

## Registration Terms and Privacy Policy

By accessing the website <https://ebra2024.ge> and using its services, you confirm that you have read and agreed to the terms and conditions provided below, including but not limited to the registration terms, privacy, security and billing policies, and compliance with the laws of Georgia.

### 1. Registration

1.1 To participate in the European Business Registers Association (EBRA) 2024 Conference on June 12-13 in Tbilisi, Georgia, a participant must provide his/her name, organization, contact details, and other information required for registration.

1.2. Registration is binding, and participants are responsible for covering the relevant registration fee.

1.3 Registration fee rates do not include bank charges.

### 2. Registration Security and Billing Policy

2.1 The National Agency of Public Registry (NAPR), the organizer of the EBRA 2024 Conference, is responsible for ensuring participant registration for this conference.

2.2 The organizer ensures the security of the registration process.

2.3 The registration fee will be paid by the participant via VISA or MasterCard card, or by bank transfer.

2.4 The organizer does not have access to the participant's credit/debit card or its data. Payment will be made on the secured page of the bank/payment service provider and the security of transactions is ensured.

2.5 The organizer shall not be liable for any damages incurred by the participant as a result of the registration (including, but not limited to, damages resulting from payment made by VISA and MasterCard cards or bank transfer) that are not caused by the organizer's negligence.

### 3. Confirmation

3.1 After creating a profile and paying the relevant registration fee, both the payment and registration confirmation statuses will be displayed on the participant's profile page. Additionally, the participant will receive a registration confirmation email from [ebra2024@napr.gov.ge](mailto:ebra2024@napr.gov.ge).

3.2 Full payment of the registration fee and the registration confirmation email are required for guaranteed participation.

### 4. Substitution

Participants unable to attend may nominate a substitute at no additional cost. Substitutions must be communicated via email to [ebra2024@napr.gov.ge](mailto:ebra2024@napr.gov.ge) by May 25, 2024, and confirmed by NAPR, the organizer of the EBRA event, in writing.

### 5. Cancellation and Refund

#### 5.1. Cancellation by Participants

For refund eligibility, the participants must submit cancellation requests via email to [ebra2024@napr.gov.ge](mailto:ebra2024@napr.gov.ge) before April 30, 2024.

#### 5.2 Refund Eligibility and Processing Period

5.2.1 Full refunds are available for cancellations made before April 30, 2024. NAPR is not liable for potential exchange rate differences and bank charges.

5.2.2 Refunds will be processed within 14 days of receiving the cancellation request and credited to the original payment method.

### **5.3 Late Cancellations and No-Shows**

5.3.1 No registration fee refunds will be provided for cancellations received from April 30, 2024.

5.3.2 Participants who do not attend (no-shows) are not eligible for a refund.

### **5.4 Event Cancellation**

In the event of conference cancellation, participants will receive a refund of the registration fees. The liability of NAPR is limited to the refund of the registration fee, and is not liable for potential exchange rate differences and bank charges, and any additional expenses incurred by the participants or their organizations.

## **6. Privacy Policy**

6.1. Personal data processed during registration and website interaction, including name, surname, contact information, billing details (excluding credit/debit card information), is collected solely for registration at the EBRA 2024 Conference and communication purposes. In particular, by registering, a participant provides consent to:

- Sharing personal data with other participants for networking purposes.
- Processing data by the NAPR for event-related communication.
- Use of conference photo and video material in EBRA and NAPR news or promotional material, whether in print, electronic or other media, including social media and websites, with the option to request removal.

6.2. The privacy of personal data is regulated in accordance with the legislation of Georgia, particularly the Law of Georgia on Protection of Personal Data.

6.3. Personal data obtained, shared, or stored during access and usage of the website <https://ebra2024.ge> is considered confidential, subject to the laws of Georgia, except for the cases stipulated in Article 6.1.

6.4. Protection of personal data includes measures against unauthorized access, alteration, disclosure, or any unlawful processing, in accordance with the Law of Georgia on Personal Data Protection and the applicable technical standards.

6.6 Participants have rights including but not limited to access, rectification, and erasure of personal data, as outlined in the Law of Georgia on Personal Data Protection. Violations can be reported to the Personal Data Protection Service of Georgia (<https://pdps.ge>).

## **7. Policy on Compliance with Applicable Laws of Georgia**

7.1 These terms and conditions are governed and interpreted in accordance with the laws of Georgia.

7.2 Any disputes or disagreements arising from this agreement shall be settled through mutual negotiations between the parties.

7.3 If negotiation proves unsuccessful, the dispute shall be referred to the Common Courts of Georgia.

## **8. Contact Information**

Questions or concerns about these policies can be communicated via email to [ebra2024@napr.gov.ge](mailto:ebra2024@napr.gov.ge) or through the contact form available on the EBRA 2024 Conference website (<https://ebra2024.ge>).