

Conference regulations

1. Conference organizers

- 1.1. The organizer of the international conference, summarizing the project LIFE11 NAT/PL/428 "Biology, ecology and protection of Galliformes in Poland and Europe", planned for 6-8 September 2017 is the Ruszów Forest District, seated in 2 Leśna Street, postal code 59-950 Ruszów, NIP no. 615-002-52-98, REGON no. 931024066, hereinafter referred to as the "organizer" or "forest district" and Głęboki Bród Forest District, seated in Głęboki Bród 4, 16-506 Giby.
- 1.2. The Logistics Service Provider is Zamek (Castle) Kliczków spółka z.o.o. (Ltd.), 8 Kliczków, postal code 59-724 Osiecznica, NIP no. 612-16-85-129, REGON no. 231170921, KRS no. 0000161303, hereinafter referred to as the "logistics service provider" or the "Castle"
- 1.3. For the purpose of communication regarding all matters referring to the conference, the organizer provides the e-mail address: konferencja@lifeurogallus.pl

2. Conference location

- 2.1. The paper presentation conference part takes place in "Kliczków Castle" facilities in Kliczków.
- 2.2. The field session takes place in the area administered by Ruszów Forest District within Lower Bory Dolnośląskie Forest

3. Duration and organization form

- 3.1. The conference begins on the 6th September 2017 and ends on the 8th September 2017.
- 3.2. The first two days of the conference will cover paper sessions, the third day will be dedicated to a field trip around the area of the project implementation in Bory Dolnośląskie Forest
- 3.3. The conference language shall be the Polish language. The organizer guarantees interpreting in Polish/English during the conference. The papers may be presented in Polish and English. The organizer will not guarantee interpretation in languages other than the English language

4. Participation reservation

- 4.1. The participation in the conference is possible only after registration and reservation by means of the reservation form available on the website: konferencja.lifeurogallus.pl ("registration" tab)
- 4.2. The reservation is considered confirmed at the moment of full payment of the options selected by the conferee.

- 4.3. The Logistics Service Provider will enable payments by a payment card, bank transfer, and in case of a payment in the area of Poland – make fast on-line payments available (it does not concern foreign payments)
- 4.4. By choosing the payment by means of a bank transfer, the initial reservation period is 5 calendar days of its beginning. In case of the lack of payment on the logistics service provider's bank account within this term, the initial reservation will be cancelled.
- 4.5. During the registration process the conferee agrees for his/her personal data to be processed, referring to the logistics service and participation in the conference as well as confirm that he/she is familiar with this regulation.
- 4.6. In the reservation form the conferee chooses an option – standard accommodation, optional participation in the banquet supper, possibly an extra overnight stay before the beginning or after the end of the conference, choice of one out of four field trips
- 4.7. Having created their profile, the conferee can review the list of all registered conferees

5. Reservation cancellation

- 5.1. The cancellation of the confirmed (paid) reservation is possible by providing an appropriate information to the e-mail address: konferencja@lifeurogallus.pl
- 5.2. In case of booking cancellation not later than until 7th August 2017 the Logistics Service Provider will make a refund reduced by 25% within 7 days
- 5.3. In case of booking cancellation from the 8th August 2017 but not later than the 23rd August 2017 the Logistics Service Provider will make a refund reduced by 50% within 7 days
- 5.4. In case of reservation cancellation from the 24th August 2017 – the booking fee shall be non-refundable

6. Conference charges

The logistics service provider determined the conference charge in the following amounts: promotional – with fast registration until 31st July 2017 (early bird) and standard – with registration from the 1st August 2017 to the date of registration closure, i.a. until 25th August 2017. The organizer and Logistics Service Provider reserve the possibility of ending the registration process earlier – in case of shortage of free places. Charges, detailed in “charges” tab, involving the conference fees, cover the following elements:

- 6.1. Charge “conference charge” – covers: conference proceedings, identity card, coffee breaks during all paper sessions, lunch on the 6th and 7th September, supper on the 7th September, field trip on the 8th September and a barbecue meal on the 8th September – the charge is mandatory

- 6.2. Charge “overnight stays on 6th/7th and 7th/8th of September” – based on the selected standard (Castle or Complex) – covers 2 x bed and breakfast for one person on the 7th and 8th September – optional choice of the conferee
- 6.3. Charge “extra overnight stay ...” - based on the selected standard (Castle or Complex) – covers bed and breakfast for one person – optional choice of the conferee, Charge “formal banquet supper” – covers participation in the formal banquet supper on the 6th September – optional choice of the conferee
- 6.4. Charge “field trip” appears as a separate item only for organizational purposes because the cost of this trip is included in the “conference charge”. The conferee chooses the time of departure during the registration process. The organizer reserves the possibility to change the time of departure, due to the number of seats in the touring cars. The choice of option “resignation from the trip” does not affect the amount of “conference charge”