

## **REGULATIONS of the international conference FLOW ANALYSIS XV ("Regulations")**

### **§ 1**

#### **Date and duration**

1. International conference FLOW ANALYSIS XV takes place on June 26, 2022 – July 01, 2022 (hereinafter referred to as the "Conference").
2. Participant acknowledges that taking part in the Conference and access to a building and an area where the Conference takes place (paragraph 4 below) is tantamount to accepting the Regulations.
3. Detailed information about the Conference and the program can be found on the Conference website: <https://flowanalysis2022.confer.uj.edu.pl>.
4. The Conference takes place in a designated parts (Conference area) of a Conference hotel.
5. During the Conference, guests will be presented with activities prepared for them, which will be defined in separate programs. The programs referred to in the previous sentence will be posted on the Conference website (<https://flowanalysis2022.confer.uj.edu.pl>) and in the Conference registration system.
6. The organizing committee reserves the right to change the type of the Conference from on-site to hybrid mode, if the Polish or European pandemic regulations, or other circumstances make the on-site participation not allowed or make the arrival of participants too difficult. In case the Conference is held in a hybrid mode, the sessions take place at designated parts of a conference hotel and are broadcast to the participants of the Conference on-line, however, with the possibility of their active participation in the sessions on-site.

### **§ 2**

#### **Registration of participation in the Conference**

1. Anyone who participates in the Conference in any form is a formal participant of the Conference.
2. Participation in the Conference is possible based on prior registration.
3. Participation in the Conference requires prior registration via the electronic form available at <https://flowanalysis2022.confer.uj.edu.pl>. The terms given on the website: <https://flowanalysis2022.confer.uj.edu.pl>.
4. Participation in activities requiring prior registration without making it is not possible.
5. Registration takes place by entering gender, scientific title, name, surname, institution, and e-mail address and is carried out through the registration form available on the website: <https://flowanalysis2022.confer.uj.edu.pl>.
6. Registration will start on April 1 2022, at 11 p.m. and will last until April 22, 2022.

### **§ 3**

#### **Rules for participation in the Conference on-site**

1. Participants accept the established rules of the Conference and its programme, and undertake not to influence its change and not to interrupt the course of the Conference.
2. Before entering the Conference, the participant is required to take part in activities related to the confirmation of prior registration.
3. The activities referred to in paragraph 2 above, will be held separately the Conference area indicated in §1 p. 4 of the Regulations.
4. During the conference, a banquet is planned for the participants. In addition, participants can take part in a guided Krakow sightseeing and a one-day conference excursion. Krakow sightseeing and a one-day conference excursion are organized by the Jagiellonian University in cooperation with a travel agency. During the banquet, Krakow sightseeing and one-day conference excursion, participants are required to comply with the safety rules and follow the instructions of the sightseeing and excursion guide.
5. Participants are required to abide by the laws, ordinances, statutes, codes, and the conference hotel regulations.

**§ 4****Rules for participation in the Conference on-line according to § 1 p.6 (in case of transforming the on-site Conference into a hybrid form)**

1. Participants accept the established rules of the Conference and its programme, and undertake not to influence its change and not to interrupt the course of the Conference.
2. Participation in the Conference takes place on the streaming platform designated by the Organizer, access to which will be sent to the Participant to the e-mail address provided by him during registration.
3. Participation in the Conference requires the Participant to have an ICT system that meets the following minimum technical requirements:
  - a) Internet access,
  - b) end device (e.g. computer, smartphone),
  - c) software that allows reading files in various formats (including text, sound, graphics, multimedia, video, etc.) and the current Chrome, Edge or Safari web browser.
4. The transmission includes the image of the speaker, his presentation, the image of the person asking the question and the panorama of the lecture room with the participants. The Participant's image will be available to other Participants. On-line Participants will have the opportunity to actively participate in the Conference. On-line Participants actively participating in the Conference agree to the consolidation and use of their image for the purposes indicated in this paragraph, without the right to remuneration for the above.

