



CONFERENCE RULES AND REGULATIONS

EUROPEAN FORUM FOR NEW IDEAS

SOPOT 2022

1. GENERAL PROVISIONS

- 1.1. The European Forum for New Ideas, hereinafter referred to as the EFNI CONFERENCE, shall be held in Sopot on 12-14 October 2022. If any additional events of integration, cultural or recreational nature are held on 12-14 October 2022, their list will be posted on the EFNI CONFERENCE website. Unless it is otherwise provided by the ORGANIZER in separate rules and regulations, the attendees of the EFNI CONFERENCE will be able to attend the additional events without any extra charges.
- 1.2. The EFNI CONFERENCE is organized by the Polish Confederation Lewiatan, registered in Warsaw at ul. Zbyszka Cybulskiego 3, Tax Identification Number (NIP): 526-23-53-400, hereinafter referred to as the ORGANIZER.
- 1.3. Persons interested in attending the EFNI CONFERENCE, and attendees of the EFNI CONFERENCE may contact the ORGANIZER by:
 - a) telephone, only at the following numbers: + 48 22 55 99 900 oraz +48 690 329 457.
 - b) e-mail at the following address: jwiniarska@lewiatan.org.
- 1.4. The EFNI CONFERENCE attendees include representatives of business, academia, culture and politics, as well as journalists, feature writers and experts in various fields from Poland, the European Union, and other countries.
- 1.5. The following EFNI CONFERENCE attendees receive the special status:
 - a) BusinessEurope affiliates – corporate and non-corporate entities which are members of any of the national federations being part of BusinessEurope;
 - b) members of the Polish Confederation Lewiatan – private employers directly affiliated with the Confederation or member companies of Industry Associations or Regional Associations affiliated with the Polish Confederation Lewiatan.



- 1.6. Terms and conditions outlined in these Rules and Regulations are an integral part of the EFNI CONFERENCE registration application, and are binding for all attendees.
- 1.7. EFNI CONFERENCE registration rates, varying depending on the status of the EFNI CONFERENCE attendees, are contained in Appendix No. 1 – EFNI 2022 Registration Rates – which is an integral part of these Rules and Regulations.
- 1.8. The official EFNI CONFERENCE website is
- 1.9. These Rules and Regulations are available at the main office and on the official website of the ORGANIZER.
- 1.10. A person interested in participating in the EFNI CONFERENCE who is not a consumer shall register for the EFNI CONFERENCE using the self-registration service (hereinafter the "Service") on his/her own, pursuant to the terms and conditions set out in Chapter 2 "Terms and Conditions of Attendance".
- 1.11. With respect to the Service, drafting of these Rules and Regulations fulfils the obligation specified in Article 8(1)(1) of the Act of 18 July 2002 on electronic provision of services (Journal of Laws No. 144, item 1204 as amended)

2. TERMS AND CONDITIONS OF ATTENDANCE

- 2.1. To attend the EFNI CONFERENCE, all attendees are required to complete a **two-stage EFNI CONFERENCE registration process**, and **deposit the appropriate registration fee upon receipt of a proforma invoice, issued by the ORGANIZER after the completion of the first stage of the registration process. The payment ought to be made within 7 days of issuing the invoice, to the bank account specified on the invoice. The proforma invoice will be sent via email to the address specified in the registration form.** The date of issuing the invoice is regarded to be the date on which the invoice is sent by the ORGANIZER to the email address specified in the registration form.
- 2.2. **The registration process can only be completed with the use of the registration form available on the EFNI CONFERENCE website** indicated in clause 1.8 hereof.
- 2.3. The first stage of the registration process includes:
 - a) expressing interest in attending the EFNI CONFERENCE by providing personal and contact details of the attendee and the payer (the payer being defined in clause 4.2. hereof) as required by the ORGANIZER to issue a relevant invoice, by giving consent to the ORGANIZER to process such data, and by selecting the appropriate attendance option,
 - b) **receipt of initial registration confirmation from the ORGANIZER, and generating an access code to take part in the second stage of the registration process.**



