

## Regulations

### 14. European Congress of Small and Medium -sized Enterprises

#### GENERAL PROVISIONS

1. Regulations describe general rules of registration and participation in 14<sup>th</sup> European Congress of Small and Medium - sized Enterprises
2. European Congress of Small and Medium -sized Enterprises will be taking place in days 29th-30th October 2024 in a form of: conference, discussive panel, workshops and other accompanying events in International Center of Congress in Katowice.
3. The organizer of European Congress of Small and Medium -sized Enterprises is Chamber of Commerce and Industry in Katowice with headquarter in Katowice (40- 084),. Opolska street 15, NIP 634-10-06-202, written in the Register of Entrepreneurs and Register of Communities, Social and Professional Organization ,Fundraises and Independent Public Health Care Institution ran by District Court Katowice-East in Katowice VIII Commercial Division of the National Court Register under number KRS 0000163418.
4. Every person who is taking part in Congress and had signed by online form is a participant
5. Participation to Congress is free
6. All information related to Congress, Organizers, registration panels are located on our website [www.ekmsp.eu](http://www.ekmsp.eu).
7. The organizer reserves the right to change the program and change the composition of Congress speakers and panelists and cancelling the Congress itself in the case of force majeure which unable organization or in case of the occurrence of a threat to the life or health of the participants about which participants will be informed by updated information on the website [www.ekmsp.eu](http://www.ekmsp.eu).
8. In this respect, the Participant shall not be entitled to any claims against the Organizer of Congress
9. Force majeure means in particular: earthquakes, floods, wars, riots, terrorist attacks, revolutions, fires, declared pandemics, epidemics, epidemic threats and other announced prevention solutions, prevention and control of infectious diseases, orders of state and/or local authorities, transport embargo, general strikes announced, natural disasters.
10. 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 (Dz. U. 2009.62.504 ze zm.).
11. Every participant is obligated to read the regulations before they will take part in the Congress and follow the rules indicated in the regulations

#### REGISTRATION

1. Registration for the Congress takes place via the on-line form located on the website [www.ekmsp.eu](http://www.ekmsp.eu). During registration, you must provide all the data marked as required in the form.
2. Registration will last from 15.07.2024 at 12:00 to 30.10.2024. 14:00 A.M.

3. Filling in the application form means concluding a participation agreement with the Organizer. conclusion of an agreement with the Organizer for participation in the Congress in accordance with these regulations and acceptance of the provisions of these Regulations, as well as the obligation to comply with the regulations, and any other arrangements made between the Participant and the Organizer and the regulations in force at the place of the Congress.

4. Participant obligates themselves to fill in the register form correctly according to realistic condition

5. Organizer do not take responsibility for harm coming out of entering incorrect data of the participant to the registration form

6. Giving data in the form is NOT obligatory/optional .Not giving the permission to data unable sending the form and confirming the registration

7. After registering to the Congress, Organizer is given access to verify `\*application and confirmation in email way possibility to take part in the events stationary or online

8. Every participant receive login and password to the participant zone, where at any moment can edit all data given during the registration process. Changes in the registration form can be made until the end of the registration process.

9. Organizer makes an effort to provide safe digital transmission but cannot ensure that the transmissions will be free of malicious or damaging software, that is the reason why the participant is aware of the risks and takes the right steps to check if the transmission carries this type of software. Organizer do not take the responsibility for any harm caused by malicious or damaging software activity installed by participant in a way of receiving digital transmission from organizer. Organizer reserve the right to have an insight into every digital transmission which comes into their digital system or is being send from them.

10. Number of the participants taking part in the Congress depends on the capacity of every single Congress object and current law regulations and guidelines in terms of the procedure and manner of running the conference event. Order of the application decides on participation in the Congress.

11. Access to the online report from the Congress will be available only after participant's application for the Congress

### **SAFETY**

1. Participants are obligated to get familiar with the Regulations

2. All participants applying to take part in the Congress by using the [www.ekmsp.eu](http://www.ekmsp.eu) website are obligated to safely keep the password to the account and do not share the data with others.

