



GENERAL TERMS AND CONDITIONS

1. GENERAL PROVISIONS

1.1 The publisher and administrator of the www.amcham.si website (hereinafter referred to as the "Website") is the American Chamber of Commerce in Slovenia (hereinafter referred to as the "Administrator") with headquarters at Dunajska cesta 167, 1000 Ljubljana, Slovenia.

1.2 The General Terms and Conditions of the American Chamber of Commerce in Slovenia (hereinafter referred to as the "General Terms and Conditions") govern the use of the Website, registration and cancellation for individual events, the execution of events, and the processing of personal data of members and event attendees.

1.3 The General Terms and Conditions of registration and cancellation for an individual event refer to all events organized by the American Chamber of Commerce in Slovenia (hereinafter referred to as "AmCham Slovenia" or the "Organizer"). The General Terms and Conditions are an integral part of every event registration, regardless of the form of registration.

1.4 The General Terms and Conditions apply to all Website visitors, members, and attendees equally, unless otherwise specified in the registration for an individual event. Any person who uses the Website or registers for an individual event is deemed to have irrevocably and unconditionally accepted and agreed to these General Terms and Conditions in their entirety.

1.5 The use of photos, videos, logos, and texts published on the Website is not allowed without the prior permission of the Administrator.

1.6 Registration for an individual event is subject to the General Terms and Conditions that are valid at the time of event registration and published on the Website.

2. REGISTRATION, PAYMENT OF REGISTRATION FEES, AND CANCELLATION OF ATTENDANCE

2.1 Registration for an individual event must be in writing and can be made either by submitting the application form published on the website of each event or in another way that identifies the person and the event for which the person is registering.

2.2 Registration for an individual event is possible no later than one day before the event, unless a different registration deadline is specified in the event announcement, or the number of available spots is limited. A registration made by submitting the online registration form is confirmed when the registered person receives a confirmation email.

2.3 The event agenda and registration fee are published on the website of each event. The registration fee depends on the type of AmCham Slovenia membership. The registration fee must be settled by the registered person using the information about registration fee payment, which is published on the website of each event or using the information received in the confirmation email.



2.4 Cancellation of attendance at an individual event is possible no later than 24 hours before the scheduled event unless a different deadline for cancellation of attendance is specified in the event announcement.

2.5 Should the registered person fail to attend the event without notice, the registered person is obliged to pay the registration fee in full or the amount of the paid registration fee is withheld in full.

3. CHANGE OF EVENT DATE AND/OR VENUE

AmCham Slovenia reserves the right to change the event date and/or venue due to objective reasons or *force majeure*. The Organizer will notify all registered attendees of any potential changes to the event date and/or venue in advance.

4. EVENT CANCELLATION

4.1 AmCham Slovenia reserves the right to cancel the event due to insufficient number of registrations, other objective reasons, or *force majeure*.

4.2 In case of event cancellation, the Organizer will inform all registered attendees of the cancellation. The notification will be made via email or by phone, with the news of the cancellation also published on the website of the event.

4.3 In case of event cancellation, AmCham Slovenia will repay the registration fee received in full or, upon agreement with the attendee, retain the registration fee funds received as payment for participation in another event in the current or following year.

5. EVENT AGENDA

5.1 Events will take place in line with the event agenda, which will be published in advance on the website of the event or communicated in some other way.

5.2 AmCham Slovenia reserves the right to change the content of the event agenda. Any changes to the content of the event agenda will be announced in a timely fashion in the same way as the agenda itself. The Organizer will inform the attendees about any changes to the content of the agenda.

5.3 Events are held in the Slovenian and/or English language. The Organizer will specifically mark any event taking place in English and not translated into Slovenian as such on the website of the event or will communicate this to the attendees in some other way.

5.4 For the purpose of carrying out the event and enabling the exchange of views between attendees at the event, the event attendee agrees to the publication of their name, surname, and employer in the list of event attendees, which will be disseminated among the registered event attendees. When registering for an event organized by AmCham Slovenia, the attendee has the option of informing the Organizer that they do not want their name and surname to be displayed in the list of event attendees.



6. PHOTOGRAPHY AND FILMING OF THE EVENT

6.1 AmCham Slovenia reserves the right to document the event by means of photography, audio, or video recording. Such photo, audio, and video materials are the sole property of AmCham Slovenia.

6.2 AmCham Slovenia holds the right to use any audio, video, and photo materials from its events without a time limit for promotional purposes.

7. LECTURERS' MATERIALS

7.1 Materials used by lecturers for presenting their content at events constitute copyright work belonging to their respective authors. With the authors' express permission, AmCham Slovenia will publish these materials on the website of the event or provide them to the attendees in some other way.

8. PROTECTION OF PERSONAL DATA

8.1 A person who registers for an individual event allows the Organizer to use the provided personal data by establishing, collecting, managing, using, processing, and storing such personal data in their personal data databases for the purpose of providing appropriate services and content to members as well as for the purpose of event organization and event-related communication.

8.2 For the proper implementation of the contractual obligations and the mission of AmCham Slovenia, the future member must provide in their membership application information about the membership beneficiaries (their name, surname, title, phone number, and email address). The member hereby undertakes to familiarize the membership beneficiaries with the provisions of the Bylaws of the American Chamber of Commerce, the Privacy Policy of AmCham Slovenia, and these General Terms and Conditions. If the (future) member does not provide information about the membership beneficiaries, the contractual obligations and mission of AmCham Slovenia cannot be fulfilled, especially in terms of sending event invitations and informing the member about the activities of AmCham Slovenia. The member hereby undertakes to update the information about the membership beneficiaries in case of changes to individual contacts.

8.3 AmCham Slovenia will not transfer or sell personal data to a third party without prior notification and obtaining the respective person's written consent. Personal data will be processed only within the scope of the purpose of collecting personal data.

8.4 More detailed information and rules regarding the processing of personal data is covered in the Privacy Policy of AmCham Slovenia, which is available at the following address: [<https://amcham.si/wp-content/uploads/2023/04/Privacy-Policy.pdf>].

9. VALIDITY AND CHANGES TO THE GENERAL TERMS AND CONDITIONS

9.1 The General Terms and Conditions apply from their publication. The valid version of the General Terms and Conditions is published on the website of AmCham Slovenia.



9.2 AmCham Slovenia reserves the right to modify the General Terms and Conditions without prior notice. The modified General Terms and Conditions come into effect as soon as they are published on the website of AmCham Slovenia.