

Rules of participation

Individual participants

The Conference:

6th International Scientific Conference MOTOR CONTROL 2020 Wisła, 17 – 19 September 2020

Conference's organizer: **the Department of Human Motor Behavior, Jerzy Kukuczka Academy of Physical Education in Katowice**
Mikołowska 72 St., 40-035 Katowice, Poland

Organizing office: **AltaSoft Spółka z ograniczoną odpowiedzialnością sp.k.**
Pukowca 15 St., 40-847 Katowice, Poland
KRS: 0000715425, REGON: 276859493 TAX ID: PL634-23-96-317

Conference's website: <https://motorcontrol.pl/>

Date of the publication of the rules: Monday, 14 October 2019

Date of the last modification of the rules:

History of changes:

§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 only persons allowed to take part in the conference are persons professionally connected with the subjects of the conference and students (under 26, Ph.D. Student under 30 with valid student ID) including the sponsors' representatives, especially the exhibitors and partners of the Motor Control Conference.
5. The conditions of participation in the conference are as follows:
 - **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,

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- 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 §6).
 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 15.08.2020 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 §2 point 6.
2. The total fee amounts are dependent on the type and the date of registration of the payment on the Organizing Office's bank account and on the finally selected content of the conference package. The pricelist is available on the website: <https://motorcontrol.pl/>
3. Students up to 26 years and students of doctoral studies up to 30 years in fields consistent with the subject of the conference with a valid student ID may benefit from a reduced fee.
4. The basic conference fee includes:

Type of registration	Conference package
Registration for the entire conference	<ul style="list-style-type: none">▪ admission to the sessions – entire conference▪ admission to the exhibition ,▪ conference materials (ID, program, summaries of lecturers, Certificate of Attendance),*▪ lunch: 17,18,19.09.2020▪ gala dinner 17.09.2020,▪ folklore evening 18.09.2020▪ coffee breaks▪ In case of choosing accomodation package, the package includes accomodation from 17-19.09.2020 at the Gołębiewski Hotel in Wisła - adequate to the chosen accommodation option (single or double room).
Registration only for 1 day - Friday 18.09.2020	<ul style="list-style-type: none">▪ admission to the sessions – 18.09.2020,▪ admission to the exhibition – 18.09.2020,▪ conference materials (ID, program, summaries of lecturers, Certificate of Attendance),*▪ lunch - 18.09.2020,▪ folklore evening - 18.09.2020▪ coffee breaks - 18.09.2020.

Legend:

* Please note: In case of not collecting the conference materials neither the Organizer nor the Organizing Office are obliged to send materials or certificates after the conference is finished.

§4. Accommodation package and extra options

1. The room is pre-booked for the period of 7 days starting from the day of making registration or changes in registration. In case of making payment after that period please ensure about the price and if the room is still available.
2. Effective booking, as well as registration will be valid only upon the registration of corresponding payment.
3. A place in a double room can only be booked if there are two participants registered for the Conference who want to be accommodated together. The room is reserved only after registration of the payment of each person booking it. (Please provide name and surname of the other person). Changing the accommodation option, resignation from accommodation or participation in the Conference of any of these persons results in the release of the entire room or the need to pay an additional charge.
4. The participant can buy additional catering for an accompanying person and lunch on 17.09.2020

§5. Executions of payments, invoices

1. The registration fee is to be paid either in Euro or Polish zloty – according to the pricelist available on website: <https://motorcontrol.pl/>
2. The fee should be paid only after registering to the conference, using the option of online payment (payment only in zlotys) or via bank transfer (payment in zlotys or euros) on the Organizing Office bank account:

Bank:	mBank S.A.
Account no. (payment in EURO)	PL90 1140 2004 0000 3112 0895 9746
Account no. (payment in Polish zloty)	PL79 1140 2017 0000 4202 1296 0659
SWIFT CODE:	BREXPLPWXXX
Title:	Please write: name, surname of the participant and the password: "MOTOR CONTROL 2020"
Account's owner:	AltaSoft Sp. z o.o. sp.k., ul. Pukowca 15, 40-847 Katowice, Polska

3. In cases of dispute it is necessary to submit the proof of payment. Conference fee payment date will be crucial in such circumstances.
4. Participant is obliged to cover all costs charged by bank.
5. According to the Act of 11 March 2004 as amendment on the Tax on Goods and Services, invoices will be issued no later than on the 15th day of the month following after month the payment or part of payment was received. Please fill in carefully the payer's data during the registration process. In case of different payer than the one specified in the registration data, please let us informed **before the payment is completed**. Subsequent change of the payer is only possible after receiving receipt of credit note from whom it may concern.

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6. The invoice is delivered 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.
7. 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.
8. 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 20 EURO/ 85 PLN gross. (Please read carefully the cancellation policy – paragraph §6)

§6. Fee cancellation and refund

1. Handling charge related to the cancellation of a single registration within a 100% refund period is 20 EUR/85 PLN gross.
2. 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:

Date of receiving the written resignation or request:	Refund
until 15 July 2020	100% of the amount paid minus handling charge (20 EUR/85 PLN)
until 15 August 2020	50% of the amount paid minus handling charge (20 EUR/85 PLN)
until 15 August 2020	No refunds

3. 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.
4. Participant is obliged to cover all costs related to return charged by bank.
5. 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.

§7. 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 loss 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.

§8. Other changes in the Conference

1. The organizer reserves the right to change the program of the Conference. The current program will be published on the website of the Conference.
2. The organizer reserves the right to change the clauses these Regulations. The amendments are effective from the date of publication of the new Rules on the Conference website.

§9. 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. The organizer is not responsible for Participants things, that can be lost, damaged or stolen during the Conference.
8. The organizer is not responsible for conceivable, fraudulent use of knowledge and skills gained during the Conference.
9. 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.

§10. 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 (<https://www.awf.katowice.pl/>, <https://motorcontrol.pl/>, <https://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.

§11. 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.

§12. 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. Policy of management and storage of personal data collected at the process of registration to the conference is governed by separate documents: [AltaSoft Privacy Policy](#) and [IFORMATION CLAUSE ON PROCESSING OF PERSONAL DATA](#)

4. Contact with the Organizing Office:

AltaSoft Spółka z ograniczoną odpowiedzialnością sp.k.

ul. Pukowca 15
40-847 Katowice
Poland

tel.: (+4832) 259-83-99, (+4832) 259-83-98, (+4832) 259-83-96

fax: (+4832) 259-83-98 ext.18

e-mail: konferencje@altasoft.pl,

www.altasoft.pl

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