

# Rules of participation

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<b>The Conference:</b>	<b>6-th International Scientific Conference 'Motor Control' 2024 18-20.09.2024, Wisła, Poland</b>
<b>Conference Organizer:</b>	<b>the Department of Human Motor Behavior, Jerzy Kukuczka Academy of Physical Education in Katowice</b>
<b>Organizing Office:</b>	<b>AltaSoft Sp. z o.o. Pukowca 15 St., 40-847 Katowice KRS: 0000558517, REGON: 361525651, NIP: 634 28 39 789</b>

**Date of the publication of the rules:** 22.01.2024

**Date of the last modification of the rules:** 05.06.2024

**Modifications:**

05.06.2024	Correction in SWIFT code
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## **§1. General provisions**

1. Registration to the conference is equivalent to accepting the rules and is a commitment to follow them.
2. The person making the registration on its behalf takes responsibility of informing the registered Participants about their rights and obligations signed under these Regulation.
3. The conference is closed and the permission to participate in it is given to the persons approved by the organizer according to their fixed conditions.
4. The conditions of participation in the conference are as follows:
  - **registration,,**
  - **receiving confirmation of registration,**
  - **fee payment,**
  - personal confirmation of attendance made right upon the arrival directly at the conference reception.

## **§2. Registration**

1. Registration to the conference is possible by:
  - filling in the Internet form,
  - direct registration by contacting the Organizing Office,
  - in case of vacancies - by the personal registration at the venue in the conference reception.
2. Successful online registration or acceptance of the registration application by the Organizing Office - regardless of the form of its submission is confirmed in writing - by e-mail or SMS sent to the e-mail address or phone number provided in the application.

3. Dependently on the number of applications the organizer reserves the right to early closure of registration.
4. The person making the registration assumes the commitment of paying the registration fee. The application will be considered valid only upon the registration of corresponding payment. (Please read carefully the cancellation policy – paragraph §5).
5. In case of choosing at the process of registration the code of collective group payer or the invitation, the registration will be considered valid only upon the positive verification of group order or the invitation.
6. In case of registration or payment made after 01.09.2024 the Participant is not guaranteed to receive the complete set of conference materials.
7. The Organizer does not take responsibility for giving incorrect data at the registration. It is the participant's responsibility to update his registration data.

### **§3. Fees and content of conference packages**

1. As the term of conference package is understood the package of services entitled to the participant under the conference fee including para. §2 point 6.
2. The registration fee (includes VAT 23%) is as follows:

Type of registration	Registration Fee	
	until 31.05.2024	from 01.06.2024
Participant – no accomodation	250 EUR/1100 PLN	280 EUR/1232 PLN
Participant – full accomodation*	450 EUR/1980 PLN	480 EUR/2112 PLN
Student** – no accomodation	100 EUR/440 PLN	130 EUR/572 PLN
Student** – full accomodation*	350 EUR/1540 PLN	380 EUR/1672 PLN

\* Place in double room

\*\*Students will be asked to show student ID card at the entrance to the Conference

Please note: All amounts indicated in sections Registration and Accommodation are due amounts, this means that in these amounts are not included any bank fees, commissions, etc. All these fees and commissions should be covered by Payor pursuing bank wire transfer.

3. Registration fee “no accommodation” includes:
  - ID badge, downhill materials,
  - participation in plenary and poster sessions,
  - coffee breaks,
  - lunch: 19.09.2024,
  - electronic certificate of participation in the conference \*.

\* The condition for obtaining the certificate is a confirmed presence at the conference.
4. Registration fee “with accommodation” includes:
  - ID badge, downhill materials,
  - participation in plenary and poster sessions,
  - coffee breaks,
  - lunch: 19.09.2024,
  - electronic certificate of participation in the conference \*.

- Gala dinner: 18.09.2024,
- Folklore evening: 19.09.2024,
- accommodation: 18-20.09.2024 at Hotel Gołębiowski in Wisła in a double room.

\* The condition for obtaining the certificate is a confirmed presence at the conference.

5. The condition for obtaining the certificate is a confirmed presence at the Conference, in the case of failure to collect the conference materials, the Organizer and the Organizational Office are not obliged to send certificates after the end of the Conference.
6. Conference package “no accomodation” can be extended with the following services:

Service	Gross price (incl. VAT 23%)
Gala dinner 18.09.2024	60 EUR/260 PLN/ person
Folklore evening 19.09.2024	60 EUR/260 PLN/ person

#### §4. Executions of payments, invoices

1. The fee should be paid only after receiving the confirmation of registration for the Conference, by bank transfer to the bank account of the Organizing Office:

<b>Bank:</b>	<b>mBank S.A.</b>
Account no.	<b>PL 69 1140 2004 0000 3402 7575 3047</b>
SWIFT CODE:	<b>BREXPLPWMBK</b>
Title:	Please write: name, surname of the participant and the password: 'MC2024'
Account's owner:	<b>AltaSoft Sp. z o.o.</b> Pukowca 15, 40-847 Katowice, Poland