- 2.4. **The ORGANIZER reserves the right to refuse initial registration for the EFNI CONFERENCE without reason.**
- 2.5. The ORGANIZER shall confirm acceptance of the registration or issue a notification about the refusal of registration within three working days, counting from the day of initial registration for attendance at the EFNI CONFERENCE. By sending the confirmation of registration, the ORGANIZER is entitled to issue a pro-forma invoice referred to in paragraph 2.1. for attendance at the EFNI CONFERENCE.
- 2.6. The access code generated by the ORGANIZER during the first stage of registration allows the users to log into the attendee's profile and edit personal details, subject to clause 2.8 below; the access code makes it also possible to log into a mobile application dedicated for the EFNI CONFERENCE attendees.
- 2.7. **Individuals registering for the event have the right to edit their personal details free of charge on the attendee's profile until 7 October 2022 including.** After this date, the option to edit personal details on the attendee's profile will no longer be available. If such a modification is necessary, attendees must contact the ORGANIZER.
- 2.8. The second stage of the registration process includes:
- a) uploading a photograph of the attendee's face (proportions 3x4, maximum file size 50 kB) for the purpose of issuing a personal EFNI ID referred to in clause 3.2,
 - b) providing the attendee's short bio note (up to 350 characters with spaces).
- 2.9. Detailed registration is completed after logging into the attendee's personal registration form with the use of the email address provided during initial registration as the login, and the access code provided by the ORGANIZER in the email message confirming registration for the EFNI CONFERENCE.
- 2.10. Successful completion of each registration stage will be confirmed by a relevant email message sent to the email address provided in the registration form.
- 2.11. **Sending the data contained in the EFNI registration form to the ORGANIZER constitutes acceptance of the terms and conditions of these Rules and Regulations, and is tantamount to entering into an agreement for participation in the EFNI CONFERENCE.**
- 2.12. **An individual is added to the list of EFNI CONFERENCE attendees after successful completion of the registration process, according to clause 2.11, and after the payment is made to the ORGANIZER within the time limit specified in clause 2.1. If the payment is not made on time, the ORGANIZER is authorized to delete the attendee from the list of EFNI CONFERENCE attendees.**



- 2.13 **After entering the attendee on the list of EFNI CONFERENCE attendees referred to in clause 2.13, the ORGANIZER sends a VAT invoice to the email address provided in the registration form.**
- 2.14. The ORGANIZER is not liable for individual settings of email accounts belonging to persons registering for the EFNI CONFERENCE, which may interfere with the delivery of correspondence from the ORGANIZER; in the event that confirmation is not received, please contact the ORGANIZER.
- 2.15. **Registration deadline for the EFNI CONFERENCE is 7 October 2022.**
- 2.16. Due to a limited number of passes to the EFNI CONFERENCE, the ORGANIZER reserves the right to change the registration deadline for the EFNI CONFERENCE.
- 2.17. In order to participate in the EFNI Opening Gala to be held on 20 October 2021, it is necessary to confirm one's attendance at the Gala in the second stage of registration by ticking the relevant checkbox.

3. ORGANIZATION AND SAFETY. COVID-19 PANDEMIC PROTECTION

- 3.1. **Access to the venues where EFNI CONFERENCE programme events will be held is limited only to REGISTERED EFNI CONFERENCE ATTENDEES.**
- 3.2. The attendee receives the REGISTERED EFNI CONFERENCE ATTENDEE status upon confirmation of accreditation in registration and the EFNI CONFERENCE Main Registration Reception, and upon receiving their personal EFNI ID.
- 3.3. The EFNI ID remains the property of the ORGANIZER.
- 3.4. REGISTERED EFNI CONFERENCE ATTENDEES are obliged to carry their EFNI IDs with them at all times while staying at any of the venues where EFNI CONFERENCE programme events are held, and to present them to the representatives of the ORGANIZER upon every request.
- 3.5. **Individuals who are not able to present their EFNI IDs will be refused entry to the venues where EFNI CONFERENCE programme events are held.**
- 3.6. **Individuals who are not able to present their EFNI IDs while on location at the venues of EFNI CONFERENCE programme events will be requested to leave the venue immediately upon request of the representatives of the ORGANIZER.**
- 3.7. **The ORGANIZER reserves the right to confiscate the EFNI ID if it is used at a venue of the EFNI CONFERENCE programme events by other person than the REGISTERED EFNI CONFERENCE ATTENDEE shown on the EFNI ID.**



