**AGREEMENT (OFFER) FOR PARTIICATION IN AN EVENT**

Moscow

National Research University Higher School of Economics (hereinafter, the “Provider”, or “HSE University”), represented by First Vice Rector V. V. Radaev, acting on the basis of Power of Attorney No. 6.13-08.1/0805-01, dated May 8, 2019, on the one hand, is hereby making a proposal to individuals of legal age who are duly authorized and qualified for the acceptance of said offer, as per the legislation of the Russian Federation (hereinafter, the “Client”), to enter into an agreement for participation in the Event (hereinafter, the “Agreement”) as follows:

1. **TERMS AND DEFINITIONS**
	1. The **Client** is an individual acting as the user of the Services under the Agreement.

If the Client has reached 18 years of age, he/she shall be entitled to accept this offer and act independently in his/her own name under the Agreement.

If the Client is between 14 and 18 years of age, he/she shall be entitled to accept this offer and act independently in his/her own name under the Agreement, upon the receipt of a written consent of his/her legal representative (e.g., a parent, adoptive parent or legal guardian), thereby allowing the Client to enter into the Agreement, pursuant to the requirements of Article 26 of the Civil Code of the Russian Federation (hereinafter, the “Russian Civil Code”).

In other cases, the Client shall not be entitled to accept this offer.

* 1. An **Offer** is the Provider’s proposal expressed herein to enter into the Agreement addressed to an individual of legal age who is duly authorized and qualified for the acceptance of said offer, as per the legislation of the Russian Federation.
	2. **Acceptance** refers to the Client’s agreement with the terms and conditions hereof, which shall be fully fulfilled by him/her as per the requirements of the Agreement.
	3. The **Services** refer to consulting services rendered by the Provider in the framework of the Event, as per the Conference programme available on the Provider’s corporate website (portal) at: <https://academics.hse.ru/awc/awc_conference_2021/>, which constitutes an integral part hereof.
	4. The **Event** refers to theConference, which is organized and held by the Provider: ***I International AWC Conference “Supporting Faculty in Writing for Publication: Best Practices”.***
1. **LEGAL BASIS**
	1. The relations of the Parties under this Agreement shall be governed by the Russian Civil Code, as well as the laws and regulations of the Russian Federation.
	2. The Agreement contains a public offer (p.2 of Article 437 of the Russian Civil Code).
	3. The Agreement shall be concluded on the Client’s acceptance of the Provider’s Offer. The Provider’s Offer shall be deemed fully and unconditionally accepted, as soon as the Client fills in the online registration form on the Provider’s corporate website (portal) at: <https://academics.hse.ru/awc/awc_conference_2021/registration> (hereinafter, the “Website”) at least 3 (three) calendar days before the Event, as per the procedure stipulated by the Agreement, and pays for participation in the Event, pursuant to the terms and conditions hereof.
	4. The period of the Services: from the signature date of the Agreement until October 29, 2021, inclusive.
	5. Conference dates: from October 28, 2021 until October 29, 2021.
	6. The Client’s acceptance implies that he/she agrees with all provisions of the Agreement and undertakes to follow them.
2. **SCOPE OF THE AGREEMENT**
	1. The Provider shall provide the Services to the Client, as per the conditions and according to the procedure specified herein, while the Client shall pay for the Services, pursuant to the requirements of Section 4 hereof.
	2. Location: 11 Pokrovsky Boulevard, Moscow.
	3. The Provider’s subdivision responsible for the Conference organisation is HSE University’s Academic Development.
	4. Further details about the Event, the date, place and time of the Event, as well as other information about the Services, will be published by the Provider on the Website and/or in social networks at: <https://academics.hse.ru/awc/awc_conference_2021/> .
3. **RIGHTS AND OBLIGATIONS OF THE PARTIES**
	1. **The Provider undertakes to:**
		1. Ensure the Client’s online registration for participation in the Event via the Website;
		2. Upon the Client’s registration for participation in the Event, send him/her an email containing a confirmation that he/she was added to the list of participants, along with the registration number of the Agreement (hereinafter, the “agreement registration number”);
		3. Communicate all necessary information to the Client by publishing it on the Website.
		4. Provide the Client with explanations with respect to the procedure and guidelines for filling in the online registration form, the contents of the Services rendered, and any other matters related to the provision of the Services hereunder, by phone or by e-mail;
		5. Render the Services to the Client as per the terms and conditions of this Agreement and the Conference Programme;
		6. In case of any changes in the terms and conditions of Services, notify the Client within at least 3 (three) calendar days before such changes become effective. This information shall be duly announced on the Provider’s website, and the Client shall also be notified by email using the email address he/she specified in the online registration form;
		7. Upon completion of the Services rendered hereunder, issue a certificate confirming the Client’s participation in the Event. The document specified in this paragraph is not an HSE degree certificate/diploma and/or a certificate of attendance.
	2. **The Provider is entitled to:**
		1. Obtain any information from the Client which is required for the fulfilment of the Provider’s obligations hereunder;
		2. Establish the approaches for providing the Services hereunder, at their own discretion;
		3. If the number of the Event participants as at the starting date of the Event, which is specified in p 2.5. hereof is insufficient for providing the Services, postpone the Event starting date and notify the Client using methods stipulated in the Agreement.
	3. **The Client undertakes to:**
		1. Personally get acquainted with information about the Services in a timely manner;
		2. Fill in all required fields in the online registration form, including complete and accurate personal details, as well as his/her passport details;
		3. Should the Client wish to unilaterally repudiate the Agreement, send a notification to the Provider’s e-mail address, as specified in Section 10 hereof. The Client’s notification may specify the date when he/she intends to repudiate the Agreement; if no date is specified, the termination date shall be the date of the Client’s notification receipt by the Provider;
		4. Pay for the Services, as per the terms and conditions of this Agreement. The Client’s full name and the Agreement registration number must be specified in the payment details.
		5. Within 2 (two) days after the payment date, send a scanned copy of his/her passport and a payment confirmation (if the payment is carried out as specified in p. 5.2.2 hereof) to the Provider’s e-mail address, as indicated in Section 10 hereof.
	4. **The Client is entitled to:**
		1. Ask the Provider for clarification of any matters relating to the Services rendered under the Agreement, either by phone using the contact numbers specified in Section 10 hereof or by e-mail to the Provider’s email address specified in Section 10 hereof;
		2. Require that the Provider comply with the terms and conditions of this Agreement;
		3. Repudiate the Agreement unilaterally.
4. **SERVICE FEES AND SETTLEMENT PROCEDURES**
	1. The total value of the Services hereunder comes to:
		1. **Provided that the payment is made before September 30, 2021, inclusive:**
			1. For HSE University staff - 2,000 (two thousand) roubles 00/100, including 20% VAT equivalent to 333 (three hundred thirty three) roubles 33/100;
			2. For others - 3,000 (three thousand) roubles 00/100, including 20% VAT equivalent to 500 (Five hundred) roubles 00/100.
		2. **Provided that the payment is made after October 1, 2021:**
			1. For HSE University staff - 3,000 (three thousand) roubles 00/100, including 20% VAT equivalent to 500 (Five hundred) roubles 00/100;
			2. For others - 4,000 (four thousand) roubles 00/100, including 20% VAT equivalent to 666 (Six hundred and sixty six) roubles 67/100.