2. In cases of dispute it is necessary to submit the proof of payment. Conference fee payment date will be crucial in such circumstances.
3. In accordance with the Act of March 11, 2004 with later changes on the tax on goods and services, invoices will be issued no later than on the 15th day of the month following the month in which all or part of the payment was received.
4. Please fill in the payer's details carefully during registration. In the case of a different payer than the one specified in the registration data, please inform us accordingly before making the payment. It may not be possible to change the payer later.
5. The invoice is delivering in an electronic form to the indicated email address. The recipient can either print the invoice himself or pick it up during the conference at the reception desk.
6. If you wish to receive a paper invoice please indicate the appropriate option in the registration form and complete the address data for which the invoice is to be sent. The original paper document is sent to the indicated address via Poczta Polska as a traditional letter.
7. In cases where there is a necessity of issuing and sending the invoice duplicate, invoice correction (If it is not associated with resignation of participation in the Conference), changing the payer of reserved services or changing data of registered person made after registration of payment, a handling charge for each such incident is to be 70 PLN gross. (Please read carefully the cancellation policy – paragraph §5)

### **§5. Fee cancellation and refund**

1. The terms of resignation and refund presented in this paragraph apply to individual orders covering at most the purchase of one participation package by a given payer and apply both to resignation from all ordered services or resignation from one of the additional services ordered. For larger orders, there are cancellation and return conditions for group bookings, which depend on the size of the order and are set individually.
2. The conditions for reimbursement of the fee in the case of a desire to use a collective reservation, a grant covered by a separate reservation or an invitation by a company making collective reservations are the same as in the case of resignation from the conference. Therefore, we would like to ask all participants with the paid fee who will ultimately benefit from a collective booking, grant or company invitation and who would like to request a refund of previously individually paid fees to signal such a situation as soon as possible.
3. The condition of reimbursement is to send the written (it may be done via email) resignation of participation or the request for reimbursement of fee paid individually to the Organizing Office. The date of receiving the resignation or the request is decisive:

<b>Date of receiving the written resignation or request</b>	<b>Refund</b>
until 18.08.2024	100% of the amount paid minus handling charge (70 PLN)
after 18.08.2024	No refunds

4. The fee refund is done directly to the bank account or credit card from which the fee was transferred. In case of VAT invoices, within 14 days after receiving by the Organizing Office the signed copy of correcting invoice
5. Participant is obliged to cover all costs related to return charged by bank.
6. In case of resignation from participation in the Conference, the additional fee indicated in paragraph §4 point 7 is not charged.
7. In case of paying the registration fee but not arriving at the conference, no fee refunds will be done and the conference materials will not be delivered in any form neither by the Organizer or the Organizing Office. Absent participant does not have any right to receive the certificate of attendance in the conference.

### **§6. Force Majeure. Cancellation, changes of the time and place of the Conference**

1. By the term of Force Majeure it is understood a sudden, external occurrence independent from the Organizer, making execution of the obligation impossible to fulfil either in whole or in declared form and scope, impossible to prevent and to predict. The term especially refers to the situations such as: wars, natural disasters, strikes, acts of authority organs e.g. announcement of national mourning. In case of Conference the term of Force Majeure may also refer to the sudden, impossible to predict failure of the Conference Centre e.g. flooding, fire or other accident.
2. In cases which are independent from the Organizer – caused by the Force Majeure - the Organizer may decide to cancel or change the date and place of the conference. Neither the Organizer nor the Organizing Office are responsible, in such cases, for the benefits lost

by the participants and do not cover the costs of lost suffered by the Participant due to the above described changes.

3. In case of cancellation of the Conference for reasons dependent on the organizer, the fee is refunded to participants in its entirety.
4. In case of change of place or date of the conference for reasons dependent on the Organizer the Participant may decide to withdraw from participation in the Conference, and the fee is refunded to him in its entirety.
5. All the refunds are made by the following Institutions: Organizer or Organizing Office which received that fee transferred. The refunds are made to the bank account from which the money was transferred or in the case of using payment cards to the bank account indicated by the participant. In case of VAT invoices within 14 days after receiving the signed copy of correcting invoice.
6. In cases described in points 2, 3 and 4 of this paragraph, the Organizing Office will inform all the interested subjects by posting relevant information on the Conference's website and additionally via email or SMS – if such ways of contacting were given and correctly filled in the application form.