- 3.8. Individuals who have lost their EFNI IDs may receive a duplicate of the EFNI ID by following the instructions provided by the ORGANIZER, and upon making payment in accordance with the EFNI 2021 Registration Rates (Appendix No. 1).
- 3.9. **Recording, taping and photographing at the venues of the EFNI CONFERENCE programme events without prior written consent of the ORGANIZER is prohibited.**
- 3.10. The ORGANIZER assumes no responsibility for statements and presentations made during any of the EFNI CONFERENCE programme events.
- 3.11. REGISTERED EFNI CONFERENCE ATTENDEES are solely responsible for their statements and presentations made during the EFNI CONFERENCE.
- 3.12. The ORGANIZER will make every effort to provide the REGISTERED EFNI CONFERENCE ATTENDEES with comfort and safety, however, the ORGANIZER assumes no responsibility for their property which may be lost, stolen or damaged during the EFNI CONFERENCE.
- 3.13. The REGISTERED EFNI CONFERENCE ATTENDEE is obliged to cover any and all costs related to the remedy of damage caused by them which the ORGANIZER may incur, should third parties claim compensation for damage caused by the CONFERENCE ATTENDEE.
- 3.14. The REGISTERED EFNI CONFERENCE ATTENDEE is obliged to abide by all safety and fire regulations applicable at any of the venues where EFNI CONFERENCE programme events are held, and to follow any organizational and technical instructions given by the representatives of the ORGANIZER.
- 3.15. During the EFNI CONFERENCE, any holder of a personal EFNI ID labelled 'ORGANIZER' is deemed to be a representative of the ORGANIZER.
- 3.16. Due to the state of the COVID-19 pandemic, the Organizer may:
 - (a) require the Attendee to submit a written declaration at the entrance to the event or beforehand on-line, stating that the Attendee is not subject to mandatory quarantine or isolation;
 - b) collect personal and contact information that allows easy contact with attendees after the event;
 - c) require the Attendee to show a Certificate of vaccination against Covid-19 in the event that admission to the Event is based on such Certificate.
- 3.17. All EFNI Attendees are obliged to cover their mouths and noses by wearing a mask in EFNI's enclosed spaces and to disinfect their hands upon entering the event area and upon leaving;
- 3.18. Each EFNI attendee is obliged to equip himself/herself with a mask;



4. COSTS OF ATTENDANCE AND PAYMENT TERMS

- 4.1. **Costs of attendance in the EFNI CONFERENCE and payment terms are specified in the EFNI 2022 Registration Rates included in Appendix No. 1 hereto.**
- 4.2. The payer (invoice addressee) is the entity indicated by the attendee in the registration form. The payer and the attendee are jointly and severally liable towards the ORGANIZER.
- 4.3. **Withdrawal from the EFNI CONFERENCE can only be submitted by way of cancellation of registration in accordance with the procedure described in clause 5.2; lack of timely payment for attendance in the EFNI CONFERENCE does not constitute withdrawal from the EFNI CONFERENCE.**
- 4.4. **Failure to cancel the registration and non-attendance in the EFNI CONFERENCE is not deemed to be a withdrawal from attendance at the EFNI CONFERENCE and entails full attendance costs.**
- 4.5. **In order to determine whether and to what amount of discount an attendee is entitled to, the ORGANIZER particularly takes into consideration the time of payment of all fees due to the ORGANIZER for the attendance in the EFNI CONFERENCE. The payment date of the proforma invoice is the validity date of the offer.**
- 4.6. Payments by credit card and e-transfer will be processed by Przelewy24.

5. REGISTRATION CHANGES

- 5.1. **Change of the EFNI CONFERENCE attendee's name under the same payer may only be made by sending the "Change of Attendee" form by email or registered letter to the address of the ORGANIZER. The "Change of Attendee" form is Appendix 2 hereto.**
- 5.2. **Withdrawal from the EFNI CONFERENCE may only be submitted by sending a written declaration on the "Withdrawal" form by email or registered letter to the address of the ORGANIZER. The "Withdrawal" form is Appendix 3 hereto. Withdrawal from the EFNI CONFERENCE submitted after the date specified in Appendix No. 1 is deemed invalid and entitles the ORGANIZER to demand that the attendee pay the ORGANIZER all fees connected with attendance in the EFNI CONFERENCE.**
- 5.3. Change of the EFNI CONFERENCE attendee's name and withdrawal from the EFNI CONFERENCE may be subject to charges in accordance with the EFNI 2021 Registration Rates included in Appendix No. 1 hereto.

