

**REGULATIONS OF THE 3rd KRAKOW LANGUAGE TEACHING STAFF TRAINING WEEK CONFERENCE  
JULY 3-7, 2023  
("Regulations")**

**1**

**Term and duration**

1. These Regulations define the rights and obligations of the Participants of the 3rd Krakow Language Teaching Staff Training Week Conference (hereinafter referred to as the "Conference"), which will be held on July 3-7, 2023, in-person in Krakow at the Jagiellonian Language Center, located at ul. Reymonta 4.
2. The organizer of the Conference is the Jagiellonian University, located at ul. Gołębia 24, 31-007 Krakow, Jagiellonian Language Center (hereinafter referred to as the "Organizer").
3. The Participant of the Conference is any adult natural person with full legal capacity who, no later than April 30, 2023, has expressed a desire to participate in the Conference in the manner specified in § 2 of the Regulations and has accepted the rules of participation in the Conference, as specified in the Regulations (hereinafter referred to as the "Participant").
4. The Regulations are made available to Participants on the Conference website <https://icj.uj.edu.pl/staff-week-2023> (hereinafter referred to as the "Conference Website"), in Polish and English versions, in a manner that allows for downloading.
5. The Organizer reserves the right to amend the Regulations due to changes in universally binding legal provisions and the need to adjust the Regulations to such changes, in particular, to adapt the Conference formula to the restrictions, orders, and prohibitions related to the introduction of a state of pandemic or a state of epidemic threat in effect during the Conference. The amendment to the Regulations will come into effect within 7 days from the date of its publication on the Conference Website. In relation to Participants who have accepted the Regulations before the change, the change will come into effect within 7 days from informing them about the change in the Regulations by email and the absence of objection to the change within the aforementioned period.
6. The Organizer reserves the right to amend the Regulations in the event of a change that does not adversely affect the Participants' rights or a change that involves correcting obvious writing errors and editorial mistakes. In such a case, the amendment to the Regulations may come into effect within a period shorter than 7 days, but not shorter than 3 days from informing Participants about the change in the Regulations by email and the absence of objection to the change within the aforementioned period.
7. The Organizer reserves the right to change the date and formula of the Conference in a situation where holding it on the date and in the formula specified in subsection 1 above becomes impossible or excessively difficult due to reasons beyond the Organizer's control, in particular due to restrictions, orders, and prohibitions related to the introduction of a state of pandemic or a state of epidemic threat. The change of the Conference date or/and formula will be announced immediately on the Conference Website.
8. The Organizer reserves the right to make changes to the Conference program, including the right to change the schedule and order of presentations. In case of such changes, the Organizer will inform Participants immediately on the Conference Website. The change of the Conference program does not constitute a change in the Regulations.

### Registration for the Conference

1. Participation in the Conference is subject to a fee and requires prior registration through a registration form (hereinafter referred to as the "Registration Form") available on the Conference Website <https://jci.uj.edu.pl/staff-week-2023>. The person who wishes to participate in the Conference is obliged to provide the following data in the Registration Form:
  - first name and last name,
  - affiliation,
  - email address.

If the person registering for participation in the Conference is interested in obtaining an invoice issued to a person other than the Conference Participant, he/she should additionally provide the following data:

