

## ***UNIC 2.0 Kick-off Conference***

### ***Rules and Regulations***

***4-6 December 2023, Łódź***

#### **I GENERAL PROVISIONS**

1. The Organiser of the UNIC 2.0 Kick-off Conference, hereinafter referred to as the Conference, is the University of Lodz with its registered office in Lodz, Narutowicza 68, 90-136 Lodz, hereinafter referred to as the Organiser. The Conference is organised in the buildings of the University of Lodz: Faculty of Philology, Pomorska 171/173, 91-404 Łódź, Faculty of Management, Jana Matejki 22/26, 90-237 Łódź, Faculty of International and Political Studies, Składowa 43, 90-127 Łódź, Library of the UL, Jana Matejki 32, 90-001 Łódź and Doctoral Schools Centre, Jana Matejki 21/23, 90-237 Łódź.
2. The Conference will take place from 4-6 December 2023 and will be held onsite, with some sessions conducted in a hybrid form. The language of the Conference is English. The Conference will be streamed for online participants via Microsoft Teams. The registration process will result in the capturing and recording of images and statements of Participants.
3. The provisions of the present Rules and Regulations shall constitute an integral part of the application to participate in the Conference and shall apply to all Participants.
4. Sending an application to participate in the Conference to the Organiser is equivalent to accepting the provisions of these Rules and Regulations by the Participant.
5. The Organiser reserves the right to make changes to the programme and the Rules and Regulations of the Conference, the right to change the date of the Conference and to cancel it.
6. If the Conference is cancelled, the Organiser undertakes to notify registered Participants of this fact via email no later than 7 days before the scheduled start date of the Conference.

#### **II CONDITIONS FOR PARTICIPATION**

1. Participants in the Conference may include representatives of universities of the UNIC alliance and representatives of cities that work with UNIC alliance partners.
2. In order to become a Conference Participant, participants must register via an electronic registration form by 26 November 2023 which is available at: <https://www.uni.lodz.pl/en/unic/unic-kick-off-conference>.
3. Three forms of participation in the Conference are distinguished:
  - 1) passive participation – a Participant who has fulfilled the conditions of participation stated in point 2 above. A passive participant is also a person registered as a Conference Participant who is a co-author of a speech but does not present the submitted paper. The passive participant will receive a name badge and documentation concerning the conference, take part in sessions, coffee breaks and lunches included in the programme and the gala dinner.
  - 2) active participation - a Participant who has been invited by the Organiser to lead a session and who has fulfilled the conditions of participation stated in point 2 above.

Within the framework of active participation, the Participant will prepare and present the topic indicated in the programme. The active participant will receive a name badge and documentation concerning the conference, take part in sessions, coffee breaks and lunches included in the programme and the gala dinner.

- 3) online participation - a Participant who has fulfilled the conditions of participation stated in point 2 above. An online participant is a person registered as a hybrid Participant who will attend sessions conducted in the hybrid form. The Participant will attend sessions using Microsoft Teams.
4. If the Participant uses a PowerPoint presentation (extension: .ppt or .pptx) during their speech, they are obliged to submit the presentation to the Organiser at least 3 working days before the Conference.
5. At the request of the Participant, the Organiser may issue a certificate of participation in the Conference.

### **III RULES OF THE EVENT**

1. The deadline for registration to the Conference is 26 November 2023. After this date, registration will be unavailable unless the Organiser extends the registration deadline.
2. The Organiser determines the Conference programme and has the right to make changes to it, also on the day of the Conference, including the right to change the schedule and the order of speeches.
3. The Organiser shall not be responsible for any technical or organisational issues of the Participants related to their participation in the Conference resulting from causes beyond the Organiser's control.
4. The Participant is fully responsible for all materials and information presented during the Conference. The Participant shall ensure that all statements and presentations made during the Conference do not violate the law or the rights or personal rights of third parties.
5. The participant undertakes to comply with these Rules and Regulations, social rules, instructions and organisational and technical instructions of the Organiser.
6. The Organiser shall be entitled to exclude from participation in the Conference Participants who violate the provisions of these Rules and Regulations, in particular:
  - 1) disturb the course of the Conference;
  - 2) take actions that are against the law, good manners or the interests of third parties;
  - 3) take actions aimed at violating or indicating an attempt to violate the Regulations or the rules of the Conference;
  - 4) take actions that violate the Organiser's legitimate interests or harm their image.
7. Participants are obliged to observe health and safety and fire regulations in force on the premises of the Conference.
8. In order to participate in the Conference, an online participant should have a computer, smartphone or tablet with internet connection, built-in or external microphone and optional webcam. The Organiser recommends the following hardware solutions in order to participate in the Conference:
  - a. requirements for active participants – headphones with microphone (not a laptop built-in microphone), Internet optimally min. 20/20 Mbps, Ethernet (wired); the Organiser points out that Wi-Fi connection is less stable and sound quality is worse;
  - b. requirements for passive participants – Internet optimally min. 20/20 Mbps. An acceptable minimum is 10/10 Mbps.

