

Rules and Regulations

- 1) The below rules and regulations establish:
 - a) The rules of registration, cancellations as well as changes to registration for the 17th Wonca Europe Conference, Warsaw 2011, which will be held at EXPO XXI in Warsaw during the days 8 – 11 September, 2011, hereinafter referred to as the “Conference”.
 - b) The rules of payment as well as payment refund for the Conference.
 - c) The rules of abstract submission and acceptance of scientific abstracts for the Conference.
- 2) The Organizer of the Conference is the College of Family Physicians in Poland, ul. Muranowska 100-209 Warsaw, NIP: 525-20-53-698
and acting on its behalf the Professional Conference Organizer (PCO) Zdrowie i Zarzadzanie sp. z o. o., (Health and Management), 31-047 Kraków, ul. Sarego 16/3, NIP: 676-20-64-094
Hereinafter referred to as the “Organizer”.

Registering for the Conference

- 3) Registration for the Conference takes place through the Registration System “COFFEE” which is situated on the web page: <http://www.woncaeurope2011.org>. Registration is completed when all the required data is provided during the registration process. This includes the acceptance of the conditions and terms as set by the Organizers.
- 4) Participation in the Conference is achieved by registration, indicated in point 3, as well as by payment for participation in the Conference which is outlined below.
- 5) Registration on-line will be conducted up until 31 August 2011. The Organizer reserves the right to close registration earlier in the case of utilization of all available space for participants of the Conference. Information about the number of available spaces as well as information regarding the closing of registration will be posted by the Organizer on the Web page: <http://www.woncaeurope2011.org>.
- 6) Registration on-line will be managed through:
 - a) Individual registration, of which after completing the initial process, will provide access to the registration process allowing the user, among other things, to view his/her data, edit or change earlier submitted data, submit abstracts, review as well as define his/her personal conference daily planner.
 - b) Group registration, which will provide the opportunity to identify a group coordinator who will be responsible for registering, administering, as well as finalizing payment of all the members of the group. The Coordinator will have the ability to review, edit as well as change earlier submitted data.

- 7) The data described in point 6, sub-points a and b, will be modifiable up until the day determined by the Organizer of the Conference. The responsibility to check the reliability and the correctness of the submitted data lies with the conference participant.
- 8) The Organizer is not responsible for any errors resulting from the improper use of the online registration software.
- 9) In order to complete the registration process, an email address for the user is required, which, after the successful registration, will become the unique identifier (login) for the registration program.
- 10) The email address given during the registration process will be used to send any information regarding the 17th Wonca Europe Conference, Warsaw 2011, in particular: confirmation of registration, confirmation of receipt of payment, reminders regarding upcoming deadlines for completing registration and payment.
- 11) Confirmation of registration will be sent to the participants within 21 working days. If the participant has not received a confirmation it is his/her responsibility to contact the Organizer to ensure that the registration was completed.
- 12) The Organizers of the Conference are not responsible for errors or delay in the delivery of email messages containing information provided by the above-mentioned.
- 13) Although every effort is made to ensure the highest quality of the website, the Organizer is not responsible for any interruptions and errors in the operation of the online registration software and does not accept any ongoing obligation, liability or responsibility in respect of the same.

Abstracts

- 14) All abstracts need to be submitted and presented in English.
- 15) The Organizer reserves the right to choose and publish the abstracts which were presented during the 17th Wonca Europe Conference, Warsaw 2011. The final decision on the selection of abstracts lies with the Scientific Committee of the Conference. At the time of submission of abstracts a participant agrees to transfer the copyrights of the submitted abstract to the Organizer in particular the right to publish the abstracts in the abstract book in in printed or electronic version as well as in any other material published by the conference organizer in connection with this Conference.
- 16) While submitting abstracts online, authors need to indicate the preferred form of the presentation: oral, poster or workshop. However, as only a limited number of oral presentations and workshops can be accepted, authors may be asked to change or alter their proposal.
- 17) The Scientific Committee decides on the abstracts to be presented and their mode of presentation (workshop, oral presentation or poster).
- 18) The Conference participant has the right to submit a maximum of 2 abstracts through the online registration software.

