

RULES OF PROCEDURE

of the International Academic Conference **Labour Law Research Network 5 Poland**
25-27 June 2023

I

GENERAL TERMS

1. The organisers of the International Academic Conference *Labour Law Research Network 6 Poland* (hereinafter the ‘Conference’) are the **University of Łódź** (Chair of Labour Law) and the **University of Warsaw** (Chair of Labour Law and Social Policy); hereinafter the ‘Co-organisers’).
2. The conference will take place on **25-27 June 2023** and will be held in Warsaw, Poland (Campus University of Warsaw – Krakowskie Przedmieście 26/28 street and Collegium Iuridicum II/Library buildings at Lipowa 4 street). The conference will be held in English. Conference and live transmission will be recorded and will be provided for by the Co-organisers and their sub-contractors. Recording will result in the capture and registration of the images and statements of the Participants.
3. The provisions of these Rules of Procedure are an integral part of the registration of participation in the Conference and are binding on all Participants.
4. By submitting the registration of participation in the Conference the Participant signifies acceptance of the Rules of Procedure in their entirety.
5. The Co-organisers reserve the right to cancel the Conference or to alter the programme and the Rules of Procedure.
6. In the event of the Conference’s cancellation, the Co-organisers are obliged to notify all registered Participants of the cancellation via email not less than 7 days prior to the opening date of the Conference.

II

CONDITIONS OF PARTICIPATION

1. Subject to the conditions listed at point 2 below, any natural person who has attained the age of majority can register as a Conference Participant, in particular, students, PhD students/candidates, or academic researchers and any representatives of public institutions, local government, NGOs, employers, employees, or of the legal professions. The number of Participants is limited to 500. Passive participation will be decided based on the order of registration.
2. The condition for gaining Participant status is the fulfilment of all of following requirements:
3. Submission of a declaration of participation via the electronic registration form, a link to which can be found on the website: <https://llrn6poland.uni.lodz.pl/>;
4. Receipt of an automatic confirmation of registration. In the event that no message confirming registration is received, contact the Co-organisers by sending an email to the following address: llrn6support@atpactivity.pl
5. The making of payment in accordance with part IV of the Rules of Procedure.
6. There are two forms of participation in the Conference:
7. **passive participation** – any Participant who has fulfilled all the participation requirements from point 2 above. Passive participation entitles the Participant to participate in the Conference and to receive, on request, a certificate of participation in the Conference;
8. **active participation** – any Participant who has submitted an abstract for a presentation that has subsequently been accepted by the International Scientific Committee, the International Organizing Committee, and the Local Organizing Committee. Active participation entitles the Participant to participate in the Conference, to deliver an oral presentation and, if requested, to receive a certificate of participation in the Conference.
9. Active Participants are required to **submit their presentation to the Co-organisers by 23 June 2021** and bring it on pendrive on the day of presentation.

III

RULES OF THE CONFERENCE

1. **The deadline for online registration is 12 June 2023.** After this date online registration will be unavailable, unless the Co-organisers decide to extend the registration deadline. In the event that the maximum number of Conference Participants is reached, the Co-organisers reserve the right to reject any further registrations.

2. The Co-organisers will establish the Conference programme and are entitled to implement changes thereto at any time, including during the day of the Conference. Such changes may include the scheduled timings and the order of presentations.
3. The Co-organisers bear no responsibility for technical or organisational problems encountered by Participants in connection with their participation in the Conference and which arise from external factors beyond the Co-organisers' control.
4. The Participant bears sole responsibility for all the materials and information that he or she presents during the Conference. The Participant is obliged to ensure that all statements and presentations given by him/her during the conference comply with applicable statutory provisions and infringe neither third party rights nor personal rights.
5. The Participant must respect and follow the Rules of Procedure, social rules, instructions and organisational and technical directions given by the Co-organisers.
6. The Co-organisers will provide technical support to Participants during the Conference.
7. Participants are obliged to share full and genuine personal data.
8. Participants are not permitted to capture or record other Participants or their statements during presentations or any other form of registration.

