

## FVELO-CITY CONFERENCE 2025 - TERMS AND CONDITIONS

The following terms and conditions apply to all registrations for the **Velo-city Conference 2025** to be held at AMBEREXPO in Gdansk, Żaglowa 11, from 10 to 13 June 2025.

These Regulations have been prepared and published pursuant to Article 8(1)(1) of the Act of 18 July 2002 on the Provision of Services by Electronic Means (consolidated text: Journal of Laws of 2020, item 344) and are made available online at <https://velocity2025.treevent.pl/> free of charge in a form that makes it possible to download, record and print them.

The Organizers of Velo-city Conference 2025 respect individual privacy and value the confidence of our members and visitors of this website. This Terms and Conditions sets out the privacy principles that we follow with respect to the collection, use, and disclosure of information that you may provide through Velo-city 2025 website.

Please read this entire Terms and Conditions before using Velo-city Conference 2025 website or submitting information to Velo-city Conference 2025 through this website. By using the Velo-city 2025 registration website, you consent to the practices described in this document

These Terms and Conditions may be revised periodically and without notice to you. You are encouraged to periodically read this document to see if there have been any changes to our policies that may affect you.

### DEFINITIONS

Whenever the following defined terms appear in these Velo-city Conference 2025 Terms and Conditions, they shall be understood as follows:

**The Organizers of Velo-city 2025** ( “Organizers”, “we,” “us” and “our”)- Gdańsk Tourist Organisation, City of Gdańsk, the European Cyclists’ Federation and/or its representatives.

**Gdańsk Tourist Organisation** (hereafter referred to as “GOT”)- he Gdańsk Tourist Organization association, headquartered in Gdańsk

(80-530), at 22 Uczniowska Street, NIP (Tax ID) 583-288-72-98, KRS (National Court Register) 0000139108, operator and owner of Registration System and the assigned Professional Conference Organizer for the Velo-City Conference 2025.

**Participant** (“You”)– an individual entitled to participate in the Conference, including one designated by the Ordering Party, and using one of the services provided for a Ticket holder under the terms of this Document.

**Ordering Party**- an individual, a legal entity or an organisational unit without legal personality who has registered the Participant's participation in the Conference and has purchased one or more Tickets for one or more Participants.

**The Conference Program** (hereinafter also referred to as the Agenda)- published on the Conference website at the following address: <https://velocity2025.treevent.pl/> and <https://www.velo-city-conference.com/>

## **PRIVACY LAW AND DATA PROTECTION STATEMENT**

We will share your personal information with third parties only in the ways that are described in this Document.

In compliance with the **General Data Protection Regulation** (“GDPR”) and the Polish data protection, the Organisers hereby inform that the information here given will solely be managed internally and used exclusively for the purpose of processing registration and communication within the scope of the conference activities such as scientific and social. Organisers protect the personal data of its website users with greatest diligence and comply with the recent GDPR. Personal data are data which can be related to your person and provide information to identify you. This includes of course your name, postal address and telephone number.

Velo-city Conference 2025 and Meeting Delegate List: We may use this information internally for performing research projects, and program development in support of city of Gdansk mission purposes.

We may share this information with third parties only for the purpose of conducting a competition during the conference.

We do not otherwise share your personal information with third parties for their promotional use or for marketing purposes.

By continuing to use this website, you authorize the organizers of Velo-city Conference 2025, specifically the Gdańsk Tourist Organisation, to use the provided personal data for the above-mentioned purpose.

You have the right to access and rectify your data; delete the data (see Article 17 of the GDPR); restrict processing (see Article 18 of the GDPR); data portability – including if your data is processed on the basis of consent (see Article 20 of the GDPR); withdraw your consent (if your data is processed on the basis of consent) at any time; object to the processing of your personal data (see Article 21 of the GDPR). You also have the right to lodge a complaint with a supervisory authority, that is the Head of the Personal Data Protection Office. Should you wish to do so please contact the conference secretariat: [info@velo-city-conference.com](mailto:info@velo-city-conference.com).

Your data will be stored for the period indicated in the Privacy Policy available on the registration website.