6. COMPLAINTS

- 6.1. **Any complaints must be made in writing and sent by registered letter to the address of the ORGANIZER within 7 days of the end of the EFNI CONFERENCE.**



- 6.2. Complaints sent in after this deadline will not be considered.
- 6.3. Complaints will be processed by the ORGANIZER within 30 days of their receipt, and the response will be made in writing and sent to the return address indicated in the complaint.

7. TERMS AND CONDITION OF ELECTRONIC PROVISION OF SERVICES

- 7.1. It is forbidden for an Attendee to provide unlawful content, in particular to provide false or outdated personal data while using the services of the ORGANIZER.

7.2.1. risks related to the provision of services and data security:

- a. The systems and applications used by the Administrator ensure a high standard of security and protection of personal data.
- b. However, the User should be aware that using the Newsletter service requires the use of a public telecommunication network (Internet), which is connected with an increased risk of the following threats:
- c. possibility of receiving spam, i.e. unsolicited advertising (commercial) information transmitted electronically;
- d. the presence and operation of malware, including: computer viruses, i.e. software that, once executed, is capable of infecting files in a self-replicating manner, usually without being noticed by the user; viruses may be more or less harmful to the operating system in which they reside, the carrier of this type of software may be e-mail attachments;
- e. the presence and operation of Internet worms, i.e. malicious software capable of self-replication; in this case, the lack of proper maintenance (updating of software) of the computer system by the user may lead to a successful Internet worm attack;
- f. possibility of spyware, i.e. software that spies on the User's activities on the Internet, installing itself without the User's knowledge, consent or control;
- g. The possibility of being exposed to cracking (breaking security measures) or phishing (stealing passwords).
- h. sniffing - unauthorised monitoring of the User's Internet traffic, other than cracking and phishing, involving the use of a sniffer - a computer program whose task is to intercept and possibly analyse data passing through the network;



- i. the risk of being exposed to other unwanted or "malicious" software, carrying out activities not intended by the User;

8. FINAL PROVISIONS

- 8.1. The ORGANIZER reserves the right to change the date of the EFNI CONFERENCE or cancel it.
- 8.2.1. In the event of change of the EFNI CONFERENCE date, the attendee has the right to withdraw from the EFNI CONFERENCE.
- 8.2.2. Withdrawal from the EFNI CONFERENCE, resulting from the change of its date, may only be submitted by sending a written declaration on the "Withdrawal" form by email or registered letter to the address of the ORGANIZER. The "Withdrawal" form in electronic format will be sent by the ORGANIZER together with the information about the change of date of the EFNI CONFERENCE to the email address indicated in the registration form.
- 8.2.3. In the event that the attendee withdraws from the EFNI CONFERENCE due to the change of its date, the ORGANIZER will make a full refund of the registration fee within 30 days of the receipt of the withdrawal by the ORGANIZER.
- 8.3. In the event that the EFNI CONFERENCE is cancelled, the ORGANIZER will make a full refund of the registration fee within 30 days of the date of informing the attendee about the cancellation of the EFNI CONFERENCE.
- 8.4. Refund of the registration fee will be made only by bank transfer to the bank account from which the payment was made, and the ORGANIZER shall issue a credit note (*correction VAT invoice*).
- 8.5. Except for the case specified in clause 7.3, in the event of change of the EFNI CONFERENCE date or its cancellation, the ORGANIZER does not cover any costs incurred by the attendee in connection with the attendance in the EFNI CONFERENCE, and is not liable for any further claims for damages of the attendee.
- 8.6. **The ORGANIZER arranges the EFNI CONFERENCE programme and fees and reserves the right to make changes to the programme, including on the day of the EFNI CONFERENCE, and including the right to make changes to the schedule, order of presentations and changes of speakers.**
- 8.7.1. **The administrator of the data provided is the ORGANIZER. Personal data shall be processed for the purpose of organization and execution of the EFNI CONFERENCE, in accordance with the rules set out in the Attendee Registration Form (Information Clause).**



Providing data is voluntary, however, failure to provide required data in the registration form makes it impossible to carry out the procedure of registration, payment and participation in the EFNI CONFERENCE.