- 19) The publication of an accepted abstract is contingent on payment of conference fees paid for by the submitting person and/or a presenter no later than July 1, 2011.
- 20) If the person presenting the abstract will be different than the person who is declared during the abstract submission through the online registration software, the duty of paying the proper fees lies with the both above-mentioned people.

Dates and fees for Participation in the Conference

- 21) Payment for participation in the Conference should be paid by 15 August 2011 and after this date payment will be accepted only on-site during the Conference.
- 22) Payment for participation in the conference can be paid by:
- Bank transfer to the following bank account:
ZiZ Centrum Edukacji sp. z o. o., ul. H. Kołłątaja 16/4, 31-502 Krakow,
Bank name: **BRE BANK SA**,
Bank address: **Kraków, ul Augustiańska 15**
IBAN: **PL 65 1140 1081 0000 2164 4100 1002**
SWIFT / BIC / SHORT CODE: **BREXPLPWKRA**
 - Credit Card (starting January 2011)
 - By cash or credit card during the conference which is done through “On-site Registration”.
- 23) The Conference fee is dependent upon the date of which the payment is made, as well as the type of participant:

	Until 15th May	From 16th May to 31st August	From 1st September and on site
WONCA direct members	530.00 €	600.00 €	700.00 €
Delegates	580.00 €	650.00 €	750.00 €
Junior doctors*, trainees and students	300.00 €	350.00 €	450.00 €
Accompanying persons	150.00 €	150.00 €	150.00 €

* young GPs until 5 years after graduation are considered “junior doctors”

- 24) All fees include Polish VAT
- 25) The participant or a group of participants are required to cover any additional costs or fees as a result of a transfer of funds to the Organizer's bank account, in particular the fees and commissions charged by banks for conducting domestic or international bank transfers. This means that the

participant is covering BOTH the charge of her/his bank sending the money as well as the charge of the bank receiving the money (i.e. charge of a bank indicted by Organizers)

- 26) If the Organizer does not receive proper payment from the participant to participate in the Conference, the registration for the participant will expire. The date of receipt of payment for Conference participation by the Organizer shall be the date on which such payment was credited to the account noted in the application during the registration process.
- 27) If the amount of participant payment will be not correct – a participant has to transfer to the Organizers the remaining sum of money and cover all the charges (as mentioned in the point 23 above).
- 28) Registration fees for WONCA direct members, delegates, junior doctors, trainees and students include:
 - a) Admission to all scientific sessions,
 - b) Admission to the poster exhibition and the technical exhibition,
 - c) Opening ceremony and welcome reception,
 - d) Conference materials (delegates bag, final programme, abstract book, etc.),
 - e) Coffee breaks and lunches provided in the conference area.
- 29) Registration fees for accompanying persons include:
 - a) Opening ceremony and welcome reception,
 - b) Coffee breaks and lunches (Friday, September the 9th and Saturday, September the 10th, 2011) provided in the conference area.
- 30) The specified documents are to be submitted jointly with the registration form:
 - a) Graduation Diploma (for junior doctors),
 - b) Letter of Confirmation from the head of the department and a copy of the student ID (for students),
 - c) Member Certificate (Wonca Direct Members).
- 31) The above mentioned documents in point 29 are to be delivered by fax to the number +48 12 431 21 44, or by e-mail to: wonca2011@ziz.com.pl
- 32) The entrance to all Conference sessions and events is based on presentation of the conference badge or special tickets. The participants are fully responsible for careful protection of these documents. Duplicates will not be available.
- 33) Administration Fees:
 - a) A fee of 40€, will be charged for any changes to the registration name.
 - b) A fee of 30€, will be charged for any changes on the invoice after the invoice is issued.
- 34) The Organizer is not responsible for any additional fees incurred by the participant or group of participants, in particular: fees associated with housing, hotels, purchasing of additional tours or trips or others which are not paid for directly to the account of the Organizer.