IV PAYMENT

1. The Participant is obliged to pay the Conference participation fee according to the following price list.
 - a. **940 PLN (circa 200 EUR) for early bird registration.** Early bird registration starts on Monday 6th February 2023 and closes at midnight on Friday 31st March 2023 CET.
 - b. **1 035 PLN (circa 220 EUR) for standard registration.** Standard registration starts on Saturday 1st April 2023 and closes at midnight on Sunday 28th May 2023 CET.
 - c. **1 130 PLN (circa 240 EUR) for late registration.** Late registration starts on Monday 29th May 2023 and closes at midnight on Sunday 12th June 2023 CET.
 - d. **The solidarity fee is 1 130 PLN (circa 240 EUR). If you want to support participants from developing countries, please choose this option.**
 - e. The Local Organising Committee offers a considerable discount to maximum 20 Ph.D. students/candidates under the first come, first served system (**705 PLN, circa 150 EUR** fee per person).

*1 EUR = circa 4,7004 PLN

2. Conference Participants from developing countries or those experiencing financial difficulties may receive a complete or partial fee reduction as mentioned in point 1. In order to request a reduction, please contact the Co-organisers via email: llrn6poland@wpia.uni.lodz.pl.
3. Payment can be made via transfer or via online payment. Making payment within the time required by the Rules of Procedure is a condition sine qua non of participation in the Conference.
4. It is only possible to make payment after first accepting the Rules of Procedure by marking the appropriate bracket. The Participant is bound by the content of the Rules of Procedure from the moment of their acceptance.
5. After completing the registration via the conference website the Participant will receive payment details including the bank account of the University of Warsaw.
6. Possible transaction costs incurred in making payment are not credited to the University of Warsaw, but rather depend upon the charges imposed by and for the benefit of the entities providing the transaction services. Participants must cover these costs.
7. **The payment is complete when the funds are credited to the University of Warsaw bank account in Polish currency (PLN).**

8. The operator of the system of electronic payments will inform the Participant of the crediting of funds to the University of Warsaw bank account and will send an electronic version (scan) of the invoice to the email address indicated in the registration form.
9. In order to withdraw from the Conference, the Participant must notify the Co-organisers llrn6poland@wpia.uni.lodz.pl
10. The organisers may allow other persons to participate free of charge in accordance with their rules (VIPs, public authorities etc.).

V

WITHDRAWAL FROM PARTICIPATION IN THE CONFERENCE AND REFUND POLICY

1. Cancellations must be received in writing to: llrn6poland@wpia.uni.lodz.pl.
2. Requests received on or before Sunday 4th June 2023 CET are eligible to a full refund (minus a 100 PLN (circa 22 EUR) administration charge).
3. Requests received on or after Monday 12th June 2023 CET are eligible to a 50% refund.
4. Requests received on or after Monday 19th June 2023 CET are not eligible for a refund.
5. Participant substitutions can be made upon request. No refunds will be provided for participants failing to attend the conference without notice or for missed reservations.

VI

IMAGE

1. By joining the Conference, the Participant thereby consents to the unpaid recording and dissemination of his/her image and voice by the Co-organisers for purposes connected with the ongoing Conference and for the furtherance of promotional, educational and research popularisation aims utilising websites and social media, in particular the Facebook and YouTube accounts of the University of Łódź and the University of Warsaw.
2. The Conference Participant issues a non-exclusive licence free of charge to the University of Łódź and the University of Warsaw for the use of statements recorded during the Conference, including statements signified by name and surname in the following fields of use:
 - a) In the case of recordings – any recording, in particular magnetic, photosensitive, audio-visual, digital, optical, regardless of format, drive, size and technique, as well as saving in computer memory or in other storage mediums;
 - b) In the case of dissemination – public viewings, playing of recordings, as well as communication of recordings to the public by means that would enable access at the time and place of each recipient's choosing, including through the Internet and other information systems, multimedia networks and computer networks, in particular on websites and social media, including the Facebook and YouTube accounts of the University of Łódź and the University of Warsaw.
3. In relation to the licence issued, the Participant confirms that the use of any of his/her statements in the aforementioned fields of use will not infringe the rights of any person, in particular intellectual property rights, and does not require third party authorisation.

