

Regulations on Speaker Participation in the ABSL Summit 2024

3-5 June 2024, Kraków

Art. 1. General

1. Definitions

- a. ABSL, Związek Liderów Sektora Usług Biznesowych (*Eng. Association of Business Service Leaders*), Rondo Organizacji Narodów Zjednoczonych 1, 00-124 Warszawa, Poland.
- b. CONREGO, CONREGO Spółka z ograniczoną odpowiedzialnością (*Ltd.*) with the registered address in Gorzów Wielkopolski (66-400), ul. Ignacego Paderewskiego 40/6, KRS: 0000716221, NIP: 599-321-52-85.
- c. EVENT FACTORY, event-factory s.c. Konrad Koper, Katarzyna Czernek-Koper - NIP: 6751325390, REGON: 120043083, with its registered address in Krakow (31-545), ul. Mogilska 43.
- d. Moderator, a Speaker whose appearance during the Event consist of chairing and moderating of a Debate.
- e. Speaker, a physical person approved or invited by the Organiser to take part in the Event as a Panellist, Lecturer or Moderator, and provided by the Organiser with an access code to register as a Speaker at the Event.
- f. Separate Agreements between the Parties, adopted by the Organiser and the Speaker in at least a documentary format, which in particular involve the date, time, location and topic, as well as the duration of the Speaker's appearance during the Event.
- g. Organiser, the ABSL, with EVENT-FACTORY acting on its behalf and for its benefit.
- h. Partner, any natural or legal person, or an organisation without legal personality, supporting, or financing, or co-financing the organisation of the Event.
- i. Debate, a public appearance during the Event in the form of an active discussion with the participation of Panellists and the Moderator, without a presentation and specifically in the format of a debate, a discussion, or a Round Table, details of which are the subject of Separate Agreements Between the Parties.
- j. Panellist, a Speaker, whose appearance during the Event consist of involving active participation in a discussion conducted as part of a Debate.
- k. Lecturer, a Speaker, whose appearance during the Event consist of delivering a Lecture.
- l. Lecture, a public appearance delivered by a Lecturer during the Event, complete with a multimedia presentation to be drafted by the Lecturer, the details of which shall be subject to Separate Agreements between the Parties.
- m. Seller(CONREGO) shall be both the Seller and the settlement agent for the participation fees.
- n. Registration System (System), a web application, owned by CONREGO, handling the registration of Participants for the Event.

- o. User, any person using the System to perform the Event registration process on its own behalf or on behalf of another Speaker.
- p. Participant, a natural person taking part in the Event as a participant.
- q. **Event Participation Contract**, a contract between the Organiser and the Speaker laying down terms and conditions of the Speaker's public intervention and participation in the Event that consists of: (i) the provisions of these Regulations; (ii) Separate Agreements Between the Parties, and (iii) binding legal regulations.
- r. Event, the ABSL Summit 2024 organised by Związek Liderów Sektora Usług Biznesowych (*Association of Business Service Leaders, ABSL*) and scheduled to take place on 3 June to 5 June 2024 in Kraków.

2. Additional information

- a. The Event's official on-line service is found on: <http://ABSLSummit.com> (the detailed agenda of the Event is found under the Agenda tab).
- b. The System covers the service of storing the User registration details (including full name, name and address of the employer, position, email address and telephone number) and the handling of the registration process (involving the collection, recording, storing, updating, supplementing and removing of such details) by the Organiser or the Seller.
- c. The technical requirements involved in the use of the System are no different from those involved in the general use of the Internet. The User will need a computer with Internet access and browsing software. Recommended browsers include: Mozilla Firefox or Google Chrome.