- name and address of the Institution/entity that is the service purchaser;
  - Tax Identification Number (NIP) of the Institution/entity that is the service purchaser.
2. The detailed procedure for registering for participation in the Conference, the registration deadlines, the amount of the registration fee (hereinafter referred to as the "Fee"), and the method of payment have been provided on the Conference Website <https://jci.uj.edu.pl/staff-week-2023>.
  3. In the event of cancellation of participation in the Conference, the Participant is obliged to immediately inform the Organizer by sending relevant information to the email address: [jci.guest@uj.edu.pl](mailto:jci.guest@uj.edu.pl). The Organizer will refund the Fee to the Participant who cancels their participation in the Conference by 15.05.2023, in the manner specified in this subsection (bank fees are not refundable). Cancellation of participation in the Conference made after 15.05.2023 will result in no refund of the Fee paid by the Participant. Refunds of the Fee will be made by the Organizer after the Conference has ended.
  4. The Organizer is not responsible for incorrect or false data provided by the Participant during registration of participation in the Conference.
  5. A maximum of 35 Participants may participate in the Conference. The order of registration will determine acceptance of the application for participation in the Conference. The Participant will receive an email message from the Organizer regarding their qualification or non-qualification for participation in the Conference.
  6. The limits on the number of Conference Participants mentioned in subsection 5 above may change depending on the epidemiological situation during the Conference and the restrictions, orders, and bans associated with it. The Organizer will immediately inform about changes in the limits on the Conference Website. If it is necessary to limit the number of Conference Participants, the Organizer will re-qualify Participants within the available limits, taking into account the order in which they made their registrations. The Organizer will inform by email the Participants who, due to changes in the limits, will not be able to participate in the Conference.
  7. The Participant confirms that he/she has read and accepted the provisions of the Regulations, which is equivalent to granting the consents, licenses, and authorizations referred to in the Regulations, as well as constitutes an obligation to pay the Fee. Registration of participation in the Conference is completed when the Participant completes their data in the Registration Form and sends it with the consents referred to in sections 5-8 of the Regulations, using the registration system described on the Conference Website.

8. The Participant is guaranteed the participation in the Conference upon receiving confirmation of registration, after payment of the Fee.

### **§ 3**

#### **General rules for participation in the Conference**

1. Presentations and workshops will be given during the Conference. The Conference will be conducted in English. A banquet for the Participants (hereinafter referred to as the "Gala Dinner") will also be held as part of the Conference. Detailed information about the program of the Conference and Gala Dinner is available on the Conference Website.
2. After the presentation, a Participant may express their desire to ask questions by raising their hand. The Organizer, taking into account the planned duration of the presentations as well as the Conference schedule, will decide on the number and content of questions to be asked.
3. The course of the Conference will be recorded in the form of a photo report (hereinafter referred to as the "Photo Report").
4. The Organizer of the Conference, by providing Participants with conference materials (hereinafter referred to as "Conference Materials"), pays special attention to the need to respect intellectual property rights. Participants undertake to use Conference Materials provided to them by the Organizer exclusively for their own personal use. Modifying, copying, transmitting, publicly reproducing, and any other use of these Conference Materials for commercial purposes requires prior written consent from the Organizer or other authorized entity. Participants bear full responsibility for any damage caused by their behavior that would infringe the above provision.
5. Participants accept the established rules for the course of the Conference and its program and undertake not to influence its change and not to disrupt the course of the Conference. The Organizer is entitled to exclude Participants who violate the provisions of the Regulations, in particular the ones who:
  - a) disrupt the course of the Conference;
  - b) engage in actions contrary to law, good manners, or infringe the legitimate interests of third parties;
  - c) engage in actions aimed at circumventing or indicating an attempt to circumvent the Regulations or the principles of the Conference;
  - d) engage in actions that violate the legitimate interests of the Organizer or harm its image.

### **4**

#### **Rights and obligations of Participants**

1. Upon arrival at the Conference venue, the Participant is obliged to confirm their participation in the Conference at the reception desk indicated by the Organizer.
2. Participants are obliged to comply with safety regulations, occupational health and safety regulations, fire safety regulations applicable in the premises where the Conference and Gala Dinner are held, as well as the sanitary regime regulations applicable at the time.
3. The Organizer shall not be liable for items left behind and lost during the Conference and Gala Dinner, as well as for items left in clothing or backpacks/handbags/suitcases, as well as in other publicly accessible places at the Conference venue, Jagiellonian University, or Gala Dinner.
4. In the event of disturbance of public order by a Participant or non-compliance with the sanitary regime regulations in force on the day of the Conference, the Conference staff is entitled to:

- a) demand from the Participant to behave appropriately;
- b) request that the Participant leave the Conference venue;
- c) call the appropriate services in a situation where the Participant's behavior qualifies for such intervention, in particular when it poses a threat to other Participants or Conference staff or the Organizer's property.

5. The Organizer shall not be liable for incidents resulting from the Participants' non-compliance with the Regulations, failure to follow the Organizer's recommendations and instructions of the Conference staff and security services responsible for safety and order.

