

## **General Terms & Conditions**

### **1. Full company data financial provider:**

Full name: COTI Conference Time

NIP/VAT ID: 5511536448

REGON: 1226818358

Full address: os. Piastów 4/53, 31-623 Kraków, Poland

Name of the event: EMBO Workshop: DNA topology and topoisomerases in genome dynamics

EXACT DATE of the event: 15-19 September 2025

### **2. Registration**

By completing the registration form, the participant accepts the general terms and conditions as well as the cancellation policy and agrees that his/her data may be used, processed and published (e.g., within the list of participants) for organizational purposes of the conference. The participant accepts that the Coti Conference Time will contact him/her by email for organizational matters (e.g., the registration confirmation and invoice) and information related to the conference.

### **3. Participation in the conference**

During the conference, attendees, exhibitors, guests and others may be photographed or recorded by the conference organization company or its partners. Parts of these photographs or recordings may be displayed in future publications or materials connected with the conference. Any records, photographs or any image preservation and dissemination by participants is forbidden.

### **4. Cancellation policy**

Cancellation must be always confirmed in writing: don't forget to include all your bank information. Refund of fees, less € 50,00 for administrative charge, will be made for cancellations received before April 30, 2025. After this date, no refunds will be possible. Refunds will be paid within 30 days after the date of cancellation. No refund will be possible in case of no-show. If the event cannot be held or is or due to circumstances, which are not attributable to wrongful intent or gross negligence of the Coti Conference Time, the Coti Conference Time cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, or any other indirect losses or consequential damages. Under these circumstances, the Coti Conference Time reserves the right to retain the entire registration fee and to use it for a future conference. The Coti Conference Time does not accept liability for individual medical, travel or personal insurance and participants are strongly advised to make their own arrangements in respect to health and travel insurance. Participants are highly encouraged to provide for their own insurance policy covering such events.

### **5. General provisions**

In matters not covered by the Regulations general law is applicable, particularly the Polish Civil Code. The Coti Conference Time reserves the right to change these regulations, the place of the conference, the method of conducting the conference from stationary to online or hybrid and vice versa, the duration of the conference, the scientific program and speakers in the program of the conference. In the case of the indicated changes the Participant is not entitled to reimbursement of participation fees and the right to receive compensation.

**I read and accept the general terms and conditions given above.**

General Data Protection Regulation

COTI Conference Time will act as personal data controller and will be responsible for the personal data processing for purposes related to the organization of the EMBO Workshop: DNA topology and topoisomerases in genome dynamics, 15-19 September 2025 . We are confident you will appreciate our effort to share the principles which inspire our data management policy and allow the Coti Conference Time to manage your personal data for all those services which are connected to your registration related to current and future event (please note that we are unfortunately unable to accept your registration if this box is not checked, as your data are necessary for administrative purposes).

**I read and accept the general terms and conditions given above.**