



**ORDER FORM**

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**Ordering person:** .....

Position: .....

Company: .....

tel.: ..... e-mail: .....

**Invoice data:**

Company: .....

Address: .....

Postal code: ..... City: .....

VAT tax number: .....

Price for the online access of **one participant: 180 pln net**

The number of participants

**Participants list:**

**1. Name and surname:** .....

Position: .....

Company: .....

tel.: ..... e-mail: .....

**2. Name and surname:** .....

Position: .....

Company: .....

tel.: ..... e-mail: .....

**3. Name and surname:** .....

Position: .....

Company: .....

### **Conditions for participation in internet-streamed events (webinars and conferences)**

1. The Organiser is Eurocee Sp. z o.o. (hereinafter Eurobuild Conferences) with its registered office in Warsaw (00-697) at ul. Al. Jerozolimskie 53, NIP: 951-23-41-913.
2. Participation in the online event is conditional on registration using the online form found on the webpage dedicated to the event and receipt of the completed form, which constitutes acceptance of these conditions of participation and the conclusion of the agreement between Eurobuild Conferences and the participant (in the case of applications from private individuals) or company (in the case of official company representatives).
3. Payment for participation in the event is payable in accordance with the fees published on the webpage dedicated to the event.
4. After submitting the completed form, the participant should receive a notice at the e-mail address they have provided on the form a confirmation of their enrolment for the selected event.
5. A link to the event will be e-mailed to the participant at the e-mail address they have provided on the form not later than 30 minutes before the start of the event. Events are streamed on the internet via special broadcasting platform.
6. The link to the event is provided on condition that payment has been made in advance.
7. Payments must be made exclusively online.
8. In the case of problems preventing the execution of an online transfer, the participant may request payment by traditional bank transfer using on a proforma invoice. Participation in the event is conditional on the receipt of the payment, prior to the event, at [conference@eurobuildcee.com](mailto:conference@eurobuildcee.com).
9. Participants are entitled to a full refund if notice of their withdrawal from it is received 3 days or more before the scheduled date of the event. Withdrawal notices should be e-mailed to [conference@eurobuildcee.com](mailto:conference@eurobuildcee.com). The date the withdrawal notice is sent is of crucial importance if the participant is to be eligible to a full refund of the prior payment.
10. The Organiser retains the right to full remuneration in the case of withdrawal from participation less than 3 days before the scheduled date of the event. Fees paid prior to the withdrawal are in this case not refundable.
11. The absence of a participant at the event is not a basis for reimbursement of fees previously paid.
12. In order to maximise the utility and enjoyment of these internet events, participants are required to have a device with internet access and a browser.
13. Eurobuild Conferences is not responsible for any interference unattributable to the Organiser or due to force majeure or unauthorised interference by participants or third persons.
14. Eurobuild Conferences reserves the right to make changes to the programme.

### **Conditions for participation in the offline events (conferences, debates, business breakfasts, tournaments)**

1. The organiser of the conference is Eurocee Sp. z o.o. (hereinafter referred to as Eurobuild Conferences) with its registered office in Warsaw (00-697), Al. Jerozolimskie 53, NIP (tax identification number): 951-23-44-913.
2. The price includes: the daytime programme of the conference, coffee breaks and lunch. Registration does not include accommodation. Participants are to provide their own accommodation.
3. Eurobuild Conferences reserves the right to introduce changes to the programme.
4. To participate in the conference, filled-in order forms must be sent in, thus indicating the acceptance of the participation terms as well as the entry into a contract between Eurobuild Conferences and the participant (in the case of individual persons) or the company (in the case of corporate entities).
5. Withdrawal from participation in the conference 30 or more days before the planned date of the start of the conference does not incur any financial costs, subject to the receipt of an electronic notification by Eurobuild Conferences. The receipt date of the withdrawal notice is final. In such a case the participant is entitled to be reimbursed with the full amount paid.
6. In case of withdrawal from participation in the conference up to 14 days before the scheduled date of the start of the conference the participant is entitled to be reimbursed with 50% of the amount paid, subject to the receipt of a withdrawal notification in the form of a letter or e-mail to the Eurobuild Conferences address. The receipt date of the resignation notice is final.
7. In the case of withdrawal from participation in the conference less than 14 days before the scheduled date of the start of the conference, the organiser is entitled to be paid in full. Any payment already made will not be reimbursed.
8. The participant's absence in the conference is not grounds for exemption from payment if a pro-forma invoice has been issued and the payment has not been made by the ordering party before the conference.
9. Payments are to be made by bank transfer after the receipt of a pro-forma invoice or online.