6. In order to ensure safety at the Conference venue, the Organizer may use the monitoring system in the entire Conference venue, as well as its individual parts. The rules for using monitoring by the Organizer are specified in [Rector's Ordinance No. 34 of May 16, 2019, regarding the Rules for Video Monitoring at Jagiellonian University](#), as amended, available in the Jagiellonian University Public Information Bulletin.

7. In the event of a threat to the life and health of Participants, the Participant is obliged to inform the Conference staff immediately.

## 5

### **Presentations and Workshops**

1. By registering through the Registration Form to participate in the Conference, the Participant may express their interest in giving a presentation or a workshop (hereinafter referred to as the "Presentation/Workshop"). Submissions will be accepted until 15.03.2023, at 24:00 local time for Warsaw.
2. A Participant who has expressed interest in giving a Presentation/Workshop must send the Organizer, by email to [icj.guest@uj.edu.pl](mailto:icj.guest@uj.edu.pl) or in the Registration Form, a digital text file containing an original abstract of the Presentation/Workshop they intend to give at the Conference (hereinafter referred to as the "Abstract"). No later than 20.03.2023, at 24:00 local time for Warsaw. The Organizer will select the speakers (hereinafter referred to as the "Speakers") based on the Abstracts received, and will inform the Participants whose Abstracts have been selected of the positive outcome of the selection process by email, no later than the day after the selection process. Further communication to arrange the details of the Speaker's presentation or workshop will be conducted in a manner agreed upon by the Speaker and the Organizer.
3. When making the decision referred to in subsection 2 above, the Organizer exercises its own discretion and considers the need to ensure a high level of academic content and thematic diversity at the Conference. The Organizer's decision is final and does not require justification, and Participants have no right to appeal against it.
4. By taking the actions referred to in subsections 1-3 above, the Participant grants the Organizer a non-exclusive, unrestricted regarding time, territory, quantity and quality license to use the Abstract, within the scope and for the fields of exploitation indicated in Article 50 of the Copyright and Related Rights Act, together with the right to grant sub-licenses to third parties in a scope analogous to that of the license, for the purposes of deciding on the Participant's qualification as a Speaker, preparing, organizing, conducting and settling the Conference finances, and creating Conference Materials. The provisions of 6(1)-(3) and (6)-(7) of the Regulations shall apply to the Abstract accordingly.
5. The delivery of the Presentation/Workshop, as well as granting the Organizer authorizations, licenses and permissions, as referred to in sections 5-7 of the Regulations, to use the Abstract, Presentation/Workshop, and Speaker's image, within the scope and in all fields of

exploitation specified there, is free of charge and is for the statutory purposes of the Organizer, subject to separate agreements with the Speaker.

6. Granting the Organizer authorizations, licenses, and permissions, as referred to in sections 5-7 of the Regulations, is voluntary but necessary to deliver the Presentation/Workshop.

