden to record the speeches of speakers, workshops and other activities. It is allowed to take photos for personal use.
10. The Organizers reserve the right to withdraw from the Participant the right to participate in the Congress in case of violation of the provisions of the Regulations.
11. The Organizers reserve the right to change the Regulations.