

***Regulations of the online conference “AIMED for the future.
Internationalisation beyond IRO – Cooperation with IT for digital Erasmus”***

I GENERAL PROVISIONS

1. The organiser of the online conference “AIMED for the future. Internationalisation beyond IRO – Cooperation with IT for digital Erasmus”, hereinafter referred to as Conference, is International Relations Office of the University of Lodz, hereinafter referred to as the "Organiser". The Conference is organised in order to summarize the Erasmus+ project AIMED and discuss the digitalization of the international relations.
2. The conference will be held on May 28th, 2021 and will be conducted online using the tool Microsoft Teams. The language of the Conference is English. The Conference will be recorded by the Organiser. As a result of registration, the likeness and statements of the Participants will be recorded.
3. The provisions of these Regulations are an integral part of the application for participation in the Conference and are binding on 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.
5. The Organiser reserves the right to make changes to the programme and the Conference regulations and the right to change the date of the Conference or cancel it.
6. If the Conference is cancelled, the Organiser is obliged to notify the registered Participants about this fact via e-mail no later than 3 days before the planned start of the Conference.

II TERMS OF PARTICIPATION

1. A participant of the Conference must be an adult natural person, who fulfils all the conditions specified in item 2 below. The number of Participants is limited to 10000. The participation of passive Participants is determined by the order of registration.
2. In order to become a Participant of the *Conference*, the following conditions must be met jointly:
 - 1) submitting an application for participation through an electronic registration form, the address of which is available on the website: <https://forms.office.com/r/xMJPgQsvyg> and/or sent via e-mail with invitation message;
 - 2) receiving an e-mail from the Organiser with a confirmation of registration. In the absence of information confirming registration within 24 hours before the start of the Conference, it is necessary to contact the Organiser by sending an e-mail to the following address: mgramala@uni.lodz.pl The above does not relate to registrations sent later than 24 hours before the conference, which might be confirmed up to one hour before the start of the event if there are places available.
3. There are two forms of participation in the Conference:
 - 1) passive participation – a Participant who has fulfilled all the conditions of participation indicated in point 2 above. Passive participation involves participation in the Conference

- online; a passive Participant is also a person registered as a participant of the Conference, who is a co-author of a presentation, but does not present it;
- 2) active participation – a Participant who has been invited by the Organiser to present and has fulfilled all the conditions of participation indicated in 2 above. Active participation gives the right to online participation in the Conference, the opportunity to present in the form of an oral presentation, and, on request, an electronic certificate of participation in the Conference.
 4. If a presentation is prepared jointly by several authors, during the Conference it will be delivered in the form of an oral presentation by one of the authors.
 5. If an active Participant uses a PowerPoint presentation (extension: .ppt or .pptx) while delivering their paper, they are required to submit the presentation to the Organiser at least 3 working days before the Conference.
 6. At the request of a Participant, the Organiser may issue an electronic certificate of participation in the Conference.

III CONFERENCE RULES

1. The deadline for online registration for the Conference is 27.05.2021, 9:30 CET. After this date, online registration will not be available unless the Organiser extends the time limit for registration. The Organiser reserves the right to refuse registration in case the limit of participants of the Conference is exceeded.
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 schedule and order of presentations.
3. The Organiser is not responsible for technical or organisational problems of the Participants related to their participation in the Conference arising from causes beyond its control, in particular, the functioning of the Participants' Internet connections.
4. A Participant is fully responsible for all materials and information presented by them during the Conference. A Participant is obliged to ensure that all statements and presentations presented by them during the Conference do not violate the law or the rights or personal interests of third parties.
5. A Participant undertakes to comply with these Regulations, social rules, instructions and organisational and technical instructions of the Organiser.
6. In order to participate in the Conference, a Participant must have a computer, smartphone or tablet with Internet connection, built-in or external microphone and, optionally, webcam. The Organiser recommends the following hardware solutions for the purposes of participation in the Conference:
 - a) requirements for active Participants – headphones with a microphone recommended (instead of a microphone built into a laptop), Internet, preferably min. 20/20 Mbps, Ethernet (wired); the Organiser notes that Wi-Fi connection is less stable and sound quality is worse;
 - b) requirements for passive Participants - Internet, preferably min. 20/20 Mbps. Acceptable minimum is 10/10 Mbps.

7. The Organiser shall provide technical assistance to Participants during the Conference by e-mail or telephone at the e-mail address or telephone number of the Organiser given in the electronic registration form.
8. Not later than 24 hours before the start of the Conference, an invitation to participate, including a link to the Conference, will be sent to the e-mail addresses provided by the Participants.
9. A Participant is obliged to provide true personal identification data in the registration form.
10. A Participant is obliged not to provide the link enabling participation in the Conference to persons not registered as Participants.
11. Active Participants have the right to speak during the Conference at the designated time and participate in the discussion moderated by the Organiser. Passive participants have the right to ask questions to speakers only via chat. They may also ask via chat to have the floor during the discussion. The moderator appointed by the Organiser shall decide whether to give a passive Participant the floor during the discussion.

IV PAYMENTS

Participation in the Conference is free of charge.