**§ 5****Photo-report**

1. Jagiellonian University ( hereinafter referred to as the "JU") plans to conduct a photo-report of the Conference for documental, informational (available on the Conference website, social media (Facebook, Instagram) and other websites of the JU with information about the Conference and its course), promotional (e.g. on the Conference website, social media (Facebook, Instagram) and other websites of the JU, profiles of JU in social media) and archiving purposes (in the scope of recordings and photorelation). The photo-report from the Conference will be also presented on the website and in the ANALITYKA journal. By participating in the Conference, the Participant agrees to have photos on the ANALITYKA website and photos signed with his/her name and surname in the ANALITYKA journal.
2. Participant by participating in the Conference agrees to the consolidation and use of his image for the purposes indicated in par. 1 above, without the right to remuneration for the above. The consent covers the dissemination by JU of the image recorded in connection with participation in the Conference by: recording, reproduction using all techniques, dissemination, use, marketing, lending, public performance, insertion, displaying, reproduction, broadcasting, public sharing, archiving, particular on the websites of JU, on the profiles of JU in social media, at promotional events of JU.

**§ 6****Change of Regulations**

1. The Regulations are made available to participants on the website <https://flowanalysis2022.confer.uj.edu.pl> in a version enabling its downloading.
2. JU reserves the right to amend the Regulations, in particular due to a change in generally applicable law and the need to adapt the Regulations to this change, change the Program of the Conference, and increase of the security measures accompanying the Conference.
3. The amendment to the regulations will come into force upon its publication on the Conference website.

**§ 7****Safety rules**

1. Participants are required to comply with the health and safety rules and fire regulations in force at the units where the Conference is organized, and to comply with the instructions given by the Conference staff or services responsible for safety and order.

2. Participation in the Conference may take place only in designated rooms and areas in accordance with the applicable programme and order of the Conference. It is forbidden to stay outside the designated area of the Event. Participants are not allowed to consume their own food and drinks at the area.
3. JU and the Conference hotel is not responsible for items left and lost during the Conference at the Conference area and for items left in clothing or backpacks given to the cloakroom, as well as in other public places.
4. The provisions of paragraph 3 above shall also apply accordingly to bicycles, cars and other vehicles left at the Conference area.
5. JU is entitled to screen luggage and use a metal detector to limit the possibility of bringing dangerous tools into the Conference area. The above permission serves to ensure the safety of the Participants, and the lack of consent to exercise the above-mentioned person entitlement by JU is tantamount to resignation from participation in the Conference.
6. Participants participating in the Conference may not own or bring into the area of the Conference and JU:
  - a. any weapons, ammunition, items considered dangerous (e.g. a knife),
  - b. explosive, flammable and toxic materials,
  - c. long umbrellas,
  - d. animals, except for guide dogs accompanying disabled persons.
7. During the Conference, it is prohibited to manifest worldviews, including in particular political views. JU prohibits conducting commercial, promotional and advertising activities on the premises of the Conference, except where a given entity has obtained a separate consent of JU.
8. Persons intoxicated or under the influence of alcohol, behaving in a way that could threaten the safety of other participants and JU, disrupt the order of the Conference, as well as violate generally accepted norms of behavior in public places are prohibited from entering the Conference. The Conference staff is entitled to oblige the person referred to in the previous sentence to leave the Conference area.
9. The Conference staff in the case of disruption of public order by participant is entitled to:
  - a. identify participant in order to establish his identity,
  - b. checking the contents of participant's luggage and clothing, especially in the case of a suspicion that the person has the items referred to in paragraph 6
  - c. summoning participant to appropriate behavior,
  - d. demand that participant leaves the Conference area and use all available means, including detention until the arrival of the Police, if the Participant despite his previous warning still behaves in a way that violates the safety and order of the Conference.
10. JU shall not be liable for events resulting from failure by the participants to comply with the Regulations, non-compliance by the Participants with the recommendations of JU and the instructions of the Conference staff and services responsible for security and order.
11. Participant bears full liability for damages to property or persons forming the staff of JU (employees and co-workers), caused by him or persons under his care. Responsibility to the same extent as above, participant also bears towards other participants.
12. In order to ensure security at the Conference premises, JU may use monitoring covering the entire Conference area as well as its individual fragments.
13. JU prohibits smoking, drinking alcohol and taking intoxicants on the premises of the Conference except for situations where the organizer allows for symbolic alcohol consumption, e.g. as part of the welcome meeting, banquet or excursion.
14. In the event of noticing the threat to the life and health of other participants, participant is obliged to immediately inform the Conference staff about it.
15. The provisions of this § 7 shall apply to the Conference on-site and the relevant provisions of this § 7 shall apply to the Conference on-line.

