

## CONFERENCE REGULATIONS

### §1 General provisions

1. This document is the rules of procedure for the International Scientific Conference entitled: *The agri-food sector and rural areas in the face of new challenges*, which will be held on the date and at the place designated by the Organiser.
2. The following terms used in these Regulations shall be understood to mean:
  - a. Organised by: the Organising Committee of the International Scientific Conference of the Institute of Agricultural and Food Economics - National Research Institute in Warsaw (IERiGŻ-PIB).
  - b. Conference: International Scientific Conference entitled: *The agri-food sector and rural areas in the face of new challenges*
  - c. Applicant: an entity, natural or legal person, in particular a research worker, doctoral student, student, representative of the administration registering by sending an application form sent by the Organiser or available on the IERiGŻ-PIB website [www.ierigz.waw.pl](http://www.ierigz.waw.pl).
  - d. Participant: an entity, natural or legal person, in particular a research worker, doctoral student, representative of the administration, who, depending on the type of participation in the Conference, has fulfilled the conditions referred to in §2, paragraph 2. There are two types of participation:
    - active - the participant fulfils all the conditions referred to in §2, paragraph 2 and the submitted speech topics in the form of an oral presentation;
    - passive - the participant meets all the conditions referred to in §2, paragraph 2 and does not have the right to make a speech.
3. The organiser reserves the right to make changes to the Conference programme and undertakes to publish up-to-date information on the website ([www.ierigz.waw.pl](http://www.ierigz.waw.pl)) and/or on the social network (<https://www.facebook.com/konferencjaiakos>).
4. Oral presentations are scheduled as part of the Conference.
5. The official language of the Conference is Polish, but it is possible to speak in English (English-language session).
6. The organiser has the right to divide the submitted speech topics into thematic panels after the end of registration.
7. The content of the Conference is overseen by a Scientific Committee appointed by the Organiser, comprising members from various scientific centres at home and abroad.
8. The provisions of these Regulations are an integral part of the application for participation in the Conference, and submission of the application form to the Organiser is tantamount to acceptance of these Regulations and is binding on both parties.

9. All terms contained w this regulations are mandatory and non-exceedable, unless the Organiser decides otherwise.

## **§2 Declaration of participation**

1. The conference is mainly aimed at researchers from research institutes and universities, doctoral students, representatives of the administration.
2. The prerequisite for participation in the Conference is:
  - a. send electronically, by the date specified by the Organiser, a completed application form available on the IERiGŻ-PIB website or made available by e-mail;
  - b. acceptance of the submitted application by the Organiser within 7 working days from the date of receipt of the application form;
3. The Organiser has the right to extend the deadline for applications. Any decision will be posted on the Organiser's website and/or social network.
4. Each Applicant can only submit one type of participation in the Conference: active or passive.
5. The applicant undertakes to complete the registration form correctly and truthfully.
6. The organiser shall not be liable for any damage resulting from incorrect data entered into the form by persons registering their participation in the Conference.
7. A participant may be a co-author of multiple conference presentations; however, each submitted presentation must be presented by at least one co-author in order to receive a certificate confirming active participation in the Conference.
8. A certificate confirming active participation in the conference will be awarded to up to two persons who present the submitted speech in the form of an oral presentation.

### **§3 Conference fee**

1. Participation in the Conference is free of charge. The organiser covers the costs:
  - a. participation in the deliberations (active participation with one topic of speech or passive participation);
  - b. conference materials;
  - c. coffee breaks;
  - d. gala cocktail/dinner;
  - e. prizes for the best presentations.
2. In the case of cancellation of participation in the Conference, the Organiser will not include the abstract of the presentation in the Book of Abstracts, even if it is sent by the indicated deadline.
3. If an abstract is submitted after the obligatory deadline, the Organiser has the right not to publish the abstract in the Book of Abstracts if such a book has already been submitted for publication.

### **§4 Proceedings**

1. The venue determined by the Organiser will be communicated to Participants on the Institute's website and by e-mail.
2. Oral presentation time is 15 max 20 minutes per presentation.
3. Discussions take place immediately after the whole session and in the concluding part of the conference.
4. The moderator of a session (thematic block) may slightly shorten or lengthen the presentation time of a paper in emergency situations.
5. Participants are required to copy their presentations (in the format specified by the Organiser) onto a computer in the conference room no later than before the start of the block in which they give their presentation.
6. The participant assumes full responsibility for all material and statements made by him/her during the Conference.
7. Each Participant will receive a certificate confirming oral presentation or passive participation.
8. In the event that the certificate is not collected during the Conference, it can be collected in person at the Organiser's premises by prior arrangement.
9. The participant is obliged to present his/her submitted speech (paper) during the Conference. Deviation from this rule is possible only in exceptional situations after prior consultation with the Organiser.