The value of the Services hereunder includes all expenses incurred by the Provider with respect to execution of this Agreement,

* 1. The Client shall pay for the Provider’s Services hereunder via a transfer of funds to the Provider’s payment account using one of the following payment methods:
		1. Via HSE University’s “HSE payments” page on HSE’s corporate website (portal), as per the payment procedure provided at: <https://academics.hse.ru/awc/awc_conference_2021/payment>;
		2. In cash, as per HSE University’s payment details specified in Section 10 hereof through any credit institution or payment agent (subagent), which is authorized to process transactions as per the request of individual clients. A payment confirmation must be sent to the Provider’s e-mail address, as specified in Section 10 hereof.
	2. Payments shall be made at least 3 (three) calendar days before the date of the Event, as specified in Section 2.5. hereof.

 All payments shall be made in roubles.

* 1. If the Provider has been notified of the Client’s unilateral repudiation of the Agreement at least 3 (three) working days before the date of the Event (the first day of the Event), the total payment remitted by the Client to the Provider hereunder shall be returned to the Client in full.
	2. If the Provider has been notified of the Client’s unilateral repudiation of the Agreement later than 3 (Three) working days before the date of the Event (the first day of the Event), the total payment amount remitted by the Client to the Provider hereunder shall not be reimbursed to the Client and shall be used to compensate the Provider’s costs and/or losses incurred by the Provider in the course of the Services’ provision before until the date of the Agreement’s termination.
	3. The Client’s failure to attend the Event during the entire period of the Event’s duration, or on one or several days thereof, including any classes, in full or in part, in the absence of the Client’s notification in regards to the Client’s unilateral repudiation of the Agreement which must be submitted to the Provider within the period specified in p. 5.4 hereof, does not entail the Provider’s obligation to recalculate the total value of the Agreement and reimburse the Client for any part of the total value of the agreement for classes / days of the Event that the Client failed to attend.
1. **PERSONAL DATA PROCESSING**
	1. By concluding this Agreement, pursuing their free will and interest, the Client hereby grants the Provider his/her consent for the recording, systematization, accumulation, storage, specification, retrieval, application, and transmission to third parties (provision, distribution, and access) of their personal data, as disclosed to the Provider upon registration or during the execution of this Agreement, including: family name, first name, patronymic/middle name, registration address, permanent residential address, date and place of birth, mobile phone number, personal e-mail address, accounts in social networks, information about skills and qualifications (academic degrees and titles, as well as experience), and personal photographs (photo images), including with respect to automated processing of personal data, in order to enable the Provider to engage in its core operations as per the Charter and act as per the terms and conditions of the Agreement, including the collection and analysis of materials related to demand for participation in the Event.
	2. The Provider shall also be entitled to use personal data provided by the Client in order to ensure compliance with current Russian legislation and regulations (e.g., for the prevention and/or termination of any illegal and/or unlawful actions of other users of the website). Information provided by the Client may be disclosed only upon request of a court or law enforcement agencies, in accordance with Russian legislation, as well as in other cases stipulated by Russian law.
	3. The Client’s consent for processing of his/her personal data shall become effective upon the execution of this Agreement and be valid for 5 (five) years upon its termination (upon completion of educational services), except in cases of data processing for military, migration, statistical registration and accounting purposes. Such data shall be stored for 75 years upon the termination of the Agreement. The Client’s consent for processing his/her personal data may be revoked by the Client, who must accordingly notify the Provider in writing.
	4. The University may store (in archives) and compile documents and personal data, including electronic (digital) documents (both originals and copies) in electronic databases.
2. **TIMEFRAME OF AGREEMENT. MODIFICATION AND TERMINATION PROCEDURE**
	1. The Agreement shall be deemed to be concluded and come into effect as of the date of the Client’s acceptance of the Provider’s offer.