3. In case of usage the public electronic devices or foreign electronic devices, user should log out after every session in order to prevent giving access to private information and personal data to others.

4. Congress can be disrupted or cancelled in any time if its beginning or further continuing will threaten the health or safety of the participants

### **BEHAVIOUR OF THE PARTICIPANTS**

1. Every participant of the Congress should be behaving in a cultural manner and according to social restraints and their behavior cannot inhibit the process of event.
2. Every participant is obligated to behave in a nonthreatening to other participants' and the rest of people' located in Congress facilities safety manner, especially to obey to the provisions of these regulations and follow the laws and also immediately follow instructions given by the security workers and organizer's representatives.
3. Participant is obligated to use the infrastructure and equipment located in the Congress facility area in the manner intended for its purpose.
4. Participant of the Congress taking part in a discussion must not speak up in an offensive, provocative, racist manner or violate personal rights, religious feelings and dignity of others as well as propagate prohibited by law content.
5. During the time of the Congress organizer, owner, Congress facility operator can arrange a photo session and video. Participation in events is equal with giving consent to the use of image of every participant, moderator, speaker and exhibitor in organizer's informative and promotional materials.
6. Distribution and sale of alcohol is only allowed in places intended to this purpose (bars) and places indicated by the organizer (cater zones)
7. It is forbidden to run a business activity, handing out any leaflets and commercial materials and conducting any agitation or fundraising in the facility area without the consent of organizer.
8. It is forbidden to bring into the facility and possessing by participants on the facility area :
  - weapon, dangerous materials, explosive, pyrotechnics, poisonous substances, fire hazardous materials.
  - alcohol drinks , intoxicating and psychoactive substances
  - dangerous items especially sharp hard glass or metal which can pose a danger to participants
  - instruments and mechanic tools that can emit loud and noisy sounds as well as laser pointers
  - containers filled with gas, corrosive, poisonous, staining substances, and devices that enable its spreading
  - peculiar elements of clothing that hinder identification
9. In the case of reveal bringing mentioned items in the facility area, Organizer have the right to remove such participant from the facility or enable participation to the event only if the mentioned item will be given to the deposit for the time of lasting the Congress. The decision is being made by the organizer of the Congress.
10. Organizer can permit staying or entering the event for those participants whose behavior can pose a threat to other participants of the
11. Participant of the Congress in case of seeing any danger for people and property on the Congress' facility is ought to:
  - immediately inform the security or representatives of the Organizer
  - obligatorily follow the instructions indicated by the security workers or representatives of the Organizer
  - avoid scaremongering
  - obligatorily do not inhibit access or actions of the emergency services

12. Costs of commuting to Congress, parking, accommodation, alimentation, insurance related to participation to the Congress, participants cover by themselves.

13. Minors can stay on the Congress facility area:

-minor under 13 years old – under the supervision of statutory representative or other adult that have custody and it is required to show signed testimony that claims that the caregiver is given right to supervise the minor.

-Minor in age between 13 and 18 years old – requires showings signed by Caregiver testimony of permission to take part in a Congress by a minor.

### **RESPONSIBILITY**

1. Participant-according to the established rules defined by separate regulations – takes the liability and material responsibility for damage or destruction made from their fault done in the time of the Congress

2. Participant is obligated to follow the safety rules and established applicable regulations related to health and safety and fire regulations during the Congress and to follow the instructions given by the organizer and right organs/services including Police, Fire Department and Emergency medical service.

3. Organizer do not take the responsibility for items left in the restroom located in the facility.

### **INTELLECTUAL PROPERTY**

1. Substantive content and statement content included in speeches and panels are copyrighted and owned by the organizer. Written consent is required to publish, duplicate or distribute them.