#### **§7. Other changes in the Conference.**

1. The organizer reserves the right to change the program of the Conference.
2. The organizer reserves the right to change the provisions of these regulations. The changes are effective from the moment of publishing the new regulations. Link to the regulations: <https://motorcontrol.pl/documents/MC2024-Regulations.pdf>
3. If the epidemic persists or if additional recommendations regarding counteracting SARS-CoV-2 virus infection are in force, the Organizer has the right to decide to change the form of the Conference to be organized only online. The Organizer and the Organizational Office are not responsible for the benefits lost by the Participants in this respect and do not cover the lost costs that the Participant has incurred in connection with this type of change..
4. The Organizational Office will inform the participants and other interested parties about the change of form by posting relevant information on the Conference website and additionally by e-mail or SMS - provided that the registration application contains and correctly entered contact details enabling this way of sending information.
5. In the event of a change in the form, the Participant has the right to resign from participation free of charge and receive a full refund of the payment made - provided that he or she expressed in writing (or by e-mail) a desire to resign from participation in the Conference before its commencement, not later than 14 days from the publication of the information. on changing the form of the Conference. In other cases, online participation in the Conference is assumed, and the participant receives a refund of the overpayment resulting from the difference in package prices (stationary participation - online participation).
6. The return of the full payment or overpayment resulting from the change of the form of implementation takes place up to 30 days from the publication of the decision to change the form of the Conference, directly to the bank account, from which the payment was made, with the additional fee indicated in sec. 7 paragraph §4 is not collected.

### **§8. Obligations and liabilities of the Participant**

1. Each Participant is obliged to have the conference ID visible for the duration of the conference and to present it at the request of Conference personnel or of the conference security guards.
2. Participants are obliged to observe the safety rules and fire, health and safety regulations being in force at the place, where the conference is held. Participants are obliged to comply with the recommendations of the emergency services, including conference staff and security.
3. It is prohibited to film, record and photograph the course and events of the Conference without the consent of the Organizer. The consent shall be in writing.
4. The participant is not entitled to conduct any marketing activities during the Conference (including, in particular, the distribution of leaflets, agitation) in the scope of own goods and services, as well as the goods of third parties. Such activities entitle the Organizer to exclude the Participant from further participation in the Conference. The Organizer has the right to claim from the Participant any costs generated as a result of his action or omission.
5. Participants take the full financial responsibility for all the destructions made by them.
6. The costs of parking are to be paid by the Participants additionally.
7. Participants are obliged to pay for all additional services ordered by them on site.
8. The organizer is not responsible for Participants things, that can be lost, damaged or stolen during the Conference.
9. The organizer is not responsible for conceivable, fraudulent use of knowledge and skills gained during the Conference.
10. In case of non-compliance with the provisions of these Regulations, in particular to point 2 of this paragraph, the Participant may be removed from the list of participants and may be deprived of the right to participate in the Conference without reimbursement of costs incurred.
11. The organizer adjusts itself to the current legal status on an ongoing basis. If the epidemic persists or if additional recommendations on counteracting SARS-CoV-2 virus infection are in force, the Organizer will publish additional conditions of participation and guidelines for participants in the Conference in the form of an annex to these Regulations 30 days before the start of the Conference. However, the organizer has the right to change them later in the event of new legal acts or GIS recommendations.

### **§9. Consent for provision of image**

1. Application for participation is equivalent to agreeing to a free transfer of copyrights to the Organizer, under the Act on Copyright and Related Rights dated 4 February 1994 (Journal of Laws of 2006 No. 90, item. 631, as amended) for photos and recordings, made during the Conference with the image of the Participant, and to use them in any promotional, reference, research or educational materials including those published on the Web pages of the Organizer or of the Organizing Office ([www.altasoft.pl](http://www.altasoft.pl)).
2. This arrangement applies if the participant is photographed or filmed together with other people participating in the conference, during the conference activities or when he voluntarily consented to give the video interview or pose for pictures.

### **§10. Complaints**

1. All the complaints should be given in written form via email or by registered letter with confirmation receipt on the Organizing Office's address within 7 days after the Conference has finished. After this date the complaints will not be processed.
2. The complaint is being processed within 14 days after receiving it. The participant will be kept informed of its status via the email or by SMS - if such ways of contacting were given and correctly filled in the application form.

### **§11. Final provisions**

1. All matters not provided in these regulations are regulated by the Civil Code.
2. Any disputes arising owing to the participation in the Conference, will be resolved by the competent court in the Organizer or the Organizing Office (depending on which of the parties is involved in the dispute).
3. The rules for the processing of personal data are regulated in separate documents:
  - Information clause regarding the processing of personal data: [https://motorcontrol.pl/documents/MC2024-RODO\\_en.pdf](https://motorcontrol.pl/documents/MC2024-RODO_en.pdf)
  - AltaSoft Privacy Policy: [https://altasoft.pl/p\\_private\\_policy\\_en/](https://altasoft.pl/p_private_policy_en/)
4. Contact with the Organizing Office:

**AltaSoft sp. z o.o.**

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The office is open on the working days – from Monday to Friday from 8.30 – 4.30 pm