

## **Information on the NORDTEK Network Conference and Terms and Conditions for Participants**

Prior to placing your order, please read thoroughly the below provided Terms and Conditions for Participants. By placing an order, you confirm that you completely understand and agree to the Terms and Conditions set henceforth.

Please also note that prior to confirming the order, BALTECH retains the right to introduce amendments to the Terms and Conditions and the prices provided herein unilaterally and at any time.

### **Terms and Conditions for Participants**

The 2018 annual conference (hereinafter – the Conference) of NORDTEK – Network of the Rectors and Deans of the Technical Universities in the five Nordic countries (hereinafter – NORDTEK) is arranged by the BALTECH Foundation (hereinafter – BALTECH), registration No. 40008238403, registered office at 1 Kaļķu Street, Riga, Latvia, LV-1658, e-mail: [info@baltech.info](mailto:info@baltech.info), phone +371 67089492,

and

the buyer (hereinafter – the Customer) may apply for participation in the Conference on the webpage <http://nordtek2018.rtu.lv>

#### **1. Description of the Service and the Procedure of Orders**

1.1. BALTECH arranges the Conference in Riga, Latvia, from 6 June 2018 to 9 June 2018.

1.2. Registration for the Conference takes place on the webpage <http://nordtek2018.rtu.lv/registration>, where the registration form must be completed, by providing full and true information required in the form and confirming it. When completing the registration form, it is possible to select the participation in additional events on 7 June and 8 June, as well as to choose the preferred way of payment – by a bank remittance or by paying online. The registration is considered to be completed and confirmed the moment, when the Conference participation fee is paid and the Customer receives the respective confirmation from BALTECH by e-mail.

1.3. Dates and programme of the Customer's participation in the Conference may change depending on the events chosen by the Customer at the time of registration.

1.4. By choosing the specific programme of the Conference and registering for it, the Customer confirms that he/she is familiar with the Conference programme and is informed about the agenda included in it.

1.5. The Conference Customers are divided into two groups:

1.5.1. Any person who is interested in the Conference (hereinafter – the Interested Person). The Interested Person may apply for the participation in the Conference activities scheduled for 8 June 2018 and the event in the evening of 7 June 2018;

1.5.2. A representative from higher education establishments which are members of NORDTEK and BALTECH (hereinafter – the Representative). The list of higher education establishments, which are granted the BALTECH and/or NORDTEK member status, can be found on the BALTECH webpage <http://www.baltech.info/#members> and the NORDTEK webpage <http://nordtek.net/member-universities/>. The Representatives may participate in the Conference from 6 June 2018 to 9 June 2018.

1.6. In the Conference registration form, the Representatives must provide one of the following statuses in their represented higher education establishment: a student (hereinafter – the Student), BALTECH and NORDTEK network coordinators and contact persons (hereinafter – the Contact Person) or rectors and prorectors of higher education establishments (hereinafter – the Rector).

1.7. Conformity of the status provided in the Representative Registration Form is checked by the NORDTEK secretariat and the BALTECH secretariat. In the event of non-conformity, BALTECH will contact the Representative to clarify the situation and offer solutions – to change the Representative's status in the Registration Form or to transfer to the Interested Person's status.

## **2. Service Fee**

2.1. The Conference participant's fee depends on the Customer's status in the NORDTEK or BALTECH networks and the time of paying the registration fee.

2.2. The Conference participant's fee for one person, when the payment is made by 1 April 2018 (inclusive), for the Student is EUR 250.00, for the Rector – EUR 350.00, for the Contact Person – EUR 300.00 and for the Interested Person – EUR 200.00.

2.3. The Conference participant's fee for one person, when the payment is made from 2 April 2018 to 1 June 2018 (inclusive), for the Student is EUR 300.00, for the Rector – EUR 450.00, for the Contact Person – EUR 400.00 and for the Interested Person – EUR 300.00.

2.4. The Conference participant's fee covers attendance of the 2018 NORDTEK Conference and meals, in conformity with the agenda, as provided on the webpage <http://nordtek2018.rtu.lv/>. If the Customer, when registering for the Conference, notes in the registration form that he/she will not attend any of the events in the Conference agenda, the Conference fee will not be changed.