### **PRIVACY POLICY**

1. Administration data controller of Congress Participant is The Chamber of Commerce and Industry in Katowice with the seat in Katowice (40-084 Katowice, ul. Opolska 15) – in continuation below called the Administrator

2. Contact details of the Administrator are (32 35 111 80, e-mail: [gabinet@rig.katowice.pl](mailto:gabinet@rig.katowice.pl))

3. Administrator points out following objectives for processing Participant's personal data:  
- to register participation in 14<sup>th</sup> European Congress of Small and Medium Enterprises (continuing : Congress), creating personal account in the registration system, Congress organization and its running and quick communication and also transfer of information related to participation in the Congress

-In order to fulfill the duties of the Administrator resulting from applicable provisions of law

-to the extent and purpose of which the individual consent has been given by the Participant

-in the purpose of direct marketing which is in legitimated interest of the Organizer

-in purpose of potential arrangement of investigation or defense against claims which is in legitimated interest of the Organizer.

-in purpose of rating the organization of the Congress, satisfaction survey of participation in Congress, which is in legitimated interest of the Organization.

-in purpose of contact, exchange of information and data which is in legitimated interest of the Organization.

-for archival purposes (evidentiary) and protection of information and data in case of necessity in order to demonstrate the facts, which is in legitimated interest of the Organization.

4. Art. 6 ust. 1 lit. A, b, c, f RODO. Is a legal base for processing Participant's personal data.

5. In case of giving consent, the Participant will be granted the right to cancel the consent in any given moment without affecting the legality of processing which has been done on the base of the consent given before its cancelling
6. Participant's personal data will be processed in the course of organizing and duration of the Congress, after its finishing to the end of limitation period for potential claims or period resulting from applicable provisions of law. In case of legitimate Administrator's interests – for the time of their realization. In relation to the data to which the Participant has consented – until its withdrawal.
7. Participant's personal data may be disclosed:
  - entities, that the Administrator uses in connection with the organization of the Congress. in this company that handles the registration of Congress participants, a company that supports the Congress in a company, that serves Congress in the area of PR.
  - for others – business partners in a purpose of direct realization of the marketing action and providing services by electronic means.
8. Personal data will not be transferred to a third country or an 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, and restriction of processing, right to data portability, right to object to its processing .
11. Participant has the right to object to processing of data for the purpose of conducting a direct marketing, and also in case of extraordinary situation of the Participant (which should be indicated in such situation) In case of processing data by the Administrator on the base of art. 6 ust. 1 lit. F) RODO tj. Processing data for the purposes of the legitimate interests by the Administrator.
12. Participant has the right to lodge a complaint with a supervisory authority (The President of the Protection of Personal Data Office or other competent supervisory authority) if considers that the processing of personal data violates the provisions of the GDPR
13. Giving personal data by a participant is not obligatory, but it is required to take part in Congress.
14. If required personal data will not be given by the participant, they can lose the possibility to take part in Congress. Lack of consent may prevent the provision of services in connection with Congress.
15. Participant's personal data collected in the duration of the registration and in connection with participation will be processed according to Privacy Policy of the Organizer which is an integral part of these Regulations. Every participant should read the Privacy Policy.

## **FINAL PROVISIONS**

1. By completing the registration on the website [www.ekmsp.eu](http://www.ekmsp.eu), the participant undertakes to apply to these Regulations.
2. Any eventual changes in the Regulations will be published on the website <https://ekmsp.eu/en-us/>
3. In cases not regulated by these Regulations shall apply mutatis mutandis provisions of generally applicable law, especially civil code.

4. Acceptance of these Regulations means consent to the provisions of the privacy policy of The Chamber of Commerce and Industry in Katowice

5. Organizer can preserve the course of the Congress in the purposes of its documentation or for advertising and promotional purposes of the Organizer. Organizer can use this kind of, recording, footages or their parts, including the image of a Participant or other person staying at the Congress Area, without time and territorial restrictions without the need to pay remuneration for the use of the image, in all fields of exploitation defined in the article 50 of the Act on copyright and related rights in particular, through its preservation, reproduction, circulation and dissemination, and, including display, display, playback and broadcasting and remitting and making it publicly available in such a way that anyone can access it in a place and in any time individually chosen by them.

6. The Organizer reserves the right to change the Regulations, about which the Participant will be notified 7 days in advance to the email address provided during registration.

7. The Regulations will enter into force on the day of announcement – 10 July 2024