

Rules of Participation for Speakers in the Conference New Trends in Project Management 15-16th of April 2019

§1 General regulations

1. These regulations bind Conference speakers called hereinafter: the Authors, and the Organizer.
2. The Organizer and the entity responsible for the event is PMI Gdańsk Branch, a subsidiary of PMI Poland Chapter located in Warsaw (02-672), 47/10 Domaniewska Street, NIP: 525-227-89-73.
3. The Conference will be held on 15-16th of April 2019 in Gdańsk.
4. The goals of the Conference are:
 - (a) Enabling the exchange of knowledge and good practices in project management in Poland and in the world.
 - (b) Collecting funds to support English Summer/Winter Camp project.
5. The Conference is financed by funds collected from participation in the Conference.
6. The Conference will be conducted in English. Some of the speeches can be held in Polish.

§2 Rights and obligations of the Authors

1. The participation of the Authors at the Conference is free of charge. The Authors shall not be remunerated for giving a presentation.
2. The Non-citizens (from beyond Gdańsk) Authors can be accommodated at the expense of the Organizer in the hotel where the Conference will take place.
3. The travel costs will be refunded after the acceptance of the Organizer:
 - (a) Non-citizens (from beyond Gdańsk) Authors – refund up to 600 PLN;
 - (b) Authors outside Poland – refund up to 200 EURO.
4. Estimated travel costs must be sent to the following address ntpm@pmi.org.pl no later than 1st of February 2019.

5. Initial interests in the Conference and abstract should be sent to ntpm@pmi.org.pl by 31st of December 2018. By sending the interest, the Sender agrees to receive the full Conference participation offer.
6. The abstract should be submitted in accordance with the model document published on the website www.ntpm.pl as pdf or doc file, including the title, authors, their affiliations and addresses.
7. Notification of acceptance, based on Program Board decision, will be sent to Authors by 31st of January 2019.
8. Those Authors who haven't been selected can participate in the Conference with 100 PLN discount.
9. The final presentation and equipment requirements must be submitted by 8th of April 2019 on the following address: ntpm@pmi.org.pl.
10. The abstracts, presentation, and short biography must be written in English.
11. The presentation should be no longer than 45 minutes. This do not apply to workshops.
12. Statements of the Authors cannot violate the dignity of others.
13. In case of total cancellation of participation in the Conference, the Author must inform the Organizer as soon as possible, which will allow admitting the place to the other Author.
14. The Conference can be recorded and collected materials can be used for promotion.
15. Those who submit an application form and the Authors who will be invited to the Conference, agree to the processing of personal data in accordance with 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 (General Data Protection Regulation).
16. The Authors are entitled to receive Conference materials and refreshments.

§3 Rights and obligations of the Organizer

1. The Organizer provides the equipment necessary to carry out a presentation in a form of a multimedia projector, a laptop, and audio equipment.
2. The Organizer is obligated to notify the Authors of any changes no later than 3 days prior to the Conference date, if this is not possible, immediately after the change occurs. The Organizer determines the order of the Authors presentation, which will be published in the program of the Conference.
3. The Organizer sets the persons leading the Conference who give a voice according to the Conference program. In special cases the Organizer has the right to make a change in the agenda, to grant the right to vote on formal matters, to determine the sequence of speaking in the debate, pick up a voice the Conference Participant or the Author when the order of the conference and its program is violated.
4. The Organizer is not responsible for any belongings of the Authors, that can be lost, damaged or stolen during the Conference.
5. The Organizer has the right to change the provisions of the regulations.

§4 Information on the processing and use of personal data

1. The data administrator is the PMI Poland Chapter Association, with headquarters in Warsaw (02-672), at 47/10 Domaniewska Street, KRS 0000-167-986, NIP 525-227-89-73, REGON 015543424.
2. Contact with the Organizer is available via e-mail address: ntpm@pmi.org.pl;
3. The legal basis for the processing of personal data is 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 (General Data Protection Regulation).
4. Personal data will be processed for the purpose of organizing and implementing the New Trends in Project Management Conference in 2019 and subsequent years. The purpose of the processing will be, in particular: sending information about the selection of speakers, candidates for the Program Board

and speakers' speeches during the event, as well as correspondence with the Organizer, reservation of accommodation, transport (if applicable) and evaluation. In addition, the following personal data may be disclosed to the public: name and surname, occupation performed, company.

5. The Authors give consent to:
 - (a) take photographs and film the sessions at the Conference as well as video streaming via Internet during the New Trends in Project Management Conference 2019;
 - (b) dissemination and exploitation images of the Authors in order to use this material for marketing, information and promotional purposes of current and subsequent editions of New Trends in Project Management Conference without the need of every-time consent;
 - (c) video- and audio-recording the Authors speeches including Their interviews during the Conference.
6. The Authors shall not be remunerated for utilization and releasing of the aforementioned materials by the Organizer.
7. The data will be stored for a period of 10 years, i.e. 31st of December 2029.
8. The scope of data being processed includes: name, surname, occupation, the company in which the speaker is employed, telephone number and e-mail address.
9. The obtained personal data will not be shared with anyone, except for Google, who owns the GSuite platform.
10. Providing data is voluntary, but refusal to provide it is tantamount to the lack of participation in the Conference.
11. The Author consents to the publication of the image sent to the Organizer and recorded during the Conference on 15-16 of April 2019 for the purposes of evaluation and marketing of the Conference.
12. According to the expressed consent, the Author has the right to:
 - (a) withdrawal of the consent, which will mean that the PMI PC will not inform about the results of the NTPM 2019 evaluation and about future conferences;
 - (b) access to the data, i.e. information which data is available to the Association;

(c) rectification, change, data update; delete data; restrictions on data storage; raise objections; data transfer; lodge a complaint with the supervisory body.

13. To exercise your rights, please contact via electronic mail to the e-mail address: ntpm@pmi.org.pl.

§5 Final regulations

1. Required for participation in the Conference is the acceptance of this Rules of Participation and giving the consent to the processing of personal data, and the agreement to use, processing and dissemination of the Author's image perpetuated on photos and videos made during the New Trends in Project Management Conference.
2. The regulations of these Rules of Participation are the basis for conducting the Conference. The final interpretation of all rules belongs to the Organizer.
3. The Organizer reserves the right to change the provisions of these Rules of Participation. Any changes made to this document shall be effective as of the day of their publication at the Conference website under the address www.ntpm.pl.
4. The Organizer will not be held responsible for any delays in the performance of particular parts of the Conference as well as for communication fails for reasons beyond the control of the Organizer.