2.5. The Conference participant's fee does not cover the Customer's transport expenses, accommodation and other costs that are not stipulated by Clause 2.4.

2.7. When agreeing to provisions of the given Terms and Conditions, the Customer confirms that he/she intends to pay the Conference registration fee by using the webpage <http://nordtek2018.rtu.lv/>.

### **3. Payment of the Service Fee**

3.1 Payment of the Conference fee may be made:

3.1.1. by a bank remittance, having received an invoice presented by BALTECH at the e-mail provided by the Customer, by using an online bank or at any bank's branch at the Customer's convenience. When selecting this way of payment, the Customer must provide all required bank details in the relevant column of the registration form to be included in the invoice for payment of the Conference fee. After completing and confirming the registration form, within 1 (one) working day, the Customer will receive an e-mail from BALTECH on acceptance of the registration form for processing. Within 2 (two) working days from completing and confirming the registration form, the Customer will be forwarded an invoice in e-form for participation in the Conference. Payment according to the invoice must be made within 10 (ten) working days from the invoice date;

3.1.2. by making an online payment (Swedbank online bank, VISA and MASTERCARD payment cards). When the Conference fee is paid this way, the Customer will receive an e-mail from BALTECH confirming the receipt of the Conference fee within 1 (one) working day.

### **4. Responsibility of the Parties and Force Majeure**

4.1. The Customer and BALTECH bear responsibility for observation of the given Terms and Conditions.

4.2. The Parties are not held responsible for non-performance or undue performance of their obligations stipulated herein, when such non-performance or undue performance results from force majeure circumstances. Force majeure circumstances are considered to be, including, but not limited to, fire, natural disasters, epidemics, explosions, other force majeure circumstances of similar nature that prevent the Parties from performing their obligations. The Parties shall inform each other without delay in the event of occurrence of such circumstances.

4.3. BALTECH shall not indemnify expenses to the Customer that may arise in the event the Customer undertakes obligations to third parties, which may contravene to the given Terms and Conditions and, thus, may be infringed.

### **5. Other Provisions**

5.1. The procedure of payment provided on the webpage <http://nordtek2018.rtu.lv/> is set by the Terms and Conditions.

5.2. When registering on the webpage <http://nordtek2018.rtu.lv/>, the Customer confirms that he/she is familiar with provisions of the Terms and Conditions and agrees to them.

5.3. Rights and obligations of BALTECH with regards to processing and protection of personal data shall be regulated by valid regulatory enactments of the Republic of Latvia, including Personal Data Protection Law. BALTECH shall use personal data of the Customer exclusively for the purpose of organising the Conference. BALTECH shall not disclose personal data provided by the Customer to third parties, except for cases stipulated by the Terms and Conditions and regulatory enactments of the Republic of Latvia.

5.4. Any disputes or discrepancies pertaining to performance of the Terms and Conditions shall be resolved on the way of negotiations. If a dispute or discrepancy may not be resolved this way, it shall be finally resolved by a court of the Republic of Latvia in accordance with the procedure stipulated by regulatory enactments of the Republic of Latvia.

## **6. Privacy Policy**

6.1. Data safety is a priority for BALTECH.

6.2. BALTECH shall not sell or otherwise transfer personal data to third parties without a written permit of the Customer, except for cases stipulated by regulatory enactments of the Republic of Latvia.

6.3. BALTECH shall retain the following data that are required for processing the order – first name, surname, address, phone number, e-mail.

## **7. Amendments to the Terms and Conditions**

7.1. In the event, due to any reasons, the Terms and Conditions do not seem to be binding for you or satisfactory, please do not place an order for receiving a service from BALTECH.

7.2. In the event of discrepancies or disputes, the Parties shall be guided by provisions of the Terms and Conditions and regulatory enactments of the Republic of Latvia.

7.3. BALTECH shall not bear responsibility for the buyer to get familiar with the Terms and Conditions. Prior to placing an order, the Customer must get familiar with the service provided by BALTECH, i.e. organisation of the Conference, and the given Terms and Conditions.