

Rules of participation

Individual participants

Conference: **18th International Congress of the Polish Society
for Fundamental and Clinical Immunology**

Białystok, 16-18 May 2024

Conference's organizer: **Polish Society for Fundamental and Clinical Immunology**
Ogrody 101/2, 32-050 Skawina
KRS: 0000180589, REGON: 470776966, NIP: 5261696428

Organizing office: **AltaSoft Sp. z o.o.**
Pukowca 15 St., 40-847 Katowice
KRS: 0000558517, REGON: 361525651, NIP: 634 28 39 789

Conference Centre: **Hotel Gołębiowski**
Pałacowa 7, 15-064 Białystok

Form: Stationary Conference

Conference website: <https://immunologia2024.pl/>

Date of publication of the regulations: 28.11.2023

Date of the last modification of the regulations:

Revision History:

§1. General Provisions

1. Registration to the conference is equivalent to accepting the rules and is a commitment to follow them.
2. The person making the registration on its behalf takes responsibility of informing the registered Participants about their rights and obligations signed under these Regulation.
3. The conference is closed and the permission to participate in it is given to the persons approved by the organizer according to their fixed conditions.
4. The only persons allowed to take part in the conference are persons authorized prescribe or the ones engaged in marketing of medicinal products as well as the last year medicine students with valid students ID or other persons professionally connected with the subjects of the conference including the sponsors' representatives, especially the exhibitors and partners of the Congress.
5. The conditions of participation in the Conference are as follows:
 - **registration**
 - **fee payment**
 - personal confirmation of attendance made right upon the arrival directly at the conference reception (in case of Conference online: logging in to the Digital Platform).

§2. Registration

1. Registration to the conference is possible by:
 - Filling in the Internet form,
 - Registration directly in the Organizing Office,
 - In case of vacancies - by the personal registration at the venue in the conference reception.

2. Successful completion of the online registration or acceptance of the registration application by the Organizing Office – regardless of the form of its submission – is confirmed in writing – by e-mail or SMS sent to the e-mail address or telephone number provided in the application.
3. Due to the limited number of places (400), the Organizer reserves the right to close the registration for on-site participation in the Conference earlier. The Organizer, adapting to the current laws and regulations, as well as the recommendations of the Chief Sanitary Inspectorate, has the right to change the specified limit at any time.
4. The person making the registration assumes the commitment of paying the registration fee. The application will be considered valid only upon the registration of corresponding payment. (Please read carefully the cancellation policy – paragraph §6).
5. In case of choosing, at the process of registration the collective payer or the invitation the registration will be considered valid only upon the positive verification of group order or the invitation.
6. In case of registration or payment made after 16.04.2024 the participant is not guaranteed to receive the complete set of conference materials unless these are provided in electronic form.
7. The Organizer does not take responsibility for giving incorrect data at the registration. It is the participant's responsibility to update his registration data.

§3. Fees and content of conference packages.

1. As the term of conference package is understood the package of services entitled to the participant under the conference fee including paragraph §2 point 6.
2. The fee amount and the conference package are dependent on the type of participation and the date of registration of payment on the Organizing Office's bank account.
3. There are the following types of participation:

Type of participation		Description
A	Polish Society for Fundamental and Clinical Immunology member - participant	Person being the member of the Polish Society for Fundamental and Clinical Immunology with the current membership dues paid.
B	Participant – not a member	Other persons authorized to prescribe or the ones engaged in marketing of medicinal products or other persons professionally connected with the subjects of the conference.
D	Student	A final year medical student (up to 26 years of age)
E	Lecturer	Person invited by the Organizer or the company being a sponsor or the partner of the Conference to deliver a lecture.
F	Exhibitor	Person representing medical service of the exhibition not taking part in the substantial part of the conference.

