

Regulations for the Anniversary of the Magna Charta Universitatum

23-25.10.2023, Lodz

I GENERAL PROVISIONS

1. The organizer of the Conference Anniversary of the Magna Charta Universitatum, hereinafter referred to as the Conference, is the University of Lodz, with its registered office in Lodz, ul. Narutowicza 68, 90-136 Lodz, hereinafter referred to as the "Organizer". The conference is organized in the buildings of the University of Lodz: Prof. Waław Szubert Assembly Hall, ul. Lindleya 5, Lodz, and the Faculty of Educational Sciences of the University of Lodz, ul. Aleja Rodziny Scheiblerów, Lodz.
2. The Conference will be held on 23-25 October 2023, in a stationary mode. The language of the Conference is English. The Conference will be broadcast live on streaming platforms and recorded by the Organizer. As a result of the registration made, there will be a recording, recording of the image and statements of the Participants.
3. The provisions of these Regulations are an integral part of the application for participation in the Conference and apply to all Participants.
4. The act of submitting a participation application to the Organizer for the Conference is equivalent to the Participant explicitly consenting to abide by the regulations set forth in these Regulations.
5. The Organizer reserves the right to modify the program and Regulations of the Conference, as well as the discretion to alter the Conference date or cancel it altogether.
6. In case of Conference cancellation, the Organizer commits to informing registered Participants via email no less than 7 days prior to the scheduled commencement of the Conference.

II TERMS OF PARTICIPATION

1. The Conference welcomes a diverse range of participants, including university representatives, accompanying individuals, and students who possess a valid student ID card.
2. To attain the status of a Conference Participant, the following conditions must be collectively fulfilled:
 - 1) application for participation via an electronic registration form, the address of which has been made available on the website: <https://www.uni.lodz.pl/2023-magnacharta-anniversary/> ;
 - 2) receipt of an e-mail from the Organizer confirming registration. Should you not receive a confirmation of your registration within 48 hours of submitting your application,

kindly reach out to the Organizer by sending a message to the following e-mail address: conference@uni.lodz.pl

- 3) payment of the entry fee and receiving confirmation of its receipt by the Organizer.
3. There are three forms of participation in the Conference:
 - 1) passive participation - a Participant who has fulfilled all the conditions for participation from item 2 above. A passive participant also refers to an individual who is registered as a Conference Participant and serves as a co-author of a presentation but does not deliver the submitted paper. Passive participants will be provided with a name badge, conference documentation, and have access to attend world café sessions, coffee breaks, lunches as outlined in the program, and a gala dinner.
 - 2) active participation - a Participant who has been invited by the Organizer to present a paper and who has fulfilled all the conditions for participation from item 2 above. As part of active participation, the Participant is entitled to present their submitted paper through an oral presentation and will receive a copy of the book of abstracts. Active participants will receive a name badge, conference documentation, and have access to attend world café sessions, coffee breaks, lunches provided in the program, and the gala dinner.
 - 3) accompanying person - a Participant who will attend the lunch and the gala dinner and has the opportunity to enter the Magna Charta Universitatum signing ceremony.
4. For the Participants planning to utilize a PowerPoint presentation during their speech (.ppt or .pptx), it is mandatory to submit the presentation to the Organizer no later than 3 working days prior to the Conference.
5. At the request of the Participant, the Organizer may issue a certificate of participation in the Conference.

III RULES OF THE EVENT

1. The deadline for registration to attend the Conference is **10 October 2023**. After this date, registration will be unavailable unless the Organizer extends the registration deadline. The Organizer reserves the right to refuse registration if the limit of Conference Participants is exhausted.
2. The Organizer establishes the Conference programme and holds the authority to make modifications, including changes to the schedule and order of speeches, even on the day of the Conference.
3. The Organizer assumes no responsibility for technical or organizational issues faced by Participants in relation to their Conference participation, when such issues arise due to circumstances beyond the Organizer's control.
4. The Participant bears full responsibility for all materials and information presented by them during the Conference. The Participant is obliged to ensure that all statements and presentations made by them during the Conference do not violate the law or the rights or personal property of third parties.
5. The Participant agrees to adhere to these Regulations, social norms, instructions, and the Organizer's organizational and technical guidelines.

6. The Organizer reserves the right to exclude Participants from participating in the Conference if they breach the provisions of the Regulations, specifically:
 - 1) disrupt the Conference;
 - 2) take actions that are unlawful, against good morals or that harm the legitimate interests of third parties;
 - 3) take actions aimed at circumventing or indicating an attempt to circumvent the Regulations or the rules of the Conference;
 - 4) take actions that violate the legitimate interests of the Organizer or harm its image.
7. The Participants are obligated to adhere to the safety rules, health and safety regulations, as well as fire regulations in effect at the premises where the Conference takes place.
8. The Organizer bears no responsibility for any items left or lost during the Conference, including those left in clothing, backpacks, bags, or suitcases deposited at the checkroom, as well as in other public areas of the Conference and the University of Lodz.
9. In the event of a disturbance of public order by a Participant, the personnel of the Conference Organizer are authorized to:
 - 1) calling on the Participant to behave accordingly;
 - 2) requesting the Participant to leave the Conference area,
 - 3) summoning the appropriate services in a situation where the Participant's behavior qualifies for such intervention, including, in particular, when it poses a threat to other Participants or the Conference staff or the Organizer's property.
10. The Organizer bears no responsibility for incidents arising from Participants' non-compliance with the Regulations, failure to follow the Organizer's recommendations, or disregard for the instructions provided by the Conference staff and security services responsible for maintaining order and security.
11. To uphold security within the Conference premises, the Organizer may utilize surveillance monitoring that encompasses the entire Conference area, including its specific sections.
12. If a Participant becomes aware of any potential risks or hazards that could endanger the life and well-being of fellow Participants, it is their obligation to promptly notify the Conference staff without delay.
13. During the Conference, an active participant is assigned a designated time slot to deliver their presentation and has the privilege of participating in the moderated discussions facilitated by the Organizer. A passive participant retains the right to ask questions to the speakers or request an opportunity to speak during the discussion. The moderator appointed by the Organizer decides whether to give a passive Participant the floor during the discussion.