Change of dates and amounts of fees for Conference Participation

- 35) The Organizer reserves the right to extend the registration dates, and thus, change the deadlines for payment of fees for participation in the Conference. The Organizer commits to informing any possible changes of dates on the Web page: <http://www.woncaeurope2011.org>.
- 36) The organizer reserves the right to waive or reduce registration fees for selected groups of Conference participants.

Cancellation of participation in the Conference

- 37) A Conference participant, which has registered for the conference, has the right to withdraw his/her participation in the Conference without providing any reason for the withdrawal.
- 38) Cancellation of Conference participation must be given in writing to the Organizer by fax (+48 12 431 21 44) or e-mail to wonca2011@ziz.com.pl , under the following conditions:
 - a) Cancellations received by 15th May 2011, will be reimbursed at 50% of the registration fee. .
 - b) Cancellations received after 15th May 2011, NO REFUNDS will be made.
- 39) All bank charges have to be covered by the participant who is cancelling his/her participation.
- 40) Participants who are exempted from payment of fees for Conference participation are not entitled the right to demand a refund of any funds in the event of cancellation of Conference participation.
- 41) Fees for Conference participation will be refunded:
 - a) in the case of bank transfer - to the bank account indicated by the participant. The participant who is withdrawing from Conference participation has the responsibility to send the account number together with all the information necessary to conduct a foreign funds transfer to the email address: wonca2011@ziz.com.pl. The email including cancellation as well as the data to conduct the foreign funds transfer must be sent from the email address submitted during the time of registration.
 - b) in the case of a credit card payment -reimbursement is only possible on the credit card used for the payment. The participant who is withdrawing from the Conference participation has the responsibility to send all the information necessary to conduct a foreign funds transfer to the email address: wonca2011@ziz.com.pl. The email including cancellation must be sent from the email address submitted during the time of registration.
- 42) The participant who is withdrawing from Conference participation has the responsibility to send the account number together with all the information necessary to conduct a foreign funds transfer to the email address: wonca2011@ziz.com.pl. The email including cancellation as well as the data to conduct the foreign funds transfer must be sent from the email address submitted during the time of registration.

43) All approved refunds will be processed after the Conference. Please note, it may take up to eight weeks to process the refund.

Cancellation of the Conference

44) In the case that the Conference must be canceled due to the fault of the Organizers, the full registration fee will be returned to the participant. The participants who are exempted from payment of fees for the Conference are not entitled the right to demand a refund of any funds in the event of Conference cancellation due to the fault of the Organizers.

45) To the extent permitted by Polish law, the Organizer excludes its liability for damages incurred by the Participants in connection with the organization, conduct, cancellation or postponement of the Conference. The Organizer will not be held responsible for benefits lost by the participants in this respect. In the case of overlapping contractual liability and tort, the participant may claim compensation within the limits specified above, solely on the basis of the provisions of this paragraph.

Final Provisions

46) Any additional information and provisions applicable to the Conference participants:

- a) As a result of the registration, the participant agrees to participate in the Conference and agrees to the provisions outlined in these Rules and Regulations.
- b) Any questions concerning the registration process should be directed electronically to the email address: wonca2011@ziz.com.pl or by telephone: +48 12 431 21 44.
- c) The Organizer reserves the right to change these regulations in case of unpredicted reasons.
- d) Any change in the rules will be announced at <http://www.woncaeurope2011.org/>

47) Participants are responsible for their accommodation arrangements recommended or not by the Organizer. The Organizer doesn't accept any responsibilities for the consequences of those arrangements.

48) The Organizer does not accept any responsibility for loss or damage to participants own properties and/or personal effects while at the conference and other conference events. The Organizer does not accept any liability for losses or damages caused by events beyond its control including fire, flood, strikes, civil or war disturbances.

49) The Court of Poland is to have exclusive jurisdiction and venue for any dispute arising out of the use of this website.