**Ordering person:**

.....  
Date of order

.....  
Stamp and signature

**Please return the completed form by email to [sales@eurobuildcee.com](mailto:sales@eurobuildcee.com)**

**Required**

I hereby consent to the processing of the personal data provided and electronic communications by email for purposes related to the execution of orders, according to the 'Personal Data Protection Act' of August 29<sup>th</sup>, 1997 (Journal of Laws No. 133, item 883). The data will remain in the Organiser's database and will not be distributed. They will only be used for electronic or telephone confirmation of participation, for communication about organisational changes and for the possible recovery of debts. I consent to the use of image of a participant for the information and promotion purposes and on the event website.

**Information Clause on the processing of personal data by**  
**EUROCEE Sp. z o.o.**

Pursuant to the provisions of the REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 of April 27<sup>th</sup>, 2016 on the protection of individuals in relation to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (general regulation on data protection) – hereinafter: the General Data Protection Regulation of April 27<sup>th</sup>, 2016 we hereby report that:

- 1) The administrator of your personal data is EUROCEE Sp. z o.o., Al. Jerozolimskie 53, 00-697 Warsaw, NIP number: 9512344919 (hereinafter: the Administrator).
- 2) The Administrator can be contacted in writing and via traditional mail at the following address: EUROCEE Sp. z o.o., Al. Jerozolimskie 53, 00-697 Warsaw – or by e-mail at: eurobuild@eurobuildcee.com.
- 3) Your personal data is processed in accordance with the applicable law and internal Information Security Policy.
- 4) Your personal data will be processed with your consent for one or more specified purposes resulting from the provisions of Article 6 section 1 items a–d and f of the General Data Protection Regulation of April 27<sup>th</sup>, 2016, to the extent that at least one of the following conditions is met:
  - the subject of the data has agreed to the processing of their personal data for one or more specific purposes
  - the processing is necessary for the performance of a contract to which the subject of the data is a party or to take action at the request of the subject of the data before concluding the contract
  - the processing is necessary to fulfil the legal obligation imposed on the administrator
  - the processing is necessary to protect the vital interests of the subject of the data or another individual
  - the processing is necessary for purposes arising from legitimate interests pursued by the administrator or by a third party, except for the situations when the interests or fundamental rights and freedoms of the subject of the data, requiring the protection of personal data, override those interests, in particular when the subject of the data is a child.
- 5) Legally legitimate interests realised by the Administrator are related to products offered and services provided.
- 6) The personal data provided may be transferred to entities authorized to receive them under applicable law.
- 7) Personal data may also be made available and provided to entities cooperating with the Administrator in relation to the products offered or services provided as well as to entities processing personal data on request, i.e. partners providing services to the Administrator, including:
  - technical services related to the maintenance of IT systems
  - accounting and HR services
  - advisory and consultancy services
  - others, related to the products offered and services provided.
- 8) The personal data transferred will not be disclosed to third parties and will not be transferred to a third country/international organisation without your consent.
- 9) Users of transferred personal data will only be authorised employees or collaborators of the Administrator or entities cooperating with the Administrator, obliged to keep the personal data processed confidential,.
- 10) Your personal data will be processed for the period necessary to achieve the specific purposes for which they were provided, unless the overriding laws require the storage of personal data for another period.

- 11) You have the right to:
- access to your personal data, supplement your data as well as correct and update your data,
  - delete your personal data
  - restrict the processing of your personal data
  - transfer your personal data
  - raise objections to the processing of your personal data
  - withdraw consent to the processing of personal data at any time, without affecting the legality of the processing which was made on the basis of consent before its withdrawal.
- 12) Withdrawal of consent to the processing of data may take place by writing to the following address:  
EUROCEE Sp. z o.o., Al. Jerozolimskie 53, 00-697 Warsaw – or by e-mail to: [euobuild@euobuildcee.com](mailto:euobuild@euobuildcee.com),
- 13) You have the right to file a complaint with the President of the Personal Data Protection Office if you feel that the processing of your personal data violates the provisions of the General Data Protection Regulation of April 27<sup>th</sup>, 2016.
- 14) Consent to the processing of personal data is not a prerequisite for the performance of a contract involving the subject of the data or for taking action at the request of the subject of the data, prior to the conclusion of the contract.
- 15) Providing your personal data is voluntary. At the same time it is an essential statutory requirement and a condition for the provision of specific services and the implementation of specific goals. Failure to provide your personal data and the lack of consent to the processing of the data and the provision of services by e-mail or telephone will result in the withholding of certain services to you.
- 16) Your personal data will not be profiled without your consent.
- 17) Your personal data processed in a traditional and automated manner will be subject to appropriate safeguards in order to ensure an appropriate level of security in accordance with the general regulations on the protection of personal data of April 27<sup>th</sup>, 2016.