If the Client has failed to undertake at least one of the steps specified in p. 2.3 hereof, the Agreement shall not be deemed concluded, and the Client shall not be admitted to the Event.

* 1. The Agreement shall remain in effect until the Parties fulfil all obligations hereunder in full unless earlier terminated by one or both Parties by mutual consent.
	2. The Agreement may be modified or terminated on the grounds and pursuant to the procedure, stipulated by Russian legislation and this Agreement.
	3. In the case, specified in p. 4.3.3. hereof, the Agreement shall be deemed to be terminated effective from the date of the Provider’s receipt of the Client’s notification.

1. **THE PROVIDER’S AND THE CLIENT’S RESPONSIBILITY**
	1. The Parties shall be liable for their failure to fulfil, or inadequate fulfilment, of their obligations hereunder as per the Russian legislation.
	2. The Client shall be responsible for ensuring that the information specified in online registration forms on the Provider’s website is reliable, relevant and complete, meets the requirements of Russian legislation and is free from claims of any third parties.
2. **MISCELLANEOUS**
	1. By entering into this Agreement, the Client hereby agrees to receive messages forwarded to his/her e-mail address, specified in the online registration form.
	2. The Provider shall bear no responsibility for any damage that has been or may be caused to the Client in the result of using the website. Furthermore, the Provider shall bear no responsibility for the contents of third-party resources accessible via links on the website.
	3. The Client’s participation in the Event does not make him/her entitled to priority admission to any other educational programmes offered at HSE.
	4. Underage Clients guarantee that they have obtained the written consent of their legal representatives (e.g., a parent, adoptive parent or legal guardian), thereby allowing him/her to enter into this Agreement, pursuant to the requirements of Article 26 of the Russian Civil Code.
	5. All messages, notifications, notices, statements, and other correspondence that is legally binding (hereinafter, “notices”), exchanged by the Parties in relation to this Agreement, shall be made in writing and delivered to the e-mail addresses specified in Clause 10 hereof.
	6. An e-mail shall be considered to be received by the addressee on the day of the dispatch of a notice, provided that it was sent to the address specified in Clause 10 hereof. An e-mail transmission shall also be considered as failed if the sender receives a non-delivery message.
	7. Any disputes and/or controversies arising from or in relation to the execution of this Agreement shall be resolved by the Parties through negotiations.
	8. If the dispute has not been settled through negotiations, the Parties shall resort to the extra-judicial dispute settlement procedure (mediation). In this case, the affected Party shall make a claim stating requirements to the other Party, before filing an action. Claims can be raised as per the procedure specified in Section 9 hereof. A response to the claim shall be provided within 20 (twenty) working days from the date of receipt. Response to the claim can be provided as per the procedure specified in Section 9 hereof.
	9. Any disputes and controversies that cannot be resolved through negotiations and/or extra-judicial procedures shall be thusly referred to court in accordance with the legally prescribed procedures of the Russian Federation.
	10. The Parties assure each other of the circumstances specified in the Assurances about the Circumstances available on the Contractor's website at <https://legal.hse.ru/assurances>. The Customer hereby confirms that before entering into the Contract, he / she has read the Assurances about the Circumstances specified in this paragraph.
	11. By signing the Contract, the Parties agree to comply with the terms of the Anti-Corruption Clause available on the Contractor's website at: <https://legal.hse.ru/assurances>.
	12. With respect to all matters that are not covered by this Agreement, the Parties shall be governed by the legislation of the Russian Federation.
3. **ADDRESSES AND BANK DETAILS OF THE PROVIDER**

**PROVIDER:**

National Research University Higher School of Economics

Address: 20 Myasnitskaya Ulitsa, Moscow, Russian Federation, 101000

INN 7714030726

KPP 770101001

Bank details:

National Research University

Higher School of Economics

PJSC Sberbank of Russia, Moscow

BIC 044525225

c/a 30101810400000000225

Payment account 40503810938184000003

OKPO 17701729

OKTMO 45375000

Provider’s contact person: Tatiana Vorotnikova

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