By entering the Event Premises, participants consent to the possibility of being included in interviews, photography, audio recording, video recording (“Footage”) and its/their release, publication, exhibition, or reproduction to be used for news, web casts, telecasts, inclusion on websites, social media, or any other purpose by the Organisers. Such footage may also be used to promote similar events in the future. You hereby release the Organisers, its officers and employees, and each and all persons involved from any liability connected with producing and/or usage of the Footage.

By entering the Event Premises, participants waive all rights they may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of the Footage, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged or waived. Participants also

waive any right to inspect or approve the Footage taken by Organisers or entity/ies designated to do so by Organisers.

You have been fully informed of – and understood – your consent, waiver of liability, and release prior to entering the Event Premises.

## **TERMS OF CONFERENCE REGISTRATIONS**

The Organisers reserve the right to prevent persons who have not registered via the Registration Form in accordance with the Regulations from participating in the Conference, with the provision that this shall not apply to persons to whom the Ticket has been transferred and who already have a User Account.

The Organizer reserves the right to refuse payments and registrations from countries that are subject to sanctions for supporting or participating in acts of terrorism or violating human rights.

Full Conference Ticket, Developing Countries, Students, Speakers Registration Fees include for the conference duration:

- Attendance to all sessions
- Entrance to exhibition area
- Name badge
- Conference materials
- Coffee breaks and lunches to be served during the Conference Program
- Welcome Reception
- Conference Dinner
- Bike Parade
- Technical Visits (on a first come, first served basis. One person can select and attend only one technical visit.)
- Possibility to rent a bike without any fees

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Single Day Ticket Registration Fees include for the conference duration:

- Attendance to all sessions on the selected day
- Entrance to exhibition area on the selected day

- Name badge
- Coffee break(s) and lunch to be served on the selected day
- Social event on the selected day
- Technical Visits on the selected day (on a first come, first served basis. One person can select and attend only one technical visit.)

Once you have finished the registration process, you will receive a confirmation email. Please also check your SPAM/Junk folder. Should you not receive the email, please contact the Conference Office Team at [info@velo-city-conference.com](mailto:info@velo-city-conference.com).

## **CHANGES TO YOUR CONFERENCE REGISTRATION**

Any request for changes to your conference Ticket booking should be made in writing to the conference team at [info@velo-city-conference.com](mailto:info@velo-city-conference.com)

## **PAYMENT METHODS**

Unless specified otherwise by the Organizers payment can be made at the choice of the Ordering Party by credit/debit card, electronic transfer or Google Pay.

The date of registration is decisive for the registration fee. If you choose the option of payment by traditional bank transfer, you have 21 days to make the payment. After this time, if we do not receive the payment, your booking will be canceled.

Electronic payments are managed by the payment operator, i.e. PayU S.A, or any other operator chosen by the Organiser.

If a refund of an amount paid electronically is required, the refund shall be made using the same payment channel.

In order to make payment, it is necessary to give the relevant consents in this respect published by the payment operator. The Organisers are not responsible for the data processed by the payment operator.

## **EXCHANGES, TRANSFERS, REFUNDS & CANCELLATION**

After purchasing a Ticket, you may exchange it, with the reservation that the Ticket may only be exchanged for a Ticket of a higher standard and value.

In order to exchange a Ticket, you must pay a difference between the price of the Ticket purchased and the price of the higher Ticket.

The difference in price shall be calculated on the basis of the price of the Ticket being exchanged and the price of the Ticket for which it is being exchanged, in force on the date the Tickets are exchanged.

The final date for the exchange of Tickets is 9 June 2025.

Conference registrations may be transferred to a colleague if required. The conference ticket can only be transferred once. Such transfer can only be made within your own company or organization and tickets should be transferred only to people who are under the same conditions as the original ticket holder (e.g. student to a student ; developing country to a developing country etc.).