- 8.8. The Organizer is entitled to contact the attendee or the entity registering the attendee in order to obtain feedback about the EFNI CONFERENCE.
- 8.9. **The ORGANIZER does not cover the costs of transport or accommodation in Sopot for EFNI CONFERENCE attendees.**
- 8.10. Any disputes which may arise from attendance in the EFNI CONFERENCE will be settled by the court having jurisdiction over the ORGANIZER's registered office.
- 8.11. The ORGANIZER is not liable for the attendee being unable to attend the EFNI CONFERENCE due to force majeure or by fault of the attendee.
- 8.12. In case of any doubts as to the interpretation of these Rules and Regulations, the Polish language version prevails.
- 8.13. Provisions of the Civil Code apply to all matters not regulated herein.
- 8.14. The Attendee or the entity registering the Attendee declares that he/she is familiar with the content of these Rules and Regulations and accepts their provisions.
- 8.15. The Rules and Regulations come into force on the day of their publication on the website.

APPENDIX 1 EFNI 2022 FEES

ATTENDEES		
ACCREDITATION TYPE	REGISTRATION DATE	FEE per 1 person
MEMBERS OF THE POLISH CONFEDERATION LEWIATAN		
early bird offer	by 31 May 2022	PLN 2,500 PLN + VAT
standard offer June	by 30 June 2022	PLN 2,600 PLN + VAT
standard offer July	by 31 July 2022	PLN 2,700 PLN + VAT
standard offer August	by 31 August 2022	PLN 2,800 PLN + VAT
standard offer September	by 30 September 2022	PLN 2,900 PLN + VAT

last minute offer October	by 12 October 2022	PLN 3,000 PLN + VAT
NON-MEMBERS OF THE POLISH CONFEDERATION LEWIATAN		
early bird offer	by 31 May 2022	PLN 2,800 PLN + VAT
standard offer June	by 30 June 2022	PLN 2,900 PLN + VAT
standard offer July	by 31 July 2022	PLN 3,000 PLN + VAT
standard offer August	by 31 August 2022	PLN 3,100 PLN + VAT
standard offer September	by 30 September 2022	PLN 3,500 PLN + VAT
standard offer October	by 22 October 2022	PLN 4,000 PLN + VAT

***The fee includes:**

- Participation in the EFNI official programme - 3 days (12-14 October: Wednesday, Thursday, Friday)
- dinner on the evening of 12 October 2022
- lunches on 13-14 October 2022
- coffee breaks at any time on: 13-14 October
- participation in the networking evening on 13 October 2022
- participation in the Business Weimar Triangle with representatives of European business (only for company presidents)
- artistic and substantive programme
- possibility to give a speech in the EFNI Hyde Park
- conference materials
- you will be notified of all additional options on an on-going basis

The fee does not include the costs of accommodation and transport.

PLUS ONE

ACCREDITATION TYPE	REGISTRATION DATE	FEE
PLUS ONE 3-day package	by 7 October	PLN 1,250 PLN + VAT

The fee includes:

- Participation in the EFNI official programme - 3 days (12-14 October: Wednesday, Thursday, Friday)
- dinner on the evening of 12 October 2022
- lunches on 13-14 October 2022
- coffee breaks at any time on: 13-14 October 2022
- participation in the networking evening on 13 October 2022
- artistic and substantive programme
- conference materials

ADDITIONAL FEES	
Fee type	Fee
ID replacement	PLN 50 PLN + VAT
change of attendee's name by 15 October	free of charge
change of attendee's name from 16 October	PLN 100 PLN + VAT

WITHDRAWAL FROM ATTENDANCE	
Fee type	Fee
withdrawal from attendance by 30 July	full reimbursement of the registration fee
withdrawal from attendance by 31 August	reimbursement of 50% of the registration fee
withdrawal from attendance from 1 September	no reimbursement of the registration fee



APPENDIX 2

Change of Attendee of EFNI 2022 (valid until 7 October)

Change of attendee's name by 7 October*	free of charge	x
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*After October 16, the fee is PLN 100 + VAT.