V RESIGNATION FROM PARTICIPATION IN THE CONFERENCE

A Participant may resign from participation in the Conference only by sending appropriate information to the e-mail address: mgramala@uni.lodz.pl

VI LIKENESS

1. By switching the camera in their device and/or microphone on during the Conference, the Participant agrees to the dissemination of their image and voice by the Organiser in connection with the Conference free of charge.
2. Passive Participants who do not want their image and/or voice to be disseminated during the Conference are required to switch the camera and/or microphone in their device off. Passive participants who choose to switch the camera/microphone off may ask questions to speakers during the Conference or speak via chat.
3. An active participant gives consent to the processing of their personal data by the University of Lodz, with its registered office at Narutowicza 68, 90-136 Lodz, consisting of recording and publishing their likeness and statements recorded during the Conference free of charge, including identifying their statements with their name, as well as posting recorded statements on the University of Lodz websites and social media for promotional, educational and scientific purposes.
4. A Participant of the Conference grants the University of Lodz a non-exclusive and royalty-free licence to use their statements recorded during the Conference, including identifying the statements with their name, in the following fields of exploitation:
 - 1) within the scope of recording and multiplication – production, recording by all techniques, including in particular: magnetic, light-sensitive, audiovisual, digital,

optical and computer techniques, regardless of the format and medium, size, form and technique;

- 2) within the scope of dissemination – public screening, reproduction, as well as making it available to the public in such a way that everyone can access it in a place and at a time of their own choice, including the Internet and other ICT, multimedia and computer networks, in particular the University of Lodz website.

In connection with the granting of the licence, a Participant warrants that the use of their statements in the indicated scope shall not infringe anyone's rights, in particular intellectual property rights, and does not require any permission from a third party.

VII PERSONAL DATA PROTECTION

According to Article 13(1) of the 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 (the General Data Protection Regulation, GDPR), please be informed that:

1. The controller of your personal data is the University of Lodz, with its registered office at ul. Narutowicza 68, 90-136 Lodz.
2. In any case, you may contact the Data Protection Officer at the above-mentioned postal address with a note: Data Protection Officer of the University of Lodz, or by e-mail at the e-mail address: iod@uni.lodz.pl;
3. Personal data including: first name(s) and last name, e-mail address, academic title, position and affiliation will be processed for the following purposes:
 - registration of participation and organisation and conduct of the online conference “AIMED for the future. Internationalisation beyond IRO – Cooperation with IT for digital Erasmus” organised on May 28th, 2021 by International Relations Office of University of Lodz using the tool Microsoft Teams;
 - communication with the participants in matters related to the Conference, document its course, including, among others, compiling a list of participants and issuing certificates of participation;
 - receiving, at the e-mail address indicated in the application form, information about future conferences and events of a scientific profile or popularising science, organised by the University of Lodz, if the participant agrees to receive information about future conferences and events.

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

- promotion, education and science popularisation in social media, i.e. Facebook and YouTube on the University of Lodz account, in the event of consent to use image;
4. Personal data will be processed on the basis of:
 - Article 6(1)(e) of the Regulation of the Council of the Republic of Poland in connection with Articles 2 and 11 of the Act of 20 July 2018 - Law on Higher Education and Science (as this is necessary for the performance of a task implemented in the public interest or in the exercise of public power entrusted to the controller in connection with the mission of the higher education and science system in terms of education, scientific activity, shaping of civic attitudes, as well as participation in social development and creation of an innovation-based economy);
 - Article 6(1)(b) of the GDPR (as this is necessary for the performance of the contract to

- which the data subject is a party or to take action at the request of the data subject prior to concluding the contract);
- Article 6(1)(c) of the GDPR (in relation to the requirements of the legislation and internal legal acts of the University of Lodz);
 - Article 6(1)(a) of the GDPR on the basis of your consent to the processing of personal data (in the case of consent to the use of likeness or to receive information about future conferences and events).
5. In a situation where the processing of personal data is based on your consent, you have the right to withdraw your consent at any time without prejudice to the lawfulness of the processing carried out before the withdrawal.
 6. Personal data may be provided to the entity organising the Conference and other entities authorised under relevant legal rules and relevant agreements concluded with the University of Lodz. Your personal data (in the form of registered image) may be also processed by the provider of the MS Teams platform, YouTube service by Google LLC and Facebook service by Facebook, Inc. in their data processing centres.
 7. Personal data will be stored for the period necessary to achieve the objective referred to in point 3 above, for the duration of the storage of financial and accounting documentation of the Conference by the University of Lodz. In situations provided for by law, personal data may be also processed for the period necessary to establish and assert possible claims. In the event of consent to use likeness or receive information, personal data will be stored until the withdrawal of the consent.
 8. In the event of consent to use image or receive information about future conferences and events – until you withdraw your consent.
 9. You have the right to:
 - 1) access your data;
 - 2) rectify your data when they do not comply with the facts;
 - 3) erase, restrict the processing of and transfer your data, in cases provided for by law;
 - 4) object to the processing of your data;
 - 5) lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office with its registered office in Warsaw, ul. Stawki 2.
 10. The provision of personal data is voluntary, but necessary for the purposes referred to in Article 3 above.

VIII FINAL PROVISIONS

1. Any disputes that may arise from participation in the Conference will be resolved by the competent court for the registered office of the Organiser.
2. In matters not covered by these Regulations, the provisions of Polish law shall apply.
3. The Regulations shall enter into force as of 15th May 2021.