

## General Terms and Conditions for Participation in Conferences and Workshops

### I. General Provisions

- a) The organizer of the conference and workshops (hereinafter referred to as "events") is FEL Events z. s., Kollárova 1239/19, 301 00 Plzeň.
- b) The registration fees and payment methods are listed for each event on the organized events website.
- c) Entry to the events is allowed only to participants who register in advance and pay the registration fee.
- d) Events may be held in person or online.

### II. Registration and Registration Fee

- a) Participants are required to register for the conference through the registration form provided on the individual events websites and pay the registration fee according to the instructions provided.
- b) Registration must be completed by the date specified for each event.
- c) Upon registration, participants will receive an invoice for the registration fee at the email address provided during registration. After paying the registration fee, a tax document will be sent to the same email address.
- d) The registration fee includes materials and services listed on the event's webpage.
- e) Upon arrival at the event, participants will receive a name badge with their name and the name of the institution that sent them to the event. Participants are required to wear their name badge in a visible place. The name badge is non-transferable unless otherwise agreed with the organizer before the event.

### III. Cancellation of Registration and Registration Fee

- a) Participation in the conference can be cancelled no later than the date specified on the pages of each event by sending an email to the event organizer. The email address is provided in the registration confirmation.
- b) Paid registration fees are non-refundable unless otherwise agreed with the organizer. In case of cancellation, the participant has the right to nominate a substitute in writing. In this case, the registration fee is also non-refundable.

### IV. Participants' Personal Data

- a) For the purposes of registering participants, billing registration fees, organizing, and administering the event, the organizer processes the personal data of participants.
- a) The organizer processes participants' personal data to the extent necessary and for the required time. In processing the personal data of participants, the organizer follows the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection

**FEL Events z. s.**

**based in Pilsen, Kollárova 1239/19, ZIP code 301 00, registered in the association register at the  
Regional Court in Plzeň, section L, insert no. 7237**

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Regulation) as amended by subsequent regulations and the Act No. 110/2019 Coll., on personal data processing, as amended by subsequent regulations.

- b) By registering, the participant consents to the taking of photographic documentation during the event. This consent can be withdrawn on the day of the event during registration and the collection of the conference badge before the start of the conference.

**V. Final Provisions**

- a) Should the event be cancelled, the organizer will notify the registered participants of this fact via email. Participants who have already paid the registration fee will be refunded the full amount to the account from which the organizer received it.
- b) Participants are not allowed to conduct any commercial activities in the event premises unless otherwise agreed before the start of the conference.

Pilsen, January 2, 2024

**Contact:**

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