Art. 2. Terms and conditions of Speakers' participation

- 1. All Speakers have been approved or invited by the Organiser to take part in the Event as Panellists, Lecturers or Moderators. As an additional and necessary condition for participation in the Event, the Speakers shall accept the provisions of these regulations and shall register for the Event (by choosing the participation type: Speaker) using the access code provided to them by the Organiser.
- 2. The Speakers' and the Organiser's rights and obligations are regulated hereunder. Without prejudice to these Regulations, the Parties to the Event Participation Contract may adopt Separate Agreements between the Parties. Where contradictions, if any, may arise between the provisions of such Separate Agreements between the Parties and these Regulations, the Separate Agreements Between the Parties shall prevail, as they modify or refine the Regulations.
- 3. The Organiser reserves the right to change the dates of the Event for reasons outside its control and the Speaker hereby agrees not to make any claims in this respect. Unless the Parties explicitly agree otherwise, the Organiser shall not be responsible for covering any expenses borne by the Speaker in relation to the Event.
- 4. Without prejudice to the provisions of Art. 6 (Exploitation of Image, Voice and Utterance and Content) and of Art. 7 (Personal Data), the Organiser reserves the

exclusive right to record sound and video during the interventions of Speakers (including special guests and the keynote speaker) at the Event. Any recording by persons without the Organiser's authorisation shall be expressly prohibited. The Organiser reserves the right to introduce additional, more stringent provisions regarding individual interventions of the Speakers, in particular the keynote speaker. In the event of introducing changes to these Rules of Participation or creating separate documents regulating the rules of participation in individual interventions, the Organizer will inform the Participants by e-mail, and will also post relevant information on the Event's website: <https://abslsummit.com/the-latest-news/>.

5. Speakers shall not be entitled to remuneration for the preparation or delivery of their intervention during the Event, nor for any other activities related to their participation in the Event. Nor shall the Organiser be responsible for the Speakers participation in the Event, including their travel or accommodation.

6. The Organiser shall provide the Speakers with the following equipment: professional sound with microphone, capability to project presentations in Power Point and Keynote formats, remote control for presentation of slides and speaker view monitor for the purpose of delivering interventions during Debates or Lectures. Speakers should notify their additional equipment needs to the Organiser prior to the Event, but no later than on 30 April 2024 and the Organiser reserves the right to refuse such requested additional items. Panellists and Moderators will be allowed to connect their laptops or other devices during Lectures, as long as they provide any adapters required.

7. The participation of the Speakers in the Event shall entail their right to:

- a. Participate in the sessions;
- b. Receive conference packages (for the User's personal use only, as defined in the Law on Copyright and Related Rights);
- c. Coffee, snacks and lunch
- d. Participate in social events (ABSL Welcome Cocktail, ABSL Summit After Hours, ABSL Party).

Art. 3. Speaker Registration

1. Users can only register for the Event via an on-line form available at <https://ABSLsummit.conrego.pl>.

2. The registration will take place from 29 January 2024 to 31 May 2024.

3. To correctly register in the System Users must fill in all fields marked with an asterisk (*).

4. By entering their details in the System during the registration process Users confirm that the details are correct.

5. After filling in and confirming the truthfulness of the details entered in the registration form, the User will be emailed a message confirming the registration to the email address they have provided.