4. The table of fees is available at: <https://immunologia2024/registration>. The Organizer reserves the right to change the table of fee. Changes apply to persons making payments after the price list has been changed.
5. The participant's package includes:
 - participation in scientific sessions,
 - admission to the medical exhibition,

- 3-month access to the Internet Participant Zone containing materials in electronic form,
- electronic certificate of participation,
- coffee breaks provided for in the program,
- lunch 16 and 17.05.2024 (does not apply to students),
- additionally, it is possible to buy dinner on 16 and 17.05.2024 or buy a full package with dinners.

§4. Packages with accommodation and additional paid options

1. The surcharge for the package with an overnight stay at the Golebiewski Hotel in Białystok or other hotels offered by the Organizer includes 3 nights: 15/16, 16/17 and 17/18.05.2024 with breakfast or 2 nights: 16/17 and 17/18.05.2024.
2. The amount of the surcharge depends on the selected room type. The list of available options with prices is published at <https://immunologia2024/registration>, gross amounts include VAT 23%.
3. A hotel place is initially blocked for a period of 7 days from the moment of registration or corresponding changes to registration. If you pay after this period, please make sure if the space is still available. Relevant information will be published on the website and can be obtained by contacting the Organizing Office.
4. Actual reservation of a place in a hotel, as well as a place at the Conference, takes place after registering the appropriate payment.
5. The Organizer provides additional fees for
 - paid classes in the form of courses or workshops, if they are launched during the Conference,
 - participation in accompanying events of a non-substantive nature - if they are organized.
6. In the event of the occurrence of the elements referred to in point 4 of this paragraph, all detailed information and their prices will be published no later than 30 days before the start of the Conference.
7. The Organizer provides for the possibility of purchasing lunch, dinner and tickets for accompanying events (if any) for persons accompanying the participant. The accompanying person does not receive an ID badge entitling them to enter the area where the substantive part of the Conference and the medical exhibition take place

§5. Payment processing, invoices

1. The fee should be paid only after registration for the conference, by bank transfer to the bank account of the Organizing Office:

Bank:	mBank S.A.
Account number:	81 1140 2004 0000 3502 8309 3354
SWIFT CODE:	BREXPLPWMBK
Payment title:	the participant's name and password: "IMM2024" must be provided
Organizing Office address, bank account owner:	AltaSoft Sp. z o.o., Pukowca 15, 40-847 Katowice, Poland

2. In cases of dispute, it is necessary to submit the proof of payment. Conference fee payment date will be crucial in such circumstances.
3. According to the Act of 11 March 2004 as amendment on the Tax on Goods and Services, invoices will be issued no later than on the 15th day of the month following after month the payment or part of payment was received. Please fill in carefully the payer's data during the registration process. In case of different payer than the one specified in the registration data,

please let us informed before the payment is completed. Subsequent change of the payer is only possible after receiving receipt of credit note from whom it may concern.

4. The invoice is delivering in an electronic form to the indicated email address. The recipient can either print the invoice himself or pick it up during the conference at the reception desk.
5. If you wish to receive a paper invoice, please indicate the appropriate option in the registration form and complete the address data for which the invoice is to be sent. The original paper document is sent to the indicated address via Poczta Polska as a traditional letter.
6. In cases where there is a necessity of issuing and sending the invoice duplicate, invoice correction (If it is not associated with resignation of participation in the Conference), changing the payer of reserved services or changing data of registered person made after registration of payment, a handling charge for each such incident is to be 70 PLN gross. (Please read carefully the cancellation policy – paragraph §6)

§6. Fee cancellation and refund

1. The terms and conditions in this paragraph apply to both the cancellation of all ordered services and the change of package from a more expensive package (e.g. with accommodation) to cheaper or to cancel any of the ordered additional services. For larger orders, cancellation and refund terms apply for group reservations, which depend on the size of the order and are determined individually.
2. Conditions of fee reimbursement in case of collective booking, grant under a separate booking or invitation of the company making the reservation, are identical as in case of resignation from the participation in the conference. Therefore, we kindly ask abovementioned participants, who simultaneously paid the fee individually, and will apply for the fee reimbursement, to inform us of such fact as soon as possible.
3. The condition of reimbursement is to send the written (it may be done via email) resignation of participation or the request for reimbursement of fee paid individually to the Organizing Office. The date of receiving the resignation or the request is decisive:

Date of receipt of the resignation/request	Refundable amount
until 29.02.2024	100% of the value of the services to be reimbursed minus the handling charge of PLN 70 gross
until 31.03.2024	50% of the value of the services to be reimbursed
after 31.03.2024	The fee is non-refundable

4. The fee refund is done directly to the bank account from which the fee was transferred. In the case of companies, the refund is made to an account registered with the Tax Office.
5. In case of resignation, the fee indicated in §4 point. 6 shall not be charged.
6. In case of paying the registration fee but not arriving at the conference, no fee refunds will be done and the conference materials will not be delivered in any form by the Organizer or the Organizing Office. Absent participant does not have any right to receive the certificate of attendance in the conference.

§7. Force Majeure. Cancellation, changes of the time and place of the Conference

1. By the term of Force Majeure it is understood a sudden, external occurrence independent from the Organizer, making execution of the obligation impossible to fulfil either in whole or in declared form and scope, impossible to prevent and to predict. The term especially refers to the situations such as: wars, natural disasters, strikes, epidemics and acts of authority organs e.g. announcement of national mourning. In case of Conference the term of Force Majeure may also refer to the sudden, impossible to predict failure of the Conference Centre e.g. flooding, fire or other accident.

2. In cases which are independent from the Organizer – caused by the Force Majeure - the Organizer may decide to cancel or change the date and place of the conference. Neither the Organizer nor the Organizing Office are responsible, in such cases, for the benefits lost by the participants and do not cover the costs of lost suffered by the Participant due to the above described changes.
3. In case of cancellation of the Conference for reasons dependent on the organizer, the fee is refunded to participants in its entirety.
4. In case of change of place or date of the conference for reasons dependent on the Organizer the Participant may decide to withdraw from participation in the Conference, and the fee is refunded to him in its entirety.
5. In cases described in points 2, 3 and 4 of this paragraph, the Organizing Office will inform all the interested subjects by posting relevant information on the Conference's website and additionally via email or SMS – if such ways of contacting were given and correctly filled in in the application form.
6. A Participant who decides to participate in the Conference despite a change of place, date or form of the Conference has the right to receive a refund of any overpayment resulting from the difference in package prices.
7. In the cases described in paragraphs 3, 4 and 6 of this paragraph, the fee or overpayment shall be refunded within 30 days of the publication of the decision to cancel the Conference or the receipt of the participant's decision to resign from participation in the Conference or to participate in the Conference despite the change in the terms and conditions of its implementation. The refund is made to the bank account from which the transfer was made or, in the case of other forms of payment, to the account indicated by the participant. In the case of companies, refunds are only made to bank accounts registered with the Tax Office.
8. In the event of force majeure, the conditions of reimbursement described in section 7 of this paragraph may change and depend on the nature of the event causing it.

§8. Other changes in the Conference

1. The organizer reserves the right to change the program of the Conference. The current program will be published on the Conference website.
2. The organizer reserves the right to change the clauses these Regulations. The amendments are effective from the date of publication of the new Rules on the Conference website.

§9. Duties and Responsibilities of the Participant

1. Each Participant is obliged to have the conference ID visible for the duration of the conference and to present it at the request of Conference personnel or of the conference security guards.
2. Participants are obliged to observe the safety rules and fire, health and safety regulations being in force at the place, where the conference is held. Participants are obliged to comply with the recommendations of the emergency services, including conference staff and security.
3. It is prohibited to film, record and photograph without the consent of the Organizer.
4. The Participant is not entitled to conduct any marketing activities during the Conference (including, the distribution of leaflets, canvassing) in the field of their own goods and services, as well as those of third parties. Such actions on the part of the participant entitle the Organizer to exclude the Participant from further participation in the Conference and to pursue from the Participant any costs generated as a result of the participant's act or omission.
5. Participants take the full financial responsibility for all the destructions made by them.
6. Participants of the Conference cover the cost of parking on their own and are obliged to pay for all additional services ordered by them on site.
7. The organizer is not responsible for Participants things, that can be lost, damaged or stolen during the Conference.
8. The organizer is not responsible for conceivable, fraudulent use of knowledge and skills gained during the Conference.

