**RULES AND REGULATIONS**

**International Hybrid Conference**

 „**The impact of the crisis on university management**”

Lublin, 02.06.2022.

**I**

 **GENERAL PROVISIONS**

1. The organizers of the international conference "The impact of the crisis on university management" are the **University College of Entrepreneurship and Administration in Lublin**, ul. Bursaki 12, 20-150 Lublin, registered under number 144 of the Register of Private Universities kept by the Minister of Science and Higher Education;

and **Bifröst University**, valley of Norðurárdalur, Iceland

hereinafter referred to as the Organizers.

1. The participants of the event may be university employees, university authorities and other persons who meet all the requirements contained in part II of the Regulations for Participation.
2. The footnotes of these Regulations constitute an integral part of the application for participation in the international conference "Impact of the crisis on the management of universities" and are obligatory for all participants.
3. Sending the application to the Organizers is tantamount to accepting these Regulations by the Participant and is a form of entering into obligations between the parties.
4. The conference is organized as part of the project "Managing during the crisis", which is financed by the EDUCATION Program, component IV - Institutional cooperation for the improvement of quality and adjustment of the educational offer at all levels and in all forms (excluding VET and vocational education). continuing)

**II**

**W TERMS OF PARTICIPATION**

1. In order to participate in the conference, it is obligatory to fill the application form, available on the Conference website.
2. Registration requires providing the Participant's personal data, i.e. name, surname, e-mail address and additional necessary information.
3. Participants, who plan to prepare article are obliged to register its subject and abstract in registration form. Titles of works and their abstracts have to be prepared in Polish or English, the length of one abstract is max 3000 characters including spaces. The abstract should contain a description of the thematic scope of the study, the mentioned methods that were used in the study, the main conclusions and possible research assumptions for further work or practical applications. Abstract should also include max 5 keywords.
4. There are 4 types of participation in the event:
5. Active participant with participation in discussion panel and article for publication
6. Active participant with participation in discussion panel without an article for publication
7. Passive participant (without participation in discussion panel) with the article for publication
8. Passive participant (without participation in discussion panel) without an article for publication
9. The participant is required to timely register the topic of the occurrence, timely make any corrections and changes in the work. Full application takes place after receiving an e-mail with information about accepting or rejecting a topic. In the absence of an e-mail contact regarding a reported topic within 7 days from the date of its registration, the participant is required to contact the Organizing Committee to explain the delay.

**III**

**CONFERENCE RULES**

1. The deadlines for on-line registration are:
	1. **15.05.2022** - for Participants with participation in the discussion panel (active participation)
	2. **27.05.2022** - in the case of Participants without participation in the discussion panel (passive participation)

After this date, online registration will not be available, unless the Organizers extends the registration deadline.

1. The right to participate in the Conference is vested in academic and administrative staff, university authorities, invited guests, as well as other interested entities and natural persons.
2. The Organizers prepare the plan of the Conference and has the right to make changes to it, even on the day of the event, including the right to change the time and order of planned parts of the conference.
3. The Organizers are not responsible for the Participants' items that may be lost, destroyed or stolen during the Conference.
4. The participant bears full responsibility for any damages he/she has made on the premises of the facilities where activities are carried out during the Conference.
5. The participant bears full responsibility for all materials and information presented by him, including for name / logo, banners, stands, roll-ups, presentations, advertising materials.
6. The Participant undertakes to comply with the security rules, including fire protection, as well as the Organisers’ organizational and technical instructions.

**IV**

**FEES**

1. Participation in the Conference is free of charge
2. Organizer provides simultaneous translations from English into Polish and from Polish to English.

**V**

**CANCELLATION OF PARTICIPATION**

1. The Participant may resign from participation in the conference only by sending relevant information to the e-mail address: konferencja-zarzadzanie@wspa.pl

**VI**

**CONSENT TO THE USE OF THE IMAGE**

1. During the Conference, the Organizers may conduct photo sessions and film its course for the purposes of documentation, promotion and advertising of the Organizers.
2. Participation in the Conference is tantamount to expressing free, unlimited in terms of quantity, time or territory, consent to free use, processing, reproduction and multiple dissemination of the participant's image recorded in photos taken during the Conference without the need to approve them (by participant) each time, for informational, promotional and advertising purposes.
3. The above consent is unequivocal with the fact that photographs and recordings taken during the Conference may be placed on the Internet, including primarily on the Conference website at <https://konferencja.wspa.pl> and on open, closed and social networking sites Facebook , Instagram etc.

**VII
PERSONAL DATA**

1. The Administrator of the Participants' personal data is the Organizers.
2. The Conference Organizers shall not transfer, sell or lend the Participants' personal data collected during registration process, to other persons or institutions.
3. Personal data provided by the Participant are treated as confidential information and are used only for the purpose of communication between the Participant and the Conference Organizers.
4. The Participant's personal data contained in the application form in the Conference collected by the Organizers are processed in order to conduct the Conference in accordance with the provisions of the Regulations, including the creation of a list of Participants.
5. By registering, the Participant agrees to the processing of his personal data for the purposes of conducting the Conference in accordance with the provisions of the Regulations.
6. The Participant's personal data will not be transferred to other data controllers without his knowledge and approval.
7. Providing personal data is voluntary but necessary to participate
in the conference. Personal data subjects have the right to access their personal data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
8. The Organizers take all appropriate security measures in accordance with the law, as well as generally accepted principles to protect the confidentiality of information.