Art. 4. Speaker's Obligations

1. The Organiser reserves the right to use the e-mail address and telephone number given during the Event registration for the purpose of notifying Speakers on matters such as, but not limited to, changes to the Event agenda or to these Regulations.
2. Speakers shall observe the provisions of site regulations applicable at the site where the Event is organised, in particular security rules, and health and safety and fire regulations.
3. By registering for the Event the Speakers confirm to have acquainted themselves with and commit themselves to observing the Regulations.
4. The Speakers commit to drafting and delivering their interventions (in particular a Lecture) in compliance with their professional ethical codes, with generally established principles of mutual respect, and with the Organiser's renown and values in mind. The Speakers commit to exercise due diligence so as to refer only to reliable information while delivering the pre-prepared appearances.
5. A speaker shall be fully and exclusively liable for the content of his or her utterances (in particular Lectures), as well as materials presented during the multimedia presentation, and shall especially be liable towards third persons for any violation of their rights, if any, including under the law on copyright and related rights, intellectual property law, etc.
6. Speakers shall submit, to the Organiser's address: patrycja.rogala@absl.pl, their bios (in English), including an up-to-date photo, within seven days of agreeing the terms and conditions of cooperation, but no later than by 10 May 2024, and hereby provide their consent to the use of these under the terms and conditions and within the exploitation fields named in Art. 6 below.
7. The Panellists shall submit their proposed Lecture topics to the Organiser's address: patrycja.rogala@absl.pl, within 14 days of agreeing the terms and conditions of cooperation, but no later than by 30 April 2024, and subsequently the final contents of the Lecture, including a multimedia presentation within 14 days of the approval of the Lecture topic, but no later than by 10 May 2024. Within the same dates and in the same manner as above, Moderators shall commit to submit to the Organiser questions prepared by them for Debates, while Panellists shall commit to submit to the Organiser the proposed theses of their utterances to be delivered during the Debates. Additionally, the Panellists commit to work with the Moderators and the Organiser to agree, with suitable notice, the theme and the course of their Debates. The Speaker hereby consents to the Organiser using these stated materials submitted to him on the conditions and within the fields of exploitation named in Art. 6 below (nonexclusive license).
8. The Organiser reserves the right to raise reservations about the contents submitted by the Speaker and the Speaker undertakes to accept any such comments made in that mode and to introduce relevant corrections. In particularly justified cases the Organiser reserves a right not to avail themselves or to cancel the Lecture or the chairing/moderation of a Debate, if a risk arises that these might be incompatible with

the Separate Agreements between the Parties, or might violate the rights or legitimate interests of the Organiser or of a third party. The Organiser hereby declares that the contents submitted to it (including presentations) shall not undergo proof reading as standard and the Speakers shall not be eligible to demand such proof reading from the Organiser.

9. Speakers shall arrive at the Event venue a minimum of 60 minutes before the agreed time of their interventions. Before entering the Event venue, Speakers should have their IDs prominently displayed. The IDs shall be available for collection at a dedicated Speaker registration site. The IDs shall include the Speaker's full name, position and company.

10. The Speakers undertake to:

- a. Observe any instruction that may be given by the Organiser's stewards, or any other persons authorised by the Organiser;
- b. Adhere to the rules involved in video/audio recording of the Speakers (including special guests and the keynote speaker) during the Event, as stated herein;
- c. Not disturb the peace of other Speakers or Event Users and of other persons within the Event venue;
- d. Use any training materials that may be handed out by the Organiser as part of the Event solely for his or her private purposes, as defined in Copyright and Related Rights Law;
- e. Comply with the provisions of generally applicable law.

11. The Speaker hereby acknowledges that should the Organiser determine that the Speaker is in breach of the provisions of these Regulations or additional provisions regarding individual interventions of the Speakers referred to in Art. 2 Sec. 4, or the Speaker does not comply with Organiser's instructions, the Organiser shall have the right to refuse the Speaker the right to participate in the Event and to demand that the Speaker leaves the Event venue or the grounds of the facility where the Event is organized.

12. Speakers shall be fully liable, including for damages, for any damage they do within the facilities involved in any Event-related activity, as well as in their places of accommodation, etc.

Art. 5. Details of Partners

1. By accepting the Regulations, Speakers acknowledge that Partners may conduct marketing activities during interventions, sessions (and/or workshops and accompanying events) taking place during the Event.

2. Partners have been informed by the Organiser that they are prohibited from engaging in any kind of marketing activities towards the Event Users and Speakers that would be unethical, or would violate legal and moral norms.