10. The participant is fully responsible for damage to property on the premises where the Conference takes place.

### **§5 Conference abstract and publication of post-conference papers**

1. In the case of an application for active participation, the Participant sends an abstract of his/her speech (paper) by the date specified by the Organiser, which will be published in the Book of Abstracts with the assigned ISBN number.
2. The abstract should be submitted via the form available on the Institute's website or provided by email.
3. If the above deadline is exceeded, the Organiser has the right not to include the submitted abstract in the Book of Abstracts.
4. After the Conference, it is planned to place the content of the speeches (papers) of the speakers (participating in the Conference), elaborated in the form of an article, in subsequent issues of the journal, *Zagadnienia Ekonomiki Rolnej/ Problems of Agricultural Economics*, published by IERiGŻ-PIB.
5. The participant shall submit the article by the date specified by the Organiser.
6. Publication of the article is free of charge
7. Editorial requirements are available on the journal's website at [www.zer.waw.pl](http://www.zer.waw.pl).
8. The participant takes full responsibility for the content of the conference abstract and the submitted article.
9. In the event of low merit or the presence of glaring errors, the Organiser may reject the submitted abstract and article.

### **§6 RODO information clause**

1. The Administrator of the personal data of the Conference Participant is the Institute of Agricultural and Food Economics - National Research Institute in Warsaw, 20 Świętokrzyska Street, 00-002 Warsaw.
2. The Inspector for Personal Data Protection at the Institute of Agricultural and Food Economics - National Research Institute in Warsaw, 20 Świętokrzyska Street, 00-002 Warsaw is Mr *Dariusz Ostrowski*, contact: Institute of Agricultural and Food Economics - National Research Institute in Warsaw, 20 Świętokrzyska Street, 00-002 Warsaw, e-mail address: [dariusz.ostrowski@ierigz.waw.pl](mailto:dariusz.ostrowski@ierigz.waw.pl), telephone 22 5054547.
3. The personal data referred to in paragraph 2 will be processed by the Organiser in terms of identification, contact and financial data categories for the purposes:
4. Participation of the Participant in the conference - Article 6(1)(b) of the DPA,
5. fulfilment of public law obligations incumbent on the Organiser - art. 6 para. 1 lit. (c) RODO,

6. for the purpose of contacting the Participant by telephone or e-mail to the extent necessary arising from participation in the conference - Article 6(1)(b) of the DPA,
7. for the purpose of establishing or pursuing possible claims arising from participation in the conference- Article 6(1)(f) of the DPA.
8. The following recipients of the data may have access to the data: authorised employees of the Organiser to the extent stipulated by law, and service providers and their authorised employees who are contractually entrusted with the processing of personal data for the purposes of the conference, in particular entities operating IT systems and providing legal services to the Ordering Party.
9. Personal data will be processed for the duration of the conference and as indicated in the uniform material list of files, including archiving obligations and rights of redress, etc.
10. The Contractor has the right to request from the Organiser access to his/her personal data, rectification, deletion or restriction of processing or to object to its processing.
11. The participant, in relation to the processing of personal data, has the right to lodge a complaint with the supervisory authority - the President of the Office for Personal Data Protection.
12. Provision of the personal data referred to in paragraph 1 is voluntary but required for participation in the conference, refusal to provide personal data will result in inability to participate in the conference.
13. All personal data is stored by the Organiser during the period of use and thereafter to the extent necessary for billing (including the preparation of the Conference report). The Organiser takes all appropriate security measures in accordance with generally accepted principles to protect the confidentiality of information.

## **§7 Final provisions**

1. Sending an application for participation in the Conference is tantamount to accepting these regulations and agreeing to the processing of personal data by the Organiser, in accordance with generally applicable laws and regulations, in particular **t h e** Personal Data Protection Act of 29 August 1997 (Journal of Laws No. 133, item 833, as amended) and receiving information about events and projects carried out by the Organiser.
2. Sending the application for participation in the Conference is tantamount to expressing consent for the use of the Participant's image on the Institute's website pursuant to Article 81(1) of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2006, No. 90, item 631, as amended). Granting consent means that photographs, films or recordings made during meetings, ceremonies and other collective gatherings may be placed on the Institute's website and used in promotional materials and publications.

in the media. The participant waives all claims (existing and future), including for remuneration against the Organisers, for the use of his/her image/voice/speech for the purposes specified in the statement.

3. The Participant covers the cost of stay and travel to the Conference on his/her own.
4. The organiser reserves the right to cancel or postpone the Conference in the event of circumstances beyond its control.
5. These Regulations shall come into force on the date of their posting on the Organiser's website.
6. The Organiser has the right to amend the provisions of the Rules. Amendments shall come into effect as soon as they are posted on the Organiser's website.
7. Disputes and issues not covered by these rules shall be resolved by the Organiser.