IV PAYMENTS

1. Participation in the Conference requires a fee. For participants, it is EUR 600. For accompanying persons, it is EUR 350. Participation in the conference for students is free of charge.
2. Participant's resignation from participation in the Conference may only take place by sending appropriate information to the e-mail address conference@uni.lodz.pl . If notice of cancellation is received until 30 September 2023, 80% of the amount will be

reimbursed. Otherwise NO refund can be made. After this date, the refund of the fee will not be possible.

3. Changing the person delegated to the conference is possible at no additional costs, unless it is connected with changing the conditions of participation in the conference. In this case participant should notify the Organizer in writing by September 30, 2023. Changing the person delegated to the conference connected with changing the conditions of participation in the event is possible after paying additional costs of EUR 50 and a Participant should notify the organizer in writing by September 30, 2023.
4. Available methods of payment:
 - On-line payment (credit card or e-transfer) using payU
 - Bank transfer

Bank: Bank Pekao

Seat: Uniwersytet Łódzki, ul. Narutowicza 68, 90-136 Łódź, Polska

SWIFT (BIC): PKOPPLPW

IBAN: PL47 1240 6292 1978 0011 2461 7859

Account: 47 1240 6292 1978 0011 2461 7859

Bank holder: KF23:Magna Charta

Bank transfer title should include the name of the participant and the conference code. The conference code is MCO 2023.

5. Invoices - Participants who need the invoice should complete the invoice data during registration process. The invoice will be issued after receiving the payment
6. The payment should be made by September 30, 2023. The date of receipt on the Organizer's bank account is decisive.

The participation fee includes the following:

- participation in lectures and discussions
- conference materials
- certificate of participation
- coffee breaks, lunches and Gala dinner

The cost of participation does not include the price of accommodation.

V CANCELLATION OF PARTICIPATION IN THE EVENT

To cancel participation in the Conference, the Participant must send the necessary information to the e-mail address: conference@uni.lodz.pl .

VI IMAGE

The Organizer reserves the right to capture photographs and videos during the Conference, which may be utilized for promotional purposes in printed and digital publications, as well as on social media platforms affiliated with the organizational units of the University of Lodz. In accordance with Article 81(2)(2) of the Law of 4 February 1994, on Copyright and Related

Rights, the dissemination of a person's image that is only a detail of a whole, such as a gathering, landscape or public event, does not require their permission.

VII PROTECTION OF PERSONAL DATA

According 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" and with Article 26 GDPR we inform that:

1. Joint Controllers

Joint Controllers of the data are:

- Magna Charta Observatory with its registered office in Bologna, address: Via Zamboni 25, 40126 Bologna, Italy,
- The University of Lodz with its registered office at ul. Narutowicza 68, 90-136 Lodz,

2. Data Protection Officer

The Joint Controllers have appointed Data Protection Officers, who can be contacted electronically via e-mail address:

- Magna Charta Observatory - e-mail: DPO Avv. Giuseppe Bove - e-mail address: magnacharta@unibo.it
- University of Lodz - e-mail address: iod@uni.lodz.pl

3. Purpose and legal basis of processing

Personal data shall be processed for the purpose of carrying out the tasks assigned to the Joint Administrators in the organization of the Anniversary of the Magna Charta Universitatum conference specified in the Primary Agreement.

The legal basis for processing is:

- *Article 6(1)(b) GDPR, as it is necessary for the performance of a contract or for taking steps prior to entering into a contract;*
- *Article 6(1)(a) GDPR on the basis of expressed consent to the processing of personal data (applies to consent given by a participant to the processing of his/her personal data in connection with participation carried out as part of the organization of the Anniversary of the Magna Charta Universitatum conference);*
- *article 9(2)(a) GDPR because the data subject has given explicit consent to the processing of those personal data for one or more specific purposes.*

4. Voluntary provision of data

Provision of data is voluntary, but necessary to fulfill the purpose(s) mentioned in item 3.

5. Data recipients

Your personal data will not be shared with other entities, with the exception of entities authorized by law and entities with which the Joint Controllers have entered into agreements on entrustment of personal data processing obliging recipients to ensure an adequate level of data security.

6. Data source

Personal data will be obtained from the Registration Form located on the Lodz University's website pertaining to the Anniversary of the Magna Charta Universitatum event and through the registration form emailed by the MCO.

7. Information about no automation decision-making

Personal data will not be subject to profiling and no automated decisions will be made on the basis of this data.

8. Time of processing

Your personal data will be processed for a period of 10 years from the end of the conference.

9. Rights related to processing

You have the right to access, rectify, object to processing and restrict the processing of your data. In the case of personal data processed on the basis of your consent, you have the right to withdraw your consent at any time.

10. Right to lodge a complaint

You have the right to lodge a complaint with:

- President of the Personal Data Protection Office,
- Autorità Garante per la protezione dei dati personali con sede a Roma in Piazza Venezia, 11
- when you consider that the processing of your personal data violates the GDPR.

VIII FINAL PROVISIONS

1. Any disputes arising from participation in the Conference will be resolved by a court having jurisdiction over the registered office of the Organizer.
2. All matters not governed by these Regulations shall be governed by provisions of Polish law.
3. The Regulations come into force on 25.05.2023.