Art. 6. Exploitation of Image, Voice and Utterance and Content

1. Without prejudice to the provisions of Art. 7 (Personal Data), the Organiser hereby declares and the Speaker accepts that the Event, including the Lecture, the Debate and the Speaker's intervention, as well as the utterances made during the interviews and the discussions at the Event, will be recorded in audio-visual and/or still photography formats and that the works thus produced may subsequently be used for broadcasting in mass media (TV, radio, Internet, press, etc.) or for the purposes of documentation, promotion, or advertisement of the Organiser, Partners and other persons indicated by the Organiser, as well as of the Event itself (commercial use).
2. The Organiser hereby informs that the works mentioned in Art. 6 Sec.1. above will be recorded in all the Event venues unless the Organiser expressly designates recording-free zones. The Organiser asserts that additional signage may be introduced within the venue or venues during the Event, which shall be intended to identify the mode of recording and the subsequent use and/or dissemination of the works mentioned in Art. 6 Sec.1.
3. The Speaker hereby authorises the Organiser to use their image and/or voice and utterances (understood as the Speaker's intervention during the Lecture or the Debate, as well as the Speaker's utterances during other Lecture discussions and/or on camera) and the content of interventions (including Lectures and Debate) in order to create (also by combining utterances or their fragments with other recordings) above mentioned works, and to disseminate them as parts of such works for the purposes mentioned in Art. 6 Sec. 1 above, in whole or in part, and hereby provides non-exclusive and free-of-charge consent, without any restrictions of time or territory, to their use by the Organiser or by any entities authorised to do so by the Organiser (in particular all Partners or entities authorized to conduct the above-mentioned registration in the form of an audiovisual recording or photos and broadcast in the mass media referred to in Art 6 Sec. 1) in the following fields of exploitation:
 - a. Production and reproduction using printing, reprographic, magnetic, digital, photosensitive, audio-visual, optical, or computer recording techniques;
 - b. Entering in computer memory or multimedia networks;
 - c. Multiplication and recording the work or parts of it (or any of its elements) using digital and analogue techniques on any electronic and analogue carriers;
 - d. In marketing – direct or indirect entering into circulation using any available avenues, techniques and carriers and on all available distribution channels, including:
 - (I) By the transfer of ownership, a loan, lease or rent, and making available for use of the original or a copy on the grounds of other legal relationships;
 - (II) As a component of any entity's activity, their know-how or items of intellectual or industrial property, as well as while offering or selling any products or services, and as part of any information, promotion or advertising campaigns,

and in any offer, commercial or promotional materials of any entity, as well as by using any technologies and carriers described under letter a) above, in any activity;

- e. Broadcasting and rebroadcasting through cable or wireless vision signal by a terrestrial station or via a satellite, by TV or radio broadcast (including in a cable or coded TV), including a right to rebroadcast on digital platforms and/or in cable networks, webcasting, and simultaneous integral broadcasting (rebroadcasting) by any radio or TV broadcaster;
- f. Public exhibition, screening, playing, or any other use in any format of exploitation, in particular in open and private viewings, ticketed or otherwise;
- g. Making the work or parts of it (or any of its elements) publicly available in such a way as to make it available to anyone at a time and place chosen by them and with any technique;
- h. Use in film and other audio-visual and multimedia works;
- i. Transferring the work to partners, including a right by such partners to use the work or the content of the work, including the granting of licenses with the right to sublicensing;
- j. Any formats of translation of utterances;
- k. In the area of producing, using, disposing and the dissemination of derivative works of pieces of work produced using the image and/or utterances; such a consent and authorisation shall cover using them in the exploitation fields defined in sections a-j above.

Art. 7. Personal Data

1. The personal data controller shall be Związek Liderów Sektora Usług Biznesowych (*Eng. Association of Business Service Leaders*) with its registered address in Warsaw, ul. Rondo ONZ 1, 00-124 Warszawa, registered with the National Court Register under No. 340712. For questions related to personal data processing and any rights, please contact us in writing at: ul. Rondo ONZ 1, 00-124 Warszawa, or by email at: absl@absl.pl.
2. The Speaker's personal data will be used in accordance with conditions defined in the Regulation (EU) 2016/679 of the European Parliament and the Council 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 (GDPR), Law of 10 May 2018 on the protection of personal data (Official Journal, Dz.U. of 2018, item 1000, UODO), Polish regulations adopted to facilitate the application of the GDPR, and any other applicable legal regulations, and these Regulations.
3. The Speaker's personal data provided through the on-line application shall be processed for the purpose of and within the scope related to the Event. The grounds of the personal data processing are provided by Art. 6.1.b) of the GDPR – performance of

the Event Participation Contract. The Organiser may also process the data to determine, defend or pursue claims remaining in connection with the Event that is organised, which constitutes its legitimate interest (Art. 6.1.f GDPR). In these cases personal data will be stored until the expiration of punishable offences or claims, as defined by relevant legal regulations.

