

Terms and Conditions of Delegate Registration

1 Agreement

1.1 These terms and conditions (Terms), and the delegate registration form (Delegate Registration Form) submitted by you (the Delegate), comprise the agreement (Agreement) between the Delegate and The Metaference (the Event Organiser) governing the Delegates participation and attendance at the Event.

2 Attendance

2.1 To ensure that the Delegate receives maximum value from the pre-arranged one-to-one meetings (if applicable), the Delegate will be directed to complete a needs profile for inclusion on the Event Organiser's secure event website.

2.2 The Event Organiser will provide profiles of solution partner organisations and other Delegates to assist the Delegate in selecting who they would like to meet during the one-to-one meeting sessions (If applicable). A deadline will be specified by which time meeting choices must be submitted to the Event Organiser.

2.3 Participation in pre-arranged one-to-one meetings is at the discretion of the Event Organiser (if applicable).

2.4 The Delegate agrees to complete and return all Delegate profiling, meeting and workshop selections before the requested deadlines, as specified by the Event Organiser.

2.5 The Event Organiser will not be held liable to the Delegate for any change in the number or identity of other attendees or for any attendees who do not keep scheduled meetings.

2.6 The Delegate hereby confirms they will participate, including attendance to their pre-arranged networking meetings (if applicable).

2.7 The Delegate, hereby confirms that they are appropriately qualified for attendance at the Event and will conduct themselves in a proper and professional manner at all times.

3 Alterations, Postponement or Cancellations by the Event Organiser

3.1 The Event Organiser will strive to adhere to the communicated event programme, nevertheless, reserves the right to alter the event structure (ie: location, venue, date and features etc.) or cancel the event.

3.2 If the event is cancelled or postponed by the Event Organiser due to events or circumstances beyond its reasonable control (including without limitation Acts of God, flood, earthquake or other natural disaster, interruption or failure of utility service, non-performance by suppliers or

subcontractors to the event, unforeseen occurrence, cancellation by the venue or other emergency), the Event Organiser will reschedule the event and the Delegate will be transferred to the appropriate re-scheduled event (within 12 months).

4 Cancellation and Substitutions by the Delegate

4.1 Delegate bookings are transferable but cannot be cancelled by the Delegate.

4.2 If the Delegate is unable to attend, they must notify the Event Organiser, by giving written notice ("Notice"), as soon as possible, with a minimum of three (3) weeks' Notice prior to the event.

4.3 The written notice shall be hand delivered or by pre-paid first-class post or the other next working day delivery service at the Event Organisers registered office or its principal place of business or sent by email to waseem@themetference.com.

4.4 The Notice shall be deemed to have been received: if delivered by hand, on signature of a delivery receipt, if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting. If the Notice is sent by email, at 9.00 am on the next working day after transmission.

4.5 A Delegate who is unable to attend the event may nominate a substitute who should be of equivalent standard and expertise. However, the substitute would need to meet certain criteria before being confirmed.

4.6 Substitutes will be admitted to the event subject to the Event Organiser's discretion and approval.

4.7 Delegates who book within three (3) weeks of the event and subsequently are unable to attend within that period are also entitled to nominate a substitute of equivalent standard and experience.

4.8 If the Delegate is registering for the extension of a complimentary pass by the Event Organiser;

4.8.1 if the Delegate is unable to attend, they must notify the Event Organiser verbally and in writing as soon as possible with a minimum of three (3) weeks' Notice prior to the event.

4.8.2 these Terms also apply to any additional registrants that the Delegate may have booked on behalf of.

4.9 Complimentary passes are allocated at the complete discretion of The Event Organiser.

5 Content

5.1 All rights in all presentations, documentation and materials published or otherwise made available as part of the Event (including but not limited to any audio or audio-visual recording of the Event) (“Content”) is owned by The Event Organiser or is included with the permission of the owner of the rights. No (i) photography, filming or recording; or (ii) republication, broadcast or other dissemination of the Content is permitted. Delegate shall not distribute, reproduce, modify, store, transfer or in any other way use any of the Content (save that use by the relevant Delegate for internal business purposes shall be permitted), and in particular (but without limitation) Delegate shall not (and shall procure that each of your Delegates shall not):

5.1.1 upload any Content into any shared system;

5.1.2 include any Content in a database;

5.1.3 include any Content in a website or on any intranet;

5.1.4 transmit, re-circulate or otherwise make available any Content to anyone else;

5.1.5 make any commercial use of the Content whatsoever; or

5.1.6 use Content in any way that might infringe third party rights or that may bring The Event Organiser or any of our affiliates into disrepute.