VII

PERSONAL DATA PROTECTION

Pursuant to Article 13.1 and 13.2 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 the 'GDPR Regulation'), we hereby declare that:

1. The joint controllers of personal data are:
 - The University of Łódź having its seat in Łódź, at ul. Narutowicza 68, 90-136 Łódź, Poland
 - The University of Warsaw having its seat in Warsaw, at ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, Poland
2. The joint controllers have appointed Data Protection Officers, who may be contacted via email:

- UŁ – via email: iod@uni.lodz.pl;
 - UW – via email: iod@adm.uw.edu.pl
3. Personal data will be processed only for the purposes of:
 - registration of active and passive participation in the international academic conference;
 - liaising with the registered participants of the academic conference, including communication with participants and settlement of participation fees;
 - organising the conference taking place on 25-27 June 2023.Personal data processing will be based on:
 - Article 6.1 e) of the GDPR Regulation i.e. based on the performance of a task carried out in the public interest, which is laid down by the Act of 20 July 2018 (The Law on Higher Education and Science) and is related to the mission of the higher education system and science in the fields of education, academic activity, citizenship creation, as well as participation in social development and the building of an innovation-based economy;
 - Article 6.1 b) of the GDPR Regulation, i.e. based on the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - Article 6.1 c) of the GDPR Regulation, i.e. based on the performance of the legal obligations of the joint controllers;
 - Article 6.1 a) of the GDPR Regulation i.e. based on the data subject's consent to the processing (in the case of consent to the processing of the data subject's image).
 4. The provision of personal data is voluntary, but necessary to participate in the Conference.
 5. Your personal data will not be shared with other entities, except for those entities entitled to access by law and entities with whom the joint controllers have concluded agreements.
 7. Your personal data will not be subjected to profiling, nor will any automated decision be taken based on those data.
 8. In the case of:
 - registration as a participant, data will be processed throughout the time required for the organisation of the conference, for the purposes of communication with you in matters relating to the organisation of the event, and for the time during which the storage of financial and accounting documentation is necessary;
 9. The data of active conference participants (including *inter alia* that contained in academic articles) will be processed perpetually;
 10. Your data is processed based on your consent; your data will be processed only until the moment that consent is withdrawn.
 11. The data subject has the right to request access to his/her personal data, their rectification, to object against personal data processing and to require restriction of their processing. In the case of personal data processing based on consent, you are entitled to withdraw consent at any time.
 12. **You have the right to lodge a complaint with the supervisory authority in Poland i.e. the President of the Personal Data Protection Office, if you consider that any processing of your personal data has infringed the GDPR Regulation.**

VIII COMPLAINT PROCEEDINGS

1. Complaints may be filed in the form of an electronic message sent to the address llrn6poland@wpia.uni.lodz.pl; the message shall indicate the reasons underlying the complaint.
2. The processing of complaints submitted in accordance with point 1 will commence without undue delay, and in any case not later than within 15 working days. The time of processing might be extended in cases where the processing of the complaint requires additional information, but in any case the extension will not be beyond 35 working days since the day of receipt of the complaint. The outcome of the processing of the complaint will be sent in the form of an electronic message to the email address of the Participant.
3. The message mentioned in point 2 shall include information on the way in which complaints are handled.
4. The law applicable to processing of complaint is Polish law.

FINAL PROVISIONS

1. Any disputes which may arise due to participation in the Conference will be decided by a competent court with jurisdiction over the seat of the University of Warsaw.
2. In matters not provided for by these Rules of Procedure, the relevant Polish laws shall apply.
3. These Rules of Procedure shall enter into force on 20.01.2023.