



eBF Conference Terms & Conditions

(valid from 25.6.2018)

The subject of these terms and conditions is the eBF Conference, which is organised annually by NAR marketing s.r.o. on the theme of the digitalisation of both corporate and public procurement (hereinafter *the Conference*).

I. General provisions

The organiser of *the Conference* is NAR marketing s.r.o., Masarykovo náměstí 52/33, 702 00 Ostrava - Moravská Ostrava, CRN: 64616398, VAT Reg No: CZ64616398, registered at the Regional Court in Ostrava, section C, entry 9176 (hereinafter *the Organiser*).

II. Registration conditions

The participant will register by filling in the registration form, in which they will state their personal data, the extent of their participation and also the identification data of the organization they are representing at the conference. They will receive a confirmation email including a proforma invoice within three working days at the latest.

The participation fee including 21% VAT will be paid by bank transfer to *the Organiser's* account number as listed on the proforma invoice. The variable symbol to be used is stated on the proforma invoice as well.

The Organiser has established deadlines for advantageous advance participation fees (listed in price list: ebizforum.com/fees-and-contact). The deadline is defined as the day on which the fee is deposited in *the Organiser's* account. Prices are listed in the appropriate currency not including VAT. After receipt of the payment, a tax document will be sent to the participant's email address

III. Processing of personal data

For organisational purposes it is essential that *the Organiser* processes the participant's personal data for the purposes of registration, invoicing and organisational administration (providing participants with information; registering attendance). The participant agrees that *the Organiser* will process the following personal data in accordance with European

parliament and the Council of EU General Data Protection Regulation 2016/679 (hereinafter Law), as amended:

- Name and surname, work position, designation of organisation or company represented at *the Conference*, email address, telephone number(s).

Under the terms of Law *the Organiser* is the administrator of the personal data and at the same time its processor. The personal data will be retained for a period of five years from the date of consent. The full wording of the terms and conditions for processing personal data can be found along with *the Conference* registration form by clicking on this link: ebizforum.com/registration.

IV. Cancellation

If cancellation of registration occurs 14 calendar days or more before the first day of *the Conference* then no cancellation charge applies.

If cancellation of registration occurs between 8 and 13 calendar days before the first day of *the Conference* then a cancellation charge of 50% of the fee applies.

If cancellation of registration occurs 7 calendar days or less before the first day of *the Conference* then a cancellation charge of 100% of the fee applies.

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