## §8

### **Regulations in the field of science for the best research work presentations during the FLOW ANALYSIS XV conference**

1. These regulations (hereinafter: "Regulations") define the rules of the competition in the field of science (hereinafter "Competition") for the best presentations presented during the "FLOW ANALYSIS XV" conference (hereinafter "Conference"). The conference takes place on the terms set out in the regulations made public on the Conference website: [flowanalysisxv@uj.edu.pl](mailto:flowanalysisxv@uj.edu.pl)
2. Definitions – terms used in this document have the following meanings:  
Young Scientist:

- a. Student - a registered participant of the Conference, who is also a participant of 1st or 2nd degree studies or uniform master's studies, who confirmed the student's status by sending a letter signed by the academic supervisor;
- or
- b. Doctoral (PhD) student - a registered participant of the Conference, who is also a 3<sup>rd</sup> degree student or a person studying at the Doctoral School, who confirmed the status of a doctoral (PhD) student by sending a letter signed by the academic supervisor.
3. The Competition provides for four equal prizes to be awarded for the best presentations given by Young Scientists during the Conference.
4. The award procedure:
  - A. The Competition is attended by all Young Scientists presenting oral or poster presentations who:
    - submitted an abstract of their presentation approved by the Scientific Committee and included in the conference Book of Abstracts;
    - gave an oral presentation during the Conference
  - or
  - presented a poster during the Conference.
  - B. The competition covers all oral and poster presentations given by Young Scientists during the Conference and included in the Book of Abstracts.
  - C. Only one person may be the author presenting an oral or poster presentation. Each Participant may submit no more than one oral presentation and one poster presentation for the Competition.
  - D. Each presentation taking part in the Competition is subjected to evaluation by the Evaluation Committee: the Oral Presentation Evaluation Committee at the Young Scientists Session (YS Committee) and the Poster Presentation Evaluation Committee (PS Committee).
  - E. The YS Committee consists of 5 members appointed by the Chairman of the Organizing Committee.
  - F. The PS Committee consists of 7 members appointed by the Chairman of the Organizing Committee.
  - G. Each Committee assigns prizes independently in two separate categories: the YS Committee for the oral presentation at the Young Scientists Session category, the PS Committee for the poster presentation at the poster session.
  - H. The Committee members will receive evaluation forms which will list all the works to be assessed in the category.
  - I. Each Committee member may award from 0 to 10 total points for each of the assessed presentation.
  - J. The following aspects of the presentation should be assessed: validity of setting the research goal, compliance of the presented content with the title of the presentation, innovative approach to the research problem, manner and clarity of presenting the results.
  - K. All forms will be given (or, in case of the hybrid form of the Conference sent for address: [flowanalysisxv@uj.edu.pl](mailto:flowanalysisxv@uj.edu.pl)) to the Secretary of the Conference by June 30, 2022, to 6 p.m. If the evaluation form is not provided by a member of a given Committee, his evaluation will not be taken into account for the counting of points.
  - L. For the assessed presentation in a given category, the points awarded by the members of the Committee will be summed up and the arithmetic mean will be calculated.
  - M. Prizes will be awarded to works that obtain the highest number of points in a given category, understood as the arithmetic mean value.
  - N. If more than one work receives the same, highest number of points in a given category, the vote of the Chairman of the Organizing Committee of the Conference will decide about the award.
  - A. The material prize will be awarded to the author presenting the winning work.
  - Q. Information about the evaluation and awarded prizes will be presented at the banquet on June 30, 2022.
5. The Competition provides for four equivalent book prizes with a financial value of less than PLN 1,000.00 gross each. The value of the prizes will be confirmed by the purchase invoice.
6. Two prizes will be awarded in the oral presentation category at the Young Scientists Session. Two prizes will be awarded during the poster session in the poster presentation category.
7. The prize awarded in the competition is not subjected to PIT tax.
8. The prizes will be handed over to the awarded authors during the banquet on June 30, 2022. If the awarded person is absent, the prize will be handed over during the closing session of the Conference on July 1, 2022. If the awarded person is absent during this session, the prize will be sent to this person by July 30, 2022.
9. The decision on the results of the Competition is final and may not be appealed against.