The original invoice will not be changed. If you request such a transfer please contact the conference team at [info@velo-city-conference.com](mailto:info@velo-city-conference.com). Only exhibitor tickets purchased through the venue operator's website may be exchanged between different employees of the exhibitor on different days of the conference. However, the organiser must be notified about such change no later than 2nd June 2025 via e-mail sent to [info@velo-city-conference.com](mailto:info@velo-city-conference.com). . However, all other tickets (full conference, speaker, etc) are assigned to one person only.

The final date for the transfer of Tickets is 9 June 2025.

Without the written consent of one of the Organisers, it is prohibited for the Participant to sell or make available to other Participants the services covered by one of the Tickets, except in the case of a Ticket Transfer, in accordance with the Terms and Conditions.

All cancellations must be submitted to the Organizer via email at: info@velo-city-conference.com, otherwise they will not be processed , and the refund will not be issued.

Cancellation e-mail must include the following:

- full name
- e-mail address used during registration process
- a statement reading as follows:

*I hereby declare my withdrawal from the [name of the Pass purchased] Pass purchase agreement concluded on [date]. Please return the price paid. I hereby declare that I am aware that the amount to be refunded to me may be reduced by an administrative charge.*

Cancellations before 28 February 2025 will receive a full refund with an administrative charge of 75 EUR.

Cancellations from 1 March 2025 to 30 April 2025 will receive a 50% refund (including VAT).

Cancellations on and after 1 May 2025 will not receive any refund.

Should the Velo-city Conference 2025 be cancelled by the Organisers, provided that this does not occur due to a fortuitous event, the amount paid to the bank account of the Organiser, shall be refunded no later than 14 business days after the scheduled date of the Conference to the bank account from which the payment was made. The refund takes place when the instruction to transfer the funds to the aforementioned Account is submitted. The time limit indicated in the previous sentence shall not apply where the Conference is cancelled for reasons arising from a fortuitous event. In this case, the applicable legal regulations shall apply.

## **INSURANCE AND LIABILITY**

It is recommended that you obtain adequate cover for travel, health and accident insurance before you depart from your home country. Organisers cannot accept responsibility for personal injuries, loss or damage to private property belonging to you or any accompanying people.

Organisers cannot make any refunds of registration fees due to illness or unforeseen circumstances arising from a change in health status.

Participants are advised to ensure they have adequate travel and health insurance in place.

Subject to the limitations arising from these Terms and conditions and mandatory provisions of law, the Organisers shall be liable for damage resulting from the non-performance or improper performance of services at the Conference, unless it is proved that the damage could not have been prevented despite the exercise of due diligence.

Subject to the limitations of these Regulations and mandatory provisions of law, the Organisers shall not be liable for:

- damage resulting from the acts or omissions of persons for whom the Organisers are not responsible;
- damage caused by Force Majeure.

Pursuant to Article 558 § 1 of the Civil Code, the Organisers' liability under warranty towards a Participant who does not have the status of a Consumer or Sole Proprietorship is excluded.

The Organisers are not liable for any damage in the form of lost benefits, consequential expenses, inability to use, delays, etc. (*lucrum cessans*).

The liability of the Organisers towards a Participant who is not a Consumer, irrespective of its legal basis, is limited, both as a single claim as well as for all claims in total, to the amount of the price paid.

## **FORCE MAJEURE**

Organisers or the conference venue are not responsible for the cancellation, the partial non-execution or changes which might happen to the conference in the event of the following:

1. An accident outside human control – an act caused by a third party, such as acts of nature, including, without limitation:
  - Credible threats of natural disaster in the geographic vicinity of the venue
  - War
  - Curtailment or interruption of transportation facilities



- Civil disturbance – the issue of a travel warning by the World Health Organization
- Any other events or disasters beyond the parties' control which prevents the venue from accommodating Velo-city 2025 and its delegates for the event or if for the same reasons the event is canceled by the local organizing committee.

2. If travel arrangements are affected by any of the above Organisers are not responsible for reorganizing or paying for alternative travel.

## **PRICES AND VAT**

All prices include 23% VAT.

The invoice will be sent to your email address no later than 48 hours after ordering the ticket.

## **DELEGATE BADGES**

You are required to wear your badge (clearly visible) during ALL events – including social events – to enable us to identify you as a legitimate delegate. This will avoid any unnecessary embarrassment on entry to business and social events.