5.2 The Content does not necessarily reflect views or opinions of The Event Organiser.

5.3 Suggestions or advice contained in the Content should not be relied upon in place of professional or other advice. Whilst The Event Organiser takes reasonable care to ensure that the Content created by The Event Organiser is accurate and complete, some of it is supplied by third parties and The Event Organiser is unable to check its accuracy or completeness. Delegate should verify the accuracy of any information (whether supplied by The Event Organiser or third parties) before relying on it. The Content is provided on an “AS IS” basis without any warranties of any kind (express or implied). The Event Organiser hereby excludes to the fullest extent permitted by law all liabilities, costs, claims, damages, losses and/or expenses arising from any inaccuracy or omission in the Content or arising from any infringing, defamatory or otherwise unlawful material in the Content.

5.4 To the extent that any Content is made available by The Event Organiser online, The Event Organiser reserves the right to suspend or remove access to such Content at any time.

6 Publicity Rights

Delegate acknowledges that The Event Organiser shall be entitled to record, film or photograph the Event and agree to waive any rights arising under the laws of any jurisdiction. You grant to The Event Organiser an irrevocable, worldwide, royalty-free licence to make such use of Delegate name, voice, biography and likeness in any media and any recording, filming or photography of the Event as is reasonably required in connection with the exploitation, advertising and promotion of the Event and The Metaference's brands.

7 Miscellaneous

7.1 Delegates are responsible for the cost of gratuities that might include the following expenses: use of leisure facilities at the Venue, parking, alcohol (where applicable), travel and other items such as non- Event Organiser arranged dining, dry-cleaning, mini-bar, other refreshments and telephone calls.

7.2 These Terms and the Delegate Registration Form constitute the sole and exclusive Agreement between the Delegate and the Event Organiser on the subject matter covered. The Delegate acknowledges that no other warranties, representations or acknowledgements, written or oral, have been made which are not reflected herein.

8 Limitation of Liability

8.1 Nothing shall limit or exclude a party's liability:

- a) for death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
- b) for fraud or fraudulent misrepresentation;
- c) for breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession) or any other liability which cannot be limited or excluded by applicable laws.

8.2 Under no circumstances shall the Event Organiser be liable to the Delegate including following but not limited to, whether in contract, tort (including negligence) or otherwise:

- a) Loss of revenue or anticipated revenue;
- b) Loss of savings or anticipated savings;
- c) Loss of business opportunity;
- d) Loss of profits or anticipated profits;
- e) Wasted expenditure;
- f) Any indirect or consequential losses;

g) Losses incurred by the Delegate arising out of or in connection with any third-party claim against the Delegate which has been caused by the act or omission of the Event Organiser. For these purposes, third party claims shall include, but not be limited to, demands, fines, penalties, actions, investigations or proceedings, including, but not limited to, those made or commenced by subcontractors, the Event Organiser's personnel, regulators and customers of the Delegate.

8.3 The Event Organiser will not be liable for any death or injury suffered by the Delegate or any persons attending the event including the Delegates employees, contractors and subsequent sub-contractors, save to the extent that the same was caused by the negligence of the Event Organiser.

8.4 The Event Organiser excludes liability, and the Delegate undertakes to assume liability for any damage to or loss of any items or articles brought to the Event by the Delegate or any visitor to the event (including any contractor and their employees), including any articles left at the event after the event

8.5 Unless the Delegate notifies the Event Organiser that it intends to make a claim in respect of an event within seven (7) days "Notice", the Event Organiser shall have no liability for the event. The Notice period for an event shall start on the day on which the Delegate became, or ought reasonably to have become, aware of the event having occurred.

8.6 The Event Organiser is not responsible for the following: conduct of the Delegates while at the event, any costs, damages and/or expenses associated with the Delegate's transportation to/from the event, hotel accommodations or third-party services, whether or not arranged by the Event Organiser in connection with the Event.

8.7 This Agreement is binding upon confirmation by the Event Organiser of acceptance of the Delegate Registration Form submitted by the Delegate.