## §9

### Processing of personal data

In accordance with article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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"), JU informs that:

1. The administrator of your personal data is JU, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of JU.
2. JU has appointed a Data Protection Officer, ul. Czapskich 4, 31-110 Kraków, room 27. Contact with the Inspector is possible by e-mail: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by calling 12 663 12 25 - from Monday to Friday, from 8:00am to 15:00.
3. Your personal data will be processed in order to organize and realize the conference FLOW ANALYSIS XV.
4. Your image data will be processed for the purpose of the documentation, promotion and archiving of the conference FLOW ANALYSIS XV on the basis of the consent expressed by you, pursuant to art. 6 par. 1it. A GDPR.
4. Providing your personal data is voluntary, but in relation to the data referred to in paragraph 3 - necessary to conclude a contract and participate in the Conference.
5. Your personal data provided in the registration form will not be disclosed to third parties. Your personal data in the form of an image may be recorded on photos or videos from the Conference and processed on the websites of JU and profiles of JU on social networks in a way that allows access by third parties for purposes related to the promotion of JU, including for the purpose of coverage of the Conference - in accordance with §3 paragraph 5-6 and, in a case of transforming the Conference into a hybrid form, §4 paragraph 5-6 of the Regulations.
6. Your personal data will not be transferred to third countries (outside the European Economic Area) or to international organizations.
7. The recipients of your personal data are a conference hotel and, organizer of the Conference one-day excursion, and, in a case of transforming the Conference into a hybrid form, entities providing IT support in the organization of the Conference - including the entity providing the software for registering for the Conference.
8. Your personal data provided in the registration form will be processed until the end of the Conference, and then for the period of limitation of claims that may result from participation in the Conference.  
Your personal data in the form of an image will be processed as part of the coverage of the Conference on the websites of JU and profiles of JU in social networks until the consent for image processing is withdrawn.
9. You have the right to: obtain information about the processing of personal data and rights under the GDPR, access to your data and rectify it, as well as the right to delete personal data from the administrator's collections (unless further processing is necessary for execution legal obligation or to determine, assert or defend claims), and the right to limit processing, data transfer, object to processing - in cases and under the conditions set out in the GDPR.  
To the extent that processing takes place on the basis of consent, you also have the right to withdraw consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal.
- Withdrawal of consent to the processing of personal data can be sent by e-mail to the following address: [flowanalysisxv@uj.edu.pl](mailto:flowanalysisxv@uj.edu.pl), by traditional mail to the address Jagiellonian University in Kraków, Secretariat, Faculty of Chemistry, Gronostajowa 2, 30-387 Kraków, Poland or withdrawn in person by appearing at the Faculty of Chemistry, Gronostajowa 2, Kraków, Poland.
0. Your personal data will not be subjected to automatic decision making or profiling.
11. You have the right to lodge a complaint to the President of the Office for Personal Data Protection if you find that the processing of your personal data violates the provisions of the GDPR.

## § 10

### Final Provisions

1. JU reserves the right to cancel the Conference, change its program and formula. JU will announce the cancellation of the Conference on the Conference website, referred to in §1 paragraph 3. JU will not be obliged to any compensation in this respect to participants, nor to reimburse the costs incurred to participate in the Conference.
2. In matters not covered by the Regulations, generally applicable law shall apply.



**I hereby confirm that I have read and understood, and I accept the Regulations of the international conference FLOW ANALYSIS XV organized by the Faculty of Chemistry of the Jagiellonian University in Kraków.**