## **PROGRAM CHANGES**

The Conference Program will be published on the Conference website at the following address: <https://velocity2025.treevent.pl/> and <https://www.velo-city-conference.com/>

The Organisers reserve the right to make changes to the Agenda Any changes shall be announced on an ongoing basis at the place where the Agenda is published.

If the Organisers make any changes to the Agenda, they shall not be the basis for the reimbursement of the fee in the case of the Participant's

resignation from the Conference or its reduction. The Organisers note that the Conference Agenda available online (i.e. on the Platform) may differ from the Conference Agenda at the Conference venue.

## **SPEAKERS, MODERATORS AND REVIEWERS**

Speaker registration is valid only for the speakers with an accepted abstract or a freewheel stage slot for the whole conference duration. Speakers and reviewers will have access to book the ticket with reduced fee for speakers/reviewers.

## **STUDENTS AND DEVELOPING COUNTRIES**

**Students:** Please note that students will be required to provide a proof of status by uploading a document during the registration process. Please have your document (certificate of enrollment or copy of student ID, JPEG- or PDF-file) ready.

**Developing Countries** list is based on the World Bank classification. Developing Countries Fee is applicable to delegates from:

- Low income economies
- Lower-middle income economies
- Upper-middle income economies

## **CAREGIVERS/ ASSISTANTS OF PERSONS WITH DISABILITIES AND PERSONS WITH SPECIAL NEEDS**

Caregivers of persons with disabilities and persons with special needs are eligible for a discounted ticket price of 249 EUR + 23% VAT.

The discounted price applies exclusively to caregivers of individuals who hold a valid conference ticket and require support during the event.

To obtain a discount code entitling the caregiver to purchase a ticket at the reduced price, please contact the organizer at [info@velo-city-conference.com](mailto:info@velo-city-conference.com).

The discount code is personal and may only be used by the caregiver of the person with a disability or special needs.

The organizer reserves the right to verify the eligibility of the caregiver for the discounted ticket.

## **GROUP DISCOUNT REGISTRATION**

If you're planning to register for Velo-city 2025 with a group from one Company/ Institution and take advantage of a group **20% discount**, follow these instructions. Keep in mind that the discount is applied only when the group reaches 5 or more participants from one Company/ Institution. Here's a detailed guide:

1. Contact us, by sending an e-mail to [info@velo-city-conference.com](mailto:info@velo-city-conference.com) with the number of people that You want to register and the Name of the Company/Institution that they will represent
2. We will send You an individual discount code to use during registration
3. Start Individual Registration- Click on the registration link and start the individual registration process. Fill in your details as required, such as your name, email, and any other necessary information.
4. Add Participant- After completing your registration, you'll reach a point where you can add additional participants. Click on the option to add a participant
5. Enter Details for Additional Participants- For each participant you add, provide the required information, such as their name and email address. Continue this process until you have added all participants to your group.
6. Group Size Check- Remember that the group discount applies only for 5 or more delegates. So, if you have added 4 participants, the discount won't be activated yet. Proceed with adding participants until you reach a total of 5 and more.
7. Applying the Group Discount- Apply the discount to each participant in the field "Discount Code" and click on the button "USE DISCOUNT CODE". Remember that you need to do that for each participant in your group!
8. Caution about Leaving the Tab Open- It's advisable to register the entire group in one go. Avoid leaving the registration tab open while searching for more participants, as the discount is based on the total number of delegates at the time of registration.

By following these steps, you can efficiently register a group for the event and ensure that you maximize the group discount opportunity.

## **FINAL PROVISIONS**

If You do not use all or part of the services offered in the Ticket, You are not entitled to receive the reimbursement of the related fee.

The Ordering Party and the Participant(s) are fully jointly and severally liable for the actions taken by the Participant(s) enrolled by the Ordering Party to use the Pass services or the paid Workshop service that have or may have an impact on the use of the Platform and the Services made available on the Platform

In matters not regulated by these Terms and Conditions, the relevant provisions of the laws of the Republic of Poland, including the Civil Code, shall apply.