9 Law and Jurisdiction

9.1 These terms and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

9.2 The Delegate and the Event Organiser irrevocably agrees that the courts of England and Wales shall have the exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes and claims) arising out of or in connection with the terms or its subject matter or formation.

9.3 The Metaference is an extended business arm of Rudram Market Development Services Pvt. Ltd. company registered in RoC, New Delhi

(CIN U92199DL2004PTC125363) whose registered office is located at: D-25, IIIRD FLOOR, SARITA VIHAR, NEW DELHI, INDIA (110076)

10 Data Protection and Privacy

10.1 The Event Organiser is committed to protecting the Delegates privacy and keeping their data confidential. Data is collected in accordance with the General Data Protection Regulation and the Event Organisers Privacy Policy which is available to view on our website.

10.2 The information provided by Delegate will be held on the Event Organisers database. Data may be made available to carefully selected external partners in accordance with the Event Organisers Privacy Policy. If you do not wish data to be made available, please contact: unsubscribe@themetference.com

11 Termination

11.1 Without affecting any other right or remedy available to it, the Event Organiser may terminate the Agreement with immediate effect by giving written notice to the Delegate ("The Event Organiser Cancellation Notice") if:

11.1.1 the Delegate commits a material breach of any term of the Agreement and (if such a breach is remediable) fails to remedy that breach within 7 days of the Delegate being notified in writing to do so;

11.1.2 the Delegate fails to pay any amount due under the Agreement on the due date for payment;

11.1.3 the Delegate fails to or delays provision of the necessary information or documentation;

11.1.4 the Delegate purports to assign the benefit of the Agreement to a third party;

11.1.5 the Delegate suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business;

11.1.6 the Delegate's financial position deteriorates to such an extent that in the Event Organiser's opinion the Delegate's capability to adequately fulfil its obligations under the Agreement has been placed in jeopardy;

11.2 If the Event Organiser Cancellation Notice is received by the Delegate prior to the date of the Event in accordance with sub-clauses 9.1:

11.2.1 the Delegate will remain liable to the Event Organiser for any sums due and owing at that date (including any interest thereon);

11.2.2 the Event Organiser will be under no liability to refund to the Delegate any payments already made by the Delegate.

11.3 Without affecting any other right or remedy available to it, the Event Organiser may suspend the supply of services under the Agreement or any other Agreement between the Delegate and the Event Organiser if the Delegate fails to pay any amount due under the Delegate Registration Form on the due date for payment, the Delegate becomes subject to any of the events listed in clause 9.1, or the Event Organiser reasonably believes that the Delegate is about to become subject to any of them.

11.4 If the Event Organiser terminates the Agreement in accordance with clause 9.1 above, it shall be under no liability whatsoever to the Delegate (including for any direct or indirect damages or consequential loss of any kind).

11.5 Payments that have yet to be made to the Event Organiser and that are due and payable, in accordance with clause 4., will be due immediately, to the Event Organiser, upon provision of the Event Organiser Cancellation Notice.

Delegate Data Protection and Privacy

Privacy Policy

This Privacy Policy explains the data processing practices of The Metaference (Event Organiser). The Event Organiser is the data controller (Data Controller) for the purposes of this Privacy Policy and any personal information (Personal Data).

Please note that you may contact the Event Organiser regarding your Personal Data to:

- Request access
- Request rectification
- Request suppression
- Request restriction of processing
- Object to processing
- Request Data portability
- Request withdrawal of consent provided
- Lodge a complaint with the Event Organiser or the Information Commissioner's Office

If you, the data subject (Data Subject), have any requests, concerns or queries regarding your Personal Data please contact us by email at register@themetference.com or write to us at The Metaference, FIEE Complex, A-5, Okhla Phase II, Okhla, New Delhi, India 110020.

The Data and how it is collected

The Event Organiser collects Personal Data which may consists of:

- Full name
- Job title
- Job function
- Company's name
- Telephone
- Phone numbers
- Postal and email addresses
- Industry you work in
- Your area of interest

Personal Data is obtained by the Event Organiser every time you provide your details and by the Event Organiser's booking forms. Furthermore, Personal Data is obtained through your use of our websites or when you access links in marketing e-mails (see below). The Event Organiser will only collect Personal Data relevant and limited to what is necessary in relation to the purposes for which it is processed.