9. In case of non-compliance with the provisions of these Regulations, in particular to point 2 of this paragraph, the Participant may be removed from the list of participants and may be deprived of the right to participate in the Conference without reimbursement of costs incurred.
10. The Organizer adapts to the current legal status on an ongoing basis. If necessary (e.g. in the event of reintroduction of the state of epidemic or additional recommendations on counteracting SARS-CoV-2 virus infection), the Organizer will publish (30 days before the Congress) in the form of an annex to these Regulations additional conditions of participation and guidelines applicable to stationary participants in the Conference. However, the Organizer has the right to change them later, in the event of new legal acts or recommendations of the Chief Sanitary Inspectorate.

§10. Consent for provision of image

1. Application for participation is equivalent to agreeing to a free transfer of copyrights to the Organizer, under the Act on Copyright and Related Rights dated 4 February 1994 (Journal of Laws of 2006 No. 90, item. 631, as amended) for photos and recordings, made during the Conference with the image of the Participant, and to use them in any promotional, reference, research or educational materials including those published on the Web pages of the Organizer (www.ptidik.pl) or of the Organizing Office (www.altasoft.pl).
2. This arrangement applies if the participant is photographed or filmed together with other people participating in the conference, during the conference activities or when he voluntarily consented to give the video interview or pose for pictures.
3. The Conference Centre is equipped with video surveillance, which is subject to every person entering the Centre. By entering the Centre, each person agrees to share their image with the current manager of the Centre Gołębiewski Holding sp. z o.o, 05- 250 Ciemne, Radzymin,; Wołomińska 125.
4. The purpose of video surveillance is to ensure the safety of people and property in the Conference Centre.
5. Video surveillance does not use face detection, there is no indexing of registered people, and the material is only in the form of a chronological video recording. Video recording is done by recording it on a physical medium, which is stored in a guarded room with limited access. The retention period for video recordings is 30 days, unless specific regulations require data to be stored for a longer period. After this period, recordings are automatically deleted by overwriting, except when they have been secured on the basis of specific regulations (e.g. at the request of legally authorized institutions). The Privacy Policy of the Conference Centre is available here: <https://www.golebiewski.pl/bialystok/polityka-prywatnosci>

§11. Online Participant's Zone/ Digital Platform meeting24.eu. Terms and Conditions of Electronic Service

1. In order to use the Internet Participant Zone, and in the case of an online Conference, the full functionality of the meetin24.eu Platform (hereinafter referred to as the Platform) should have access to the Internet, computer hardware and/or a mobile device and software that meets the following requirements:
 - connection to the Internet – in the case of online transmission with a bandwidth of at least 10 Mb/s, due to the duration of the transmission, there are no restrictions on the amount of data transferred (the transfer rate of a movie with HD resolution is about 3 GB/h),
 - the latest version of the Chrome, Firefox, Safari, Edge web browser for a given operating system that allows you to play videos,
 - the browser should support Java Script and HTML5 and should have cookies and Java Script enabled.
2. Since the use of services provided electronically via a public network such as the Internet is associated with the risk of infecting the IT system by undesirable software, including the risk of obtaining and modifying data, it is recommended to install constantly updated anti-virus software and activate a system firewall on the end device (computer, mobile device) used by the Participant.

