

## Regulations of the Colloquia Ceranea VI conference

### I GENERAL PROVISIONS

The organiser of Colloquia Ceranea V hereinafter referred to as the Conference is the University of Lodz, address: 65 Narutowicza Street, 90-131 Łódź, REGON: 1287, NIP: 7240003243, hereinafter referred to as the "Organiser".

(2) The Conference will take place on 9-11 May 2024 and will be conducted hybrid using MS Teams. The conference will be broadcast live and recorded by the Organiser.

(3) The provisions of these Regulations are an integral part of the Conference application and apply to all Participants.

(4) Sending an application for participation in the Conference to the Organiser is tantamount to accepting the provisions of these Regulations by the Participant.

5th The Organiser reserves the right to make changes to the programme and the Regulations of the Conference, and the right to change the date of the Conference or its cancellation.

6) In the case of the cancellation of the Conference, the Organiser undertakes to notify registered Participants of this fact by e-mail at least 7 days before the planned date of the Conference.

### II TERMS OF PARTICIPATION

1. Participants of the Conference may be everyone.

2. There are two forms of participation in the Conference:

1) participation without a paper (passive). It is free of charge and does not require prior registration. Participants without a paper have the right and are encouraged to speak and express their opinions in the discussions.

2) Participation with a paper (active). Requires registration and payment of a fee.

### III CONFERENCE RULES

(1) The deadline for registration for the Conference is 29.02.2024.

2) The Organiser determines the programme of the Conference and has the right to make changes to it, also on the day of the Conference, including the right to change the time schedule and order of speeches.

(3) The Organiser shall not be liable for any technical or organisational problems of the Participants related to their participation in the Conference resulting from causes beyond its control.

(4) The Participant is fully responsible for all materials and information presented by him/her during the Conference. The Participant is obliged to ensure that all statements and presentations made by him/her during the Conference do not violate the law or the rights or personal rights of third parties.

(5) The Participant is obliged to comply with these Regulations, instructions and organisational and technical orders of the Organiser.

(6) It is desirable that all participants: passive and active, take part in discussions after the papers, backstage talks and treat themselves to cakes, dishes, hot and cold drinks.

### IV PAYMENTS

1 The participation fee for the conference with paper is 70 euro (full) and 25 euro (reduced).

(2) Participants may pay a reduced fee if they have agreed this with the Organiser during registration.

(3) Participants with a paper may be exempted from the fee if the Organiser agrees.

(4) The fee must be paid up to 4 weeks before the start of the conference. The participation fee may be refunded provided that the participant notifies the Organizer of the cancellation up to 2 weeks before the start of the conference. Processing fees may be deducted from the fee to be refunded, if such are charged by the payment operator or banks transferring the fee. The participant shall also be liable for currency conversion costs if the account provided by the participant for reimbursement is in a currency other than Euro or Polish zloty.

#### V CANCELLATION OF PARTICIPATION

Resignation from participation in the Conference by the Participant may take place only by sending appropriate information to the e-mail address: colloquia.ceranea@uni.lodz.pl.

(2) Passive participants who do not wish their image and/or voice to be disseminated during the Conference are required to turn off the camera and/or microphone on their device. Passive participants who choose to turn off the camera/microphone may direct questions to speakers during the Conference or speak via chat.

3) Active participants consent to the processing of their personal data by the University of Łódź, with its registered office at 68 Narutowicza Street, 90-136 Łódź, in the form of recording and gratuitous publication of their image and statements recorded during the Conference, including the marking of their statements with their name and surname, as well as the publication of recordings of their statements on the University of Łódź websites and social networking sites for promotional, educational and science promotion purposes.

4) Participants grant the University of Łódź a non-exclusive and royalty-free licence to use their statements recorded during the Conference, including labelling them with their name and surname, in the following fields of exploitation:

1) in terms of recording and multiplication - production, recording by all techniques, including in particular: magnetic recording, light-sensitive, audiovisual, digital, optical, computer techniques regardless of format and medium, size, form and technique;

2) in the scope of dissemination - public display, reproduction, as well as making it available to the public in such a way that anyone can access it from a place and at a time of their own choosing, including the Internet and other ICT, multimedia and computer networks, in particular the University of Łódź website.

In connection with the granting of the licence - the Participant assures that the use of his/her contribution in the presented scope will not infringe anyone's rights, in particular intellectual property rights, and does not require any authorisation from a third party.

#### VII PROTECTION OF PERSONAL DATA

Pursuant to Article 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 "GDPR", we inform you that:

1. the controller of the personal data is the University of Lodz, based in Lodz, 68 Narutowicza Street, 90-136 Lodz.

(2) In any case, you may contact the Data Protection Officer: at the above-mentioned mailing address with the note: Data Protection Officer of the University of Łódź ore-mail at the e-mail address: iod@uni.lodz.pl.

3 Personal data including: name(s) and surname, e-mail address, telephone number, academic title, affiliation will be processed for the following purposes:

- registration of participation and organisation and conduct of the Conference
- to communicate with the Participants in matters related to the Conference, to document its course, including, among others, drawing up a list of Participants, issuing certificates of participation;
- receive, at the e-mail address provided in the application form, information on future conferences and events of a scientific profile or popularising science, organised by the University of Łódź, in the event that the participant agrees to receive information on future conferences and events.

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

- promotional, educational and science popularisation purposes on social media, i.e. Facebook and YouTube on the University of Lodz account in the case of consent to use the image;

4 Personal data will be processed on the basis of:

- Article 6(1)(e) GDPR in connection with Articles 2 and 11 of the Act of 20 July 2018 - Law on Higher Education and Science (because it is necessary for the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the controller in connection with the mission of the system of higher education and science in the field of education, scientific activity, formation of civic attitudes, as well as participation in social development and creation of an innovation-based economy);
- Article 6(1)(b) GDPR (because it is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract);
- Article 6(1)(c) of the GDPR (as required by law and by internal acts of the LA);
- Article 6(1)(a) GDPR on the basis of your consent to the processing of personal data (in the case of consent to use your image or receive information about future conferences and events);

5. where the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out before the withdrawal of your consent.

6. Personal data may be made available to the entity realising the Conference and to other entities authorised on the basis of relevant legal regulations and relevant agreements concluded with the University of Łódź. Your personal data (in the form of your registered image) may also be processed by the provider: Zoom platform, the YouTube service of Google LLC and the Facebook service of Meta Platforms at their data processing centres.

(7) Personal data will be retained for the period necessary to fulfil the purposes referred to in point 3, for the duration of the retention of the financial and accounting records of the Conference by the University of Łódź. In situations provided for by law, personal data may also be processed for the period necessary to establish and pursue potential claims. In the case of consent to use your image or receive information, your personal data will be stored until you withdraw your consent.

8 You are entitled to:

- 1) access to the content of your data,
- 2) to rectify their data when they are not in line with the real situation,

- 3) to erasure, restriction of processing, as well as data portability - in cases provided for by law,
- 4) to object to the processing of your data,
- 5) to lodge a complaint to the supervisory authority, which is the President of the Office for Personal Data Protection with its registered office in Warsaw, 2 Stawki Street;
9. the provision of your personal data is voluntary but necessary for the purposes referred to in point 3.

#### VIII FINAL PROVISIONS

- (1) Any disputes that may arise from participation in the Conference shall be settled by negotiations between the Organiser and the Participant, and if that fails, by a court having jurisdiction over the Organiser's registered office.
- (2) In matters not covered by these regulations, the provisions of Polish law shall apply.