The Event Organiser requires the Personal Data to be accurate. Please contact the Event Organiser, using the contact details provided above, if you believe the Personal Data held by the Event Organiser to be incorrect. The Event Organiser will erase or rectify the Personal Data without delay, upon receipt of the up-to-date Personal Data. The Event Organiser will also update any third parties it may have transferred your Personal Data to.

Use of Personal Data

The Event Organiser will only use the Personal Data that it collects in accordance with its data protection notification pursuant to its Privacy Policy.

If you register to attend an event, the Event Organiser will collect the information necessary to fulfil your booking, including displaying your company logo on all Event related materials.

The Event Organiser only uses Personal Data supplied by you as reasonably required for the purposes of administering its events. In certain circumstances we may have to supply your details to our suppliers in connection with an event you are attending. In such circumstances the Personal Data made available will be limited to the necessary information required for an Event and will be supplied strictly on condition it is only used for that purpose.

The Event Organiser also uses Personal Data to evaluate what its customers and potential customers are most interested in.

The Event Organiser may use the Personal Data for the purposes of market research in the following methods:

- Contacting you to inform you of any future conference organised which we believe you may be interested in.
- Personalising and tailoring our products and services for you.
- Personalising and tailoring your experience on our event site.
- Administering any prize draws, competitions or other promotions that you choose to enter.
- Releasing your data to carefully selected third parties, related to the Event Organiser.

The Event Organiser values their relationship with you and by requesting information on, or registering / buying tickets to attend an event, you agree that the contact details provided may be used for events as set out above.

Please contact the Event Organiser on unsubscribe@themetference.com to confirm whether you wish to be contacted by third parties or whether you wish to opt out.

If you do not wish to receive any information about an event, please either:

- Email unsubscribe@themetference.com
- Let the telephone operator know
- Click unsubscribe when receiving emails from us

Retention time of Personal Data

The event Organiser will not retain your personal information longer than necessary. The event Organiser will hold onto the information you provide either while your account is in existence, or as needed to be able to provide the Services to you, or (in the case of any contact you may have with our Customer Services team) for as long as is necessary to provide support-related reporting only.

If legally required or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period of time as required, even after you have closed your account, or it is no longer needed to provide the Services to you.

Disclosure of Personal Data

The Event Organiser may disclose Personal Data to companies within the Event Organiser group of companies from time to time. Group companies may include subsidiaries, any ultimate holding company and its subsidiaries.

Furthermore, the Event Organiser may give Personal Data about you to the following (who may use it for the same purposes as set out above):

- To partners and third parties that collaborate for an event for which you registered.
- Agents and third parties who fulfil any other services on the Event Organiser's behalf (e.g. to administer payments for purchases, despatch tickets and information etc.).
- To other Delegates (as defined below) (only where you are attending in a professional capacity, e.g. business-related events) where it is expected that attendees will have access to a list of attendees and their organisation but not the actual contact details.
- To other organisations for the administration of prize draws, competitions or promotions.
- To anyone whom the Event Organiser transfers or may transfer their rights and duties with you (for example a sale of the business or the sale of a particular event).
- If there is a duty to do so or if the law allows to do so.

Data Security of Personal Data

All Personal Data will be stored subject to appropriate technical and organisational security measures designed to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data. The Event Organiser will take reasonable steps to ensure the reliability of any employees who have access to Personal Data.

Where Personal Data is passed to data processors to process on behalf of the Event Organiser, the Event Organiser will require that data processors put in place an equivalent level of security measures.

Tracking technology 'cookies'

The Event Organiser uses technology to track the patterns of behaviour of visitors to its websites. This can include using a "cookie" which would be stored on your browser or on the hard drive of your computer. You can usually modify your browser to prevent this from happening. The information collected in this way can be used to identify you unless you modify your browser settings.

The Event Organiser uses this information to find out which features of the websites are most popular so that they can be developed in the light of the analysis of your usage. The Event Organiser also uses the information generated so as to ensure that users have a more personal experience when accessing their websites, particularly when visiting them on repeat occasions. As required by law, whenever a visitor visits the websites they

will be alerted to the fact that cookies are used and asked to consent to their continued use. This consent may be implied from the visitor continuing to use the website.

Changes to our Privacy Policy

Any changes made to the Event Organisers Privacy Policy will be posted on this page, or publicised via their newsletters, emailed or posted. The Event Organiser recommend that you check this page regularly to keep-up-to-date.