3. At least 14 days before the Conference, the Participant will receive, to the e-mail address provided during registration, a complete set of information on how to use the Platform, login rules and access authentication during the 3-month period of access to the Platform.
4. The User logs in to the Platform using his/her individual access data. This data is strictly personal and cannot be passed on to any other person. They allow access to the platform from one end device at a time.
5. The use of individual access data to enable third parties to participate in the Conference at least passively is prohibited.
6. The Organizer shall not be liable for the consequences of the Participant's conscious or unconscious transfer of their access data to third parties.
7. All content made available on the Platform (m.in. texts, graphics, including logos and trademarks, photographs, videos, sounds, downloadable files) and their composition and structure, as well as the technical solution of the Platform itself, constitute works within the meaning of the Act of 4 February 1994 on Copyright and Related Rights, subject to legal protection under the relevant provisions of generally applicable law.
8. The Conference Participant has the right to access the Platform and become familiar with the content presented therein. This right does not imply that you have given your consent to their use for other purposes in any form. Modification of the content made available on the Platform, as well as duplication and copying, any form of distribution or making them available to third parties by means of any medium in whole or in part in any form requires the prior written consent of the Organizer.
9. The Participant is obliged not to take any actions contrary to the generally applicable laws or these terms and conditions and not to take any actions that may cause instability or overload of the Platform. In particular, it is prohibited to:
 - introducing or enabling the introduction on the Platform of any content that violates the law or is obtained by the Participant in a manner contrary to the law, violates customs, copyrights and intellectual property rights, or may infringe personal rights or legally protected secrets of third parties,
 - introducing or enabling the introduction of any harmful elements, including software or source code (such as, for example, computer viruses or software used to send information unsolicited by recipients – the so-called spam),
 - carrying out any attempts to circumvent the security systems in place.
10. Violation by the Participant of the provisions of paragraphs 4,5,7,8,9 to this paragraph authorizes the Organizer or the technical partner – the Platform Operator to block the Participant's access to the Platform, and the Participant bears full responsibility for the violation of these provisions.
11. In order to ensure the efficient functioning of the Platform, the Organizer or the Platform Operator may send Users information or notifications of a technical nature, which are not commercial within the meaning of the Act on the provision of electronic services.
12. The Organizer does not guarantee uninterrupted or error-free access to the Platform, but will use its best efforts to eliminate any disruptions as soon as possible.
13. During the 3-month maintenance services related to providing access to the archive, the Platform Operator is entitled to carry out technical or maintenance work, including those that may cause short-term, temporary difficulties or shutdown of the functioning of the Platform or some of its functionalities and thus prevent or limit access to the content stored on the Portal.
14. The Platform Operator may, at any time, carry out the necessary maintenance work to prevent or limit access to services to quickly restore the security and stability of the ICT system.
15. The full terms and conditions for the provision of electronic services by the Platform Operator are available at: <https://altasoft-it.pl/regulations/RegulationsDigitalPlatform.pdf>

§12. Complaints

1. All the complaints should be given in written form via email or by registered letter with confirmation receipt on the Organizing Office's address within 7 days after the Conference has finished. After this date the complaints will not be processed.
2. The complaint is being processed within 14 days after receiving it. The participant will be kept informed of its status via the email or by SMS - if such ways of contacting were given and correctly filled in in the application form.

§13. Final provisions

1. All matters not provided in these regulations are regulated by the Civil Code.
2. Any disputes arising owing to the participation in the Conference, will be resolved by the competent court in the Organizer or the Organizing Office (depending on which of the parties is involved in the dispute).
3. Policy of management and storage of personal data collected at the process of registration to the conference is governed by separate documents:
[Information clause on the processing of personal data](#)
[AltaSoft Privacy Policy](#)
4. Contact with the Organization Office:
AltaSoft Sp. z o.o. , Pukowca 15, 40-847 Katowice, Poland
tel.: (+4832) 259-83-99, (+4832) 259-83-98, (+4832) 259-83-96, fax: ext.18
e-mail: konferencje@altasoft.pl, altasoft@altasoft.pl

The office is open on working days - Monday to Friday from 8:30 a.m. to 4:30 p.m.