4. The Organiser will also process personal data of the Speakers to comply with its legal obligations under the tax and accounting regulations, in particular in terms of the correct documentation of transactions for tax settlements, preparing its financial reports and complying with the accounting regulations, i.e. to perform duties necessary for compliance with a legal obligation (Art. 6.1.c GDPR). In this case, the personal data will be stored for a period defined by the relevant accounting regulations and tax regulations.

5. The Organizer informs that during the Event (during the Lecture or when the Speaker is present in a place where the audiovisual recording or taking photos is allowed, in particular in case of engaging in a public dialogue or a speech in such a place), the Speaker's personal data such as his image, voice and utterances, registered in the form of a voice or vision recording and / or photos, will be processed by the Organizer for the purpose of documenting the Event and for advertising and promotional purposes of the Organizer and Partners, as referred to in Art. 6 above. Such personal data processing shall be performed on the grounds provided by Art. 6.1.b) of the Polish GDPR Law – the delivery of the Event Participation Contract. Such data shall be stored for the period necessary to achieve the purposes they have been collected for.

6. Additionally, based on and solely to the extent that the Speaker has provided their consent, personal data will be processed to the extent necessary to deliver the objective(s) of the contract, to which such consent has been given (e.g. if participating in business card lotteries that may be arranged during the Event). The grounds for personal data processing are provided by Art. 6.1.a) GDPR – freely given, unambiguous, informed and specific agreement of the person to whom the data is related. Personal data processed under such consent shall be stored for a period necessary for the purposes they have been collected for and in any case no longer than until the Speaker may withdraw his or her consent. Withdrawal of consent shall not affect the legality of any processing performed upon this consent prior to its withdrawal.

7. The Speaker submits his or her data freely. For Participants registered by third persons their personal data indicated on the on-line form are made available by the User.

8. The Organiser may transfer personal data outside the European Economic Area pursuant to the Commission Decision of 5 February 2010 on standard contractual clauses for the transfer of personal data to processors established in third countries under Directive 95/46/EC of the European Parliament and of the Council (2010/87/UE), as well as UE-US Data Privacy Framework if applicable, in the case of publishing photos from the Event on social networks, incl. LinkedIn, Facebook, YouTube. By accepting these Regulations, the Speaker consents to the conclusion of Standard Contractual

Clauses on his behalf and for his benefit. The content of the Standard Contractual Clauses in relation to the aforementioned social networks is presented below:

a. Meta Platforms Ireland Limited:

https://www.facebook.com/legal/EU_data_transfer_addendum

b. Google Ireland Limited:

[https://privacy.google.com/businesses/processorterms/mccs/;](https://privacy.google.com/businesses/processorterms/mccs/)

<https://policies.google.com/privacy#europeanrequirements>

c. LinkedIn Corporation:

<https://www.linkedin.com/help/linkedin/answer/62548/przekazywanie-danych-z-unii-europejskiej-europejskiego-obszaru-gospodarczego-i-szwajcarii?lang=pl>

9. Personal data may be transferred to the following recipients: a) Partners; b) the Seller, c) our partners and service providers involved in the organisation of the Event; d) a provider of a hosting service for data processed automatically or via e-mail, including Meta Platforms Ireland Limited, the LinkedIn Corporation and Google Ireland Limited; e) the entities authorized to filming and taking pictures at the Event f) the developer of an application used during the conference and other ABSL events; g) accounting and legal service providers; h) members of the Organiser; i) state bodies to the extent the Organiser is bound by its obligations under mandatory rules of law.

