

## Webinar Registration – Terms and Conditions

We reserve the right at all time to change, amend, add or remove any of the terms without prior notice if one or more of the conditions outlined in these Terms and Conditions should be or become invalid, the remaining conditions will continue to be valid and apply. These Terms and Conditions apply to all participants of our webinars, including speakers and sponsors.

### 1. Registration and Payment

Submission of a registration is regarded as a firm booking and acceptance of these Terms and Conditions, however the booking will not be confirmed until full payment has been received.

- 1.1. Registration will not be processed without payment.
- 1.2. Payments by bank transfer must be received on PPCHEM AG's bank account latest 3 calendar days prior to the start of the webinar.
- 1.3. PPCHEM AG does not accept checks.
- 1.4. The registration fee includes the performances that are stated in the description on the webinar website.

If full payment is not received in time, the participant will be refused entry to the webinar.

### 2. Cancellation

2.1. Any participant wishing to cancel their booking must notify PPCHEM AG in writing. Cancellation charges will apply as follows:

- Up to 5 calendar days before the webinar starts: 20% of the registration fee plus any bank transfer fee incurred by PPCHEM AG.
- Up to 3 calendar days before the webinar starts: 50% of the registration fee plus any bank transfer fee incurred by PPCHEM AG.
- Less than 3 calendar days before the webinar starts: 100% of the registration fee - Non-arrivals are liable for 100% of the registration fee.

2.2. In the unlikely event of the webinar being cancelled by the organizer, a full refund will be made. Liability will be limited to the amount of the fee paid by the participant and there will not be any additional liability to PPCHEM AG or any other individual associated with the webinar organization.

2.3. In the event that the webinar cannot be held or is postponed due to events beyond the control of the webinar organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the webinar organizers, liability will be limited to the amount of the fee paid by the participant and there will not be any additional liability to PPCHEM AG or any other individual associated with the webinar organization. Under these circumstances, the webinar organizers reserve the right to refund the fees paid minus a 25% administration fee plus any bank transfer fee incurred.

### **3. Substitutions**

Substitutions may be made at any time. If you wish to substitute a participant, you must notify PPCHEM AG in writing at the earliest opportunity and at least 24 hours before the webinar begins.

### **4. Changes and Postponement**

PPCHEM AG reserves the right to make alterations to the webinar program at any time. In the event of it being found necessary, for whatever reason, that the webinar is being postponed or the dates being changed, the organizers shall not be liable for any expenditure, damage or loss incurred by the participant. If by re-arrangement or postponement the webinar can take place, the booking between the participant and the organizers shall remain in force and will be subject to the cancellation schedule above.

### **5. Liability**

Views expressed by speakers and sponsors are their own. PPCHEM AG cannot accept liability for any advice given, or views expressed, by any speaker and/or sponsor at the webinar or in any material provided to participants. In addition, PPCHEM AG shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the webinar.

### **6. Website & Links**

The webinar and associated PPCHEM AG websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which PPCHEM AG takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

### **7. Privacy Statement**

We value your privacy. Therefore, we only process personal data in accordance with the applicable data protection law, including the Switzerland Federal Act Data Protection (FADP) of June 19, 1992 and the EU General Data Protection Regulation (GDPR), effective of May 25, 2018.

This privacy policy is based on the terminology used by the European Regulatory and Regulatory Authority in the adoption of the EU General Data Protection Regulation (GDPR). In the following, you will be informed about which data will be collected by us and how the data will be processed.

The personal information supplied in connection with this booking will be held by PPCHEM AG as a record of participants and parties expressing interest. By registering for this webinar, the parties concerned are agreeing that the webinar organizers may use that personal information to contact them by email, direct mail, telephone or fax, in order to supply information relevant to this webinar. Webinar documents, including booklets etc. comprise a list of all participants, stating name, surname, title, function, company and place of residence of participants.

### **7.1. Which data and sources we use and process**

Personal information is data that can either be used to identify you or assigned to you.

We process personal data that we receive from you in your capacity as representative/ authorized representative of the legal entity (interested party, customer, supplier, partner). On the other hand, we process personal data that we have legitimately gained and can process from publicly available sources (e.g. commercial register, press, media, events, trade fairs, internet).

Relevant personal data of the representative / authorized representation may be the following:

- Name
- Address
- Other contact information (such as telephone, e-mail)
- Gender
- Position and task within the company
- In addition, we save information on which products / services you are interested in.

### **7.2. How we use your data**

We use personal data for the management of our relationship with you and for communication purposes, among other things such as; sending of newsletters, invitations to events, training programs or lectures, and maintaining our contact list. We do not sell your personal information or disclose it to third parties. Nevertheless, certain service providers may have access to certain personal information, especially when maintaining and caring for our IT system.

Within the organization, entities who are required to fulfil our contractual and legal obligations, have access to your data. All data that is saved in our ERP / CRM system is stored centrally on servers located in our company in Switzerland.

### **7.3. Basis for the processing of your data**

When processing personal data for the purposes described herein, we rely, among other things, on our legitimate interest in maintaining and managing the business relationship and communication with you, as a business contact, through our operations and events.

### **7.4. Measures to protect your data**

We take suitable technical and organizational measures to protect your personal data from loss and unauthorized access. We regularly review our security policies and procedures to ensure that our systems are safe.

### **7.5. How to reach us**

For questions regarding the collection, processing or use of your personal data, information, correction, blocking or deletion of data and revocation of granted consent, please contact our central data protection office at:

PPCHEM AG, P.O. Box 433, 8340 Hinwil, Switzerland  
Phone: [+41 \(0\)44 940 23 00](tel:+41449402300), E-Mail: [info@ppchem.com](mailto:info@ppchem.com)

## **8. Governing Law**

This Terms and Conditions shall be governed by Swiss Law.