



Terms of participation in the Conference

II International Congress of PMI Poland Chapter Kuyavian-Pomeranian “Challenges of Project Management: Psychology, Team, Agile” March 5th – 6th, 2018 in Toruń

The Organizer and the entity responsible for the event is the PMI Poland Chapter of its registered office in Warsaw (02-672), Domaniewska 47/10, NIP 525-227-89-73.

1. Terms of participation in the Conference regulates the rules for participation in the Conference on March 5th – 6th, 2018 and issues related to payment, cancellation of participation.
2. Website <http://pta.pmi.org.pl/> event lets you explore the information about the Conference, allows you to make registration and payment for participation in the Conference.
3. The rules of participation in the Conference:
 - a) Information about the location of the Conference will be mentioned on the website of the Organizer.
 - b) Participation in the Conference is paid for, and the cost of participation includes participation in lectures, workshops and networking forms organized during the two-day event (March 5th – 6th, 2018), conference and post-conference, as well as coffee breaks and lunch. Current price is given on the website of the Conference. Price does not include travel costs, accommodation and parking. The Organizer do not mediate in the search for accommodation.
 - c) Registration for the Conference is done using the registration form online, which will be available on the event website at <http://pta.pmi.org.pl/> Registration tab. Registration is open until March 2nd, 2018 until 23:59.
 - d) The amount of the Conference fee depends on the date of registration and the participant any discounts granted to an individual participant or groups. The final determination of the price is determined by the Organizer.
4. The cost of the Conference:
 - a) for all participants
 - I) **700** pln /person (discount **400** pln) for participants registered until January 15th, 2018, inclusive (Early Birds) with a paid participation within 3 days of receipt of confirmation of registration * (1).
 - II) **900** pln /person (discount **200** pln) for participants registered since January 16th till February 15th 2018, inclusive (Standard) and its paid-up participation within 3 days of receipt of confirmation of registration * (2).



III) **1 100** pln /person for participants registered since February 16th, 2018 till March 2nd, 2018 (Last Minute) (3).

* If you do not pay a fee to the specified deadline, the participant:

(1) loses primarily due to her/him discount **200** pln (Early Birds) for the benefit of the Standard price **900** pln.

(2) loses primarily due to her/him discount **200** pln (Standard) for the benefit of the Last Minute price **1 100** pln.

(3) not paying the full amount of 1 100 pln within that time participant risks loss of reservation to participants who pay on time.

5. The Organizer reserves the right to change the price, which will inform the through the website <http://pta.pmi.org.pl/>. Price change is not apply to the already registered participants.

6. The Organizer reserves the right to hold competitions and action promotion in which prizes will be individual discounts on participation in Conference (individual promotional codes).

7. Acceptable forms of payment:

a) Unpaid cost of the Conference does not constitute a participation agreement.

b) The participant enters into an agreement to participate in the Conference by:

I) payment by bank transfer after online registration (after the selection of a form of payment in the registration form online bank transfer). After receiving the confirmation of receipt by email from the Organizer, the participant is asked to make a payment transfer in accordance with the following data:

PMI Poland Chapter
ul. Domaniewska 47/10
02-672 Warszawa

Bank Handlowy w Warszawie SA

Account number: IBAN: PL 64 1030 0019 0109 8534 0000 7280

Transfer title: "II Regional Congress of PMI PC Kuj-Pom"

II) payment online after selecting a form of payment system online registration in the form of Paypal and PayLane. After filling out the form participant will receive a link to a secure, encrypted operator, which will be able to make payments online. Online payments are handled by the company PayLane sp. o.o. with its registered office at ul. Arkońska 6/A3 in Gdansk, postal code: 80-387, KRS: 0000227278 and PayPal.

8. After the email confirmation of registration, the Organizer within 7 days sends an invoice by email to the participant. It is possible to issue invoices in paper form and send it to the participant to the address, and receive invoices in person at the Conference. To do this, go to the Organizer's address pta@pmi.org.pl or in the "COMMENTS" section on the registration form to enter an appropriate note.



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9. At the request of the participants, it is possible to issue pro-forma invoice.
10. In the event that payment is not made within the specified time limit in point 4, participant should inform the Organizer by email: **pta@pmi.org.pl**, indicating the reasons for extending the payment.
11. A participant may withdraw from the contract without giving reasons within 14 days from the date of agreement. The participant cannot withdraw from the agreement if the opening of the conference took place on March 5, 2018 at 09:00. In the case of an effective exercise of the right of cancellation by the participant, paid by him, the amount will be returned through the same channel of payment, which payment is made for the service.
12. In the case of resignation from participation in the Conference please notify the Organizer by an email sent to the address **pta@pmi.org.pl** about the topic: "Resignation", containing data of the person registered. At the same time in case of cancellation not resulting from paragraph 11 of this Regulation:
- a) if the participant decides not to participate in the Conference not later than February 15th, 2018, the Organizer returns to participant 100% of the fee, less any. the difference resulting from the change in discount afforded to the group, resulting from the resignation;
 - b) the participant decides not to participate in the Conference not later than February 26th, 2018, participant the Organizer returns to participant 50% of the fee, less any the difference resulting from the change in discount afforded to the group, resulting from the resignation;
 - c) if the participant decides not to participate in the conference after February 26th, 2018, the Organizer shall retain all payments in favor of organizational costs.
13. Participation in the Conference must be confirmed by the signature of the participant on the presence list at the Conference on March 5th, 2018.
14. No participant in the Conference and the lack of cancellation and payment before the event is associated with a message for the PMI Poland Chapter of the invoice and any possible debt collection processes, including entering into the KRD Database.
15. There is a possibility to rewrite the fee paid for the Conference at another designated person, by prior agreement with the Organizer and the findings confirmed by email the following address: **pta@pmi.org.pl**.
17. If you wish to file a complaint for improperly performed service, please contact email: **pta@pmi.org.pl**. The Organizer reserves the right to consider the complaint within 14 working days from receipt of the complaint.
18. The final interpretation of the Rules of Procedure of the Conference belongs to the Organizer.
19. The Organizer reserve the right to change the rules, which participants will be notified.
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