10. Speakers shall have the right to: a) access and receive copies of their data, b) demand to rectify (correct) their data, c) demand to remove their data or limit their processing, d) file an objection to data processing in cases defined by law, d) transfer the data that is subject to automated processing (to the extent permitted by the GDPR), and f) make claims to the supervising authority, namely the President of the Polish Personal Data Protection Office.

11. The Organiser shall not engage in automatic decision-making, including profiling using personal data.

Art. 8 Organiser's responsibility. Force majeure

1. The Organiser will not be held responsible for failure to comply with the Agreement in the event that it will not be able to meet its obligations under the Agreement and the Regulations (as well as when the Event is cancelled or its date is changed) due to force majeure, in particular due to following reasons: fire, earthquake, flood, epidemic (including, among others, a significant epidemiological threat, restrictions from public authorities regarding the suppression/avoidance or prohibition of public gatherings or mass events, or events not having the characteristics of gatherings or mass events, but gathering participants in a specific space, which results in an increased risk of spreading the threat, etc.), general strike, general riots, natural catastrophe, embargo, state of emergency or war. Force majeure will also include cases of such intensity of difficulties, restrictions or requirements with regard to security, rules of travel/accommodation, organization of events, movement, quarantine or other restrictions introduced to fight the coronavirus pandemic that would result in the position that the fulfilment of

Organiser's obligations will become excessively burdensome or impossible, or will lose its economic importance.

2. The Organiser reserves the right to cancel the Event due to force majeure, understood as described in section above, as well as the possibility to change the date of the Event.

Art. 9 Special provisions relating to epidemic safety

1. The Organizer informs that due to the epidemic threat that occurred in the past, it cannot be ruled out that in the future the Organizer will be subject to generally applicable laws or government agencies and ministries guidelines regarding allowing people to participate in Events with symptoms indicating virus infection (SARS-COV 2 or any other virus). This kind of regulations may also introduce a limit on the number of people allowed to participate in the Event, including the limit of people not vaccinated against specific viruses, to which the Organizer must comply. Information on such restrictions will also be updated on an ongoing basis and made available to Speakers via e-mail and on ABSL websites.

2. If such or similar restrictions or guidelines related to preventing the spread of diseases or viruses are introduced, the Speaker is obliged to inform the Organizer of any circumstances relating to him that may affect his participation in the Events, taking into account the applicable restrictions or guidelines.

3. Taking into account past experience and restrictions in the field of preventing the spread of diseases and viruses, the Organizer informs that Speaker may in the future be obliged to have and wear personal protective equipment during the Event, specified in regulations, guidelines or recommendations in force at a given time. In addition, Speaker may be required to comply with currently applicable orders, prohibitions and restrictions. The Organizer has the right to refuse admission to the Event and to remove from participation in the Event the Speaker who do not comply with the applicable rules of procedure, without the right to seek claims in this respect by the Speaker. In the event of introducing new generally applicable regulations / guidelines / recommendations imposing obligations on participants in mass events regarding vaccinations or other procedures, the Speaker is obliged to follow them and strictly comply with them. Information on such guidelines / recommendations will also be updated on an ongoing basis and made available to Speakers via e-mail and on the Event website.

Art. 10 Final Provisions

1. The Organiser reserves the right to make changes to these Regulations. After each such change, the Organiser shall make available a consolidated text of the Regulations by posting it on the Event website. Such a new text of the Regulations may also be mailed to the Speakers. All Speakers already registered for the Event should promptly take note of such changes, as published by the Organiser.

2. The Organiser shall not be liable for items belonging to Speakers that may be lost, destroyed or stolen during the Event, especially within the Event venue.
3. The court with jurisdiction over any disputes arising from the Contract shall be a court with jurisdiction at the Organiser's registered address.
4. These Regulations shall come into force on 29.01.2024.