9. An invitation with a link to the Conference will be sent to the Participant's email address no later than on 1 December 2023.
10. The Participant is obliged to indicate their participation in the Conference by providing their full name. The Participant undertakes to provide true personal data.
11. The Organiser is not responsible for any items left or lost during the Conference and for items left in clothing or backpacks/bags/suitcases left in the cloakroom or other public places on the Conference and University of Lodz premises.
12. In the event of disruption to public order by a Participant, the Conference staff is authorised to:
  - 1) request the Participant to behave in a suitable manner;
  - 2) require the Participant to leave the Conference premises,
  - 3) call the appropriate services if the Participant's behaviour qualifies for such intervention, including, in particular, when it poses a threat to other Participants, the Conference staff or the Organizer's property.
13. The Organiser shall not be liable for any events resulting from the Participants' failure to observe the Rules and Regulations, the Participants' failure to follow the Organiser's instructions or the instructions of the Conference staff and services responsible for safety and order.
14. If a threat to life and health of the Participants is observed, the Participant is obliged to inform the Conference staff immediately.
15. An active participant has the right to speak during the Conference in the designated time and to take part in the discussion moderated by the Organiser. A passive participant has the right to ask questions or ask to speak during the discussion. A moderator appointed by the Organiser shall decide whether to allow the Passive Participant to speak during the discussion.

#### **IV FEES**

Participation in the Conference is free.

#### **V RESIGNATION FROM THE CONFERENCE**

Participants may resign from the Conference only by sending relevant notice to the following e-mail address: [unic@uni.lodz.pl](mailto:unic@uni.lodz.pl).

## VI IMAGE

The Organiser reserves the right to take photos and films during the Conference, which may be used for promotional purposes in printed and electronic publications and social media on the University of Lodz organisational units' profiles. In accordance with art. 81(2)(2) of the Act of 4 February 1994 on Copyright and Related Rights, the dissemination of image of a person representing only a detail of a whole, such as a meeting, a landscape or a public event, does not require their permission.

By switching on the camera on their device and/or the microphone during the Conference, if technically possible, the online Participant consents to the free dissemination of their image and voice by the Organiser in connection with the Conference.

## VII PERSONAL DATA PROTECTION

Pursuant to Art. 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the GDPR we would like to inform you that:

1. The Controller of personal data is the University of Lodz with its registered office at Narutowicza 68; 90-136 Łódź.
2. In any case, the Data Protection Officer may be contacted at the above-mentioned mailing address with a note: Data Protection Officer, or by e-mail at: iod@uni.lodz.pl;
3. Personal data including: name(s) and surname, e-mail address, position and name of employing institution will be processed in order to perform the tasks assigned to the Conference Organiser:
  - a. to register the Participants and organise and conduct the Conference organised by the University of Lodz on 4 - 6 December 2023;
  - b. to communicate with Participants in matters related to the Conference, to document its progress, including, but not limited to, drawing up the list of Participants, issuing certificates or certificates of participation;

Personal data in the form of image and name will be used:

- to promote, educate and popularise the internationalisation of higher education in social networking services and on the University of Lodz website if the Participant gives the consent to use their image;
4. Personal data will be processed on the basis of:
    - Art. 6(1)(e) of the GDPR in conjunction with Art. 2 and 11 of the Act of 20 July 2018 Law on Higher Education and Science (as it is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Controller in connection with the mission of the higher education and science system with regard to education, scientific activities, the formation of citizenship, and participation in social development and the creation of an innovation-based economy);
    - Art. 6(1)(a) of the GDPR on the basis of your consent to personal data processing (in

- the case of consent to disseminate the image or receive information on future conferences and events);
- Art. 9(2)(a) of the GDPR on the basis of your consent to process sensitive personal data regarding food preferences.
5. Personal data will be stored for the period necessary to fulfil the purpose referred to in point 3 for the duration of the retention of the financial and accounting records of the Conference by the University of Lodz. In situations provided for by law, personal data may also be processed for the period necessary to establish and assert possible claims. If the Participant consents to the use of their image or to the receipt of information, their personal data will be stored until they withdraw the consent.
  6. You have the right to:
    - a. access the content of your data;
    - b. rectify your data when they are not accurate,
    - c. erase, limit the processing and transfer your data – in cases provided for by law,
    - d. object to the processing of your personal data;
    - e. lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2;
  7. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.

## **VIII FINAL PROVISIONS**

1. All disputes arising in connection with participation in the Conference shall be resolved by competent court for the registered office of the Organiser – the University of Lodz.
2. In all matters not regulated by the present Rules and Regulations, the provisions of the Polish Law shall apply.
3. The present Rules and Regulations become effective on 17 November 2023.