I request the change of name of EFNI 2022 Attendee as follows:

First and last name of the currently registered Attendee	
Name of company/organization of the registered Attendee	
First and last name of the Attendee to be registered (as replacement)	

Other particulars of the Attendee to be registered:

Title (enter an abbreviation, such as Prof. or Dr.)	
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Position	
Name of company/organization	
Industry	
Telephone no. (area code of the country and city, followed by the number itself, e.g. 48221112233)	
Cell phone no. (in order to receive text messages with organizational information during the Forum)	
E-mail address:	
Additional e-mail address (of another person who is to receive confirmations and messages)	

* grey fields are mandatory.

Date of change: __ - __ - ____ r.

First and last name of the person filling out the document:

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Signature and company seal
person filling out the document:

.....

signature

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of the

Please, send a scan of the form to the following address: jwiniarska@lewiatan.org **Within three business days the new Attendee will receive the detailed registration link to his/her e-mail address.**

If you have any questions, please contact the Registration: jwiniarska@lewiatan.org +48 22 55 99 900, + 48 690 329 457

Change of Attendee of EFNI 2022 (valid from 8 October)

Change of attendee's name by 8 October 2021	PLN 100 + VAT	x
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I request the change of name of EFNI 2021 Attendee as follows:

First and last name of the currently registered Attendee	
Name of company/organization of the registered Attendee	
First and last name of the Attendee to be registered (as	





replacement)	
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Other particulars of the Attendee to be registered:

Title (enter an abbreviation, such as Prof. or Dr.)	
Position	
Name of company/organization	
Industry	
Telephone no. (area code of the country and city, followed by the number itself, e.g. 48221112233)	
Cell phone no. (in order to receive text messages with organizational information during the Forum)	
E-mail address:	
Additional e-mail address (of another person who is to receive confirmations and messages)	

* grey fields are mandatory.

Date of change: __ - __ - ____ r.

First and last name of the person filling out the document:

.....

Signature and company seal
person filling out the document:

.....

signature

of the

Please, send a scan of the form to the following address: jwiniarska@lewiatan.org. Within three business days the new Attendee will receive the detailed registration link to his/her e-mail address.

If you have any questions, please contact the Registration: jwiniarska@lewiatan.org +48 22 55 99 900, +48 690 329 457

Schedule 3

Withdrawal from EFNI 2022 (valid until 31 July)



withdrawal from attendance by 31 July 2022	reimbursement of 100% of the registration fee	x
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Please remove from the list of EFNI 2022 Attendees.
First and last name of the registered Attendee

Name of company/organization of the registered Attendee	
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Bank account to which the registration fee is to be reimbursed	
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Date of withdrawal: __ - __ - ____ r.
First and last name of the person filling out the document:
.....

Signature and company seal
of the person filling out the document:
.....
Signature

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Please, send a scan of the form to the following address: jwiniarska@lewiatan.org.

If you have any questions, please contact the Registration:
jwiniarska@lewiatan.org, +48 22 55 99 900, + 48 690 329 457

**Withdrawal from EFNI 2022
(valid until 31 August)**





withdrawal from attendance by 31 August 2021*	reimbursement of 50% of the registration fee	x
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*by 31 August, the reimbursement is 50% of the registration fee, and from 1 September, the registration fee is not reimbursed.

Please remove from the list of EFNI 2022 Attendees.
First and last name of the registered Attendee

Name of company/organization of the registered Attendee	
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Date of withdrawal: __ - __ - ____ r.

First and last name of the person filling out the document:

.....

Signature and company seal
of the person filling out the document:

.....

signature

Please, send a scan of the form to the following address: jwiniarska@lewiatan.org.

If you have any questions, please contact the Registration:
jwiniarska@lewiatan.org, +48 22 55 99 900, +48 690 329 457

Withdrawal from EFNI 2022 (Valid from 1 September)



Withdrawal from attendance from 1 September 2022	No reimbursement of the registration fee	x
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Please remove from the list of EFNI 2022 Attendees.
First and last name of the registered Attendee

Name of company/organization of the registered Attendee	
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Date of withdrawal: __ - __ - ____ r.

First and last name of the person filling out the document:

.....

Signature and company seal
of the person filling out the document:

.....
signature

Please, send a scan of the form to the following address: jwiniarska@lewiatan.org.

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