## 6

### Copyright

1. The speaker is fully responsible for the form and content of the Presentation/Workshop.
2. The speaker undertakes to develop and present an original Presentation/Workshop and guarantees that the Presentation/Workshop will not violate the rights and personal interests of third parties, nor will it contain views or opinions that incite hatred or discrimination against any person on the grounds of race, culture, ethnicity, religion, worldview, or gender. Moreover, it is unacceptable to promote in the content of the Presentation/Workshop any ideology or symbolism associated with totalitarian regimes or to present any other topic prohibited by generally applicable laws or to damage the Organizer's reputation.
3. If any part of the Presentation/Workshop constitutes legally protected elements to which the Speaker does not have the rights, the Speaker guarantees that he/she is entitled to use them to the extent necessary to deliver the Presentation/Workshop and grant the Organizer a license with the right to grant sublicenses, as referred to in this section, without the Organizer having to obtain additional consents and permits.
4. The speaker grants the Organizer a non-exclusive license to use the Presentation/Workshop independently, as well as together with works and elements selected by the Organizer (including other Speakers' presentations, images, and sound) for educational, teaching, advertising and promotion purposes of the Organizer and the Conference itself.
5. The license referred to in subsection 4 above (hereinafter referred to as the "License") is granted to the Organizer upon the Speaker's commencement of the Presentation/Workshop during the Conference and covers the use of the Presentation/Workshop in the following fields of exploitation - public presentation of the Presentation/Workshop by the Speaker during the Conference.
6. The Speaker undertakes not to assert against the Organizer and entities authorized by it any personal moral rights to the Presentation/Workshop, and in particular, the right to the inviolability of the content and form of the Presentation, its proper use, the decision on the first public dissemination of the Presentation/Workshop, supervision of the manner of use of the Presentation/Workshop, and the decision on the method of crediting the author of the Presentation/Workshop, with the reservation that the Organizer is obliged, upon the Speaker's request and to the extent possible, to respect the Speaker's wish to be credited as the person giving the Presentation/Workshop.
7. In the event of any claims relating to the Presentation/Workshop and/or Abstract or their individual elements that are lodged by third parties against the Organizer and/or entities acting on its behalf and/or entities authorized by it to use the Presentation/Workshop and/or Abstract (hereinafter referred to as the "Authorized Entities"), the Speaker shall:
  - a) release the Organizer and/or Authorized Entities from such claims to the extent that he/she was required to acquire from third parties the rights to the legally protected elements of the Presentation/Workshop and/or Abstract, including copyright and related rights to them and their individual elements, the right to exercise dependent rights, as well as to obtain from them consents and authorizations referred to in this section, and

b) be fully liable for any damage incurred by the Organizer and/or Authorized Entities as a result of such claims.

## 7

### Image

1. The Organizer will record the Conference using image recording devices in the form of a Photo Report for educational, didactic, informational, documentary, advertising, and promotional purposes for the Organizer and the Conference itself.
2. By declaring their intention to participate in the Conference in the Registration Form, the Participant/Speaker gives their time-unrestricted, territorially-unrestricted, quantitatively-unrestricted and qualitatively-unrestricted consent to use their image for the purposes indicated in subsection 1 above, without the right to remuneration for this, in particular by recording the image of the Participant/Speaker in the Photo Report and using this recording, processing, reproduction, and multiple dissemination of the Participant/Speaker's image recorded in the above-mentioned way without the need for their approval on each occasion, in particular on the Conference Website, on the Organizer's website, including [jcyj.uj.edu.pl](http://jcyj.uj.edu.pl), on JCY UJ profiles on FB and Instagram, through public presentation of the Photo Report in the form of a wall newsletter in the corridor of the JCY UJ building at ul. Ingardena 3, and at the Organizer's promotional events.
3. The Participant/Speaker is aware that the Photo Report of the Conference will be made publicly available, in particular on the Internet and at the locations mentioned in subsection 2 above, and will be available to an unlimited number of persons without any time restrictions.
4. In connection with the use of the Participant/Speaker's image, the Participant/Speaker will not exercise the right to control and the right to approve each use of their image, including the right to approve the final form of the Photo Report in which they were used and the right to identify themselves as the person shown in the Photo Report, in particular by indicating their name and surname.
5. The Conference may only be photographed in the form of the Photo Report by the Organizer. It is prohibited for Participants to record or take photos during the Conference without the prior consent of the Organizer.
6. The Organizer has the right to authorize other entities to use the image on the terms set out in this consent.

## 8

### Personal data processing

In accordance with Article 13 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 (General Data Protection Regulation, hereinafter "GDPR"), Jagiellonian University informs that:

1. The administrator of your personal data is Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the University.
2. Jagiellonian University has appointed a Data Protection Officer, ul. Czapskich 4 pok. 27, 31-110 Kraków. The Data Protection Officer can be contacted by e-mail at [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by phone at +48 12 663 12 25, from Monday to Friday, from 8:00 a.m. to 3:00 p.m.
3. Personal data of Conference Participants will be processed for the purpose of:

- a) executing the agreement on participation in the 3rd Language Teaching Staff Training Week Conference, as well as for the purpose of registering the Participants' attendance at the Conference and accepting applications from Participants who are willing to deliver a Presentation/Workshop, i.e. on the basis of Article 6(1)(b) of the GDPR, on the basis of the agreement concluded by accepting the Regulations. The Conference will take place on 3-7 July 2023, organized by the Jagiellonian Language Centre and will be held in person;
- b) conducting a Photo Report for documentary, informational, educational, teaching, advertising, and promotional purposes of the Organizer and the Conference itself, as well as for archiving - with regard to personal data of Participants in the form of an image, based on Article 6(1)(f) of the GDPR;
- c) ensuring the safety of the Event in accordance with the UJ CCTV monitoring Regulations available on the website <https://bip.uj.edu.pl/> and the duty to inform about the processing of images in CCTV monitoring available on the website <https://iod.uj.edu.pl/monitoring-wizyjny> on the basis of Article 6(1)(e) of the GDPR - with regard to data from CCTV monitoring.
4. Providing personal data by the Participant is necessary to conclude the agreement, participate in the Conference, prepare an Abstract and deliver a Presentation/Workshop.
5. Personal data of the Participant may be made available to entities authorized to receive them on the basis of generally applicable provisions of law.
6. Recipients of the Participant's personal data are entities providing IT and organizational support in the organization of the Conference - including the entity providing software for registration for the Conference.
7. Personal data of the Participant will not be transferred to third countries (outside the European Economic Area) or to international organizations.
8. Personal data of the Participant will be stored for the duration of the organization of the Conference, until final settlement and closure of the Conference, as well as until the expiry of claims that may arise from the performance of the agreement referred to in subsection 3(a), and to the extent specified in subsection 3(b) above - until an objection to the processing of data is raised. Data from CCTV monitoring will be processed for a maximum period of three months.
9. Personal data of the Participant provided in the Registration Form will not be made available to third parties.
10. The personal data of the Participant in the form of their image may be recorded in photographs taken during the Conference for the purpose of creating a Photo Report, processed on the Conference Website, on the [jci@uj.edu.pl](http://jci@uj.edu.pl) website, on the Organizer's social media profiles and platforms, as well as on the university's social media channels (especially Facebook, YouTube, Twitter, Instagram), in a way that allows access of third parties, for informational, documentary, educational, didactic, advertising, and promotional purposes of the Organizer and the Conference itself, as well as for archiving purposes, including the purpose of creating reports on the Conference - in accordance with section 7 of the Regulations.
11. If the Participant expressed a willingness to deliver a Presentation/Workshop, their personal data voluntarily indicated in the content of the Presentation/Workshop will be processed on the Conference Website, on the Organizer's websites, including [jci.uj.edu.pl](http://jci.uj.edu.pl), on the JCI UJ profiles on FB and Instagram, through the public presentation of the Photo Report in the form of a wall newsletter in the corridors of the JCI UJ building at ul. Ingardena 3, at Organizer's promotional events, for the purposes specified in section 7(1) of the Regulations.

12. The Participant has the right to: obtain information about the processing of their personal data and their rights in accordance with the GDPR, access the content of their data and correct it, as well as the right to delete their personal data from the administrator's databases (unless further processing is necessary to perform a legal obligation or in order to establish, investigate, or defend claims), and the right to limit processing, transfer data, object to processing - in cases and on conditions specified in the GDPR.

13. The Participant's personal data will not be subject to automated decision-making or profiling.

14. The Participant has the right to lodge a complaint with the President of the Personal Data Protection Office if they believe that the processing of their personal data violates the provisions of the GDPR.

## 9

### **Final provisions**

1. These Regulations are made available to Conference Participants on the Conference Website and comes into force on the day of its publication on the aforementioned website.
2. In the event of cancellation of the Conference, the Organizer will immediately publish such information on the Conference Website. The Organizer will not be obliged to compensate or indemnify Participants and Speakers for any losses or costs incurred in connection with their participation in the Conference, except for the refund of the Conference Fee.
3. All matters not regulated by the Regulations shall be governed by the generally applicable provisions of Polish law.
4. The Regulations are provided in two language versions - in Polish and in English. In the event of any discrepancies in interpretation, the Polish version shall prevail.
5. Any disputes shall be resolved by the Polish common courts of general jurisdiction.