**Conference Regulations**

§1 General provisions

1. These regulations (hereinafter referred to as: “**Conference Regulations**” sets out the terms and conditions of the Conference: “Research Week – Doctoral Candidate Day – Lightning talk” hereinafter referred to as the Conference or Event, which will take place on 13 March 2025 in the Hall of the Senate in the Alchemium building of Lodz University of Technology (Building A34) Żeromskiego 114
2. The Organizer of the conference is the Self-Government of Doctoral Students of Lodz University of Technology.
3. The following terms used in these Regulations shall have the following meaning:
   1. **Organizer** - Self-Government of Doctoral Students of Lodz University of Technology;
   2. **Conference** - Research Week – Doctoral Candidate Day – Lightning
   3. **Evaluation Committee** - the committee evaluating the presentations in the composition appointed by His Magnificence the Rector of the Lodz University of Technology,
   4. **Participant** - second-cycle student of Lodz University of Technology or a doctoral candidate of the Interdisciplinary School of Doctoral of Lodz University of Technology, whose application was accepted by the Evaluation Committee,
   5. **Conference venue** - the place where the Conference is held. The venue may be changed for important reasons announced to the public before the conference,
   6. **Proceedings** - oral presentations by participants accepted by the Evaluation Committee .
4. There are two types of participation:
5. active – The participant fulfils all the conditions referred to in §2,(2) and has the right to deliver the submitted presentation topics in the form of an oral presentation or poster;
6. Passive – The Participant meets all the conditions referred to in §2, (3) and does not have the right to deliver the oral presentation.
7. Each Participant is obliged to comply with the provisions of these Regulations.
8. The Organizer reserves the right to make changes to the conference program and undertakes to publish the current information on the website.
9. As part of the conference, oral presentations are provided in Polish and English.
10. The conference is interdisciplinary.
11. All deadlines contained in these Regulations are mandatory and non-extendable.
12. The event is intended for adults.

§2 Participation Application

1. The conference is aimed at full-time students of the second cycle at Lodz University of Technology, participants of doctoral studies at TUL, as well as doctoral candidates of the Interdisciplinary Doctoral School of Lodz University of Technology.
2. The condition for active participation in the Conference is:
   1. For doctoral candidates of the Interdisciplinary Doctoral School of Lodz University of Technology, send electronically, by March 9, 2025, the application form available at <https://forms.office.com/e/Z6YHQvRNPm> ; and its acceptance by the Evaluation Committee;
   2. For students of the second cycle at TUL, send electronically, by March 9, 2025, the application form available at <https://forms.office.com/e/vxxCKFQwfb> , and its acceptance by the Evaluation Committee.
3. A condition for passive participation in the Conference is registration through the registration system for Research Week events available at <https://voxellab.pl/researchweek/>
4. The organizer has the right to extend the deadline for registration. Any decision will be posted on the Organizer’s website.
5. Each Participant may submit only one proposal for a conference presentation of a scientific-research or review nature.
6. The identity of the Participant may be verified during the Conference on the basis of a valid student or doctoral candidate ID card confirming the fact of training at Lodz University of Technology.
7. The participant undertakes to complete the application form correctly and in accordance with the facts.
8. Participants can opt out of participation in the Conference by informing the Organizer of their wish to withdraw their participation by email to samorząd.doktorantow@info.p.lodz.pl.
9. The Organizer is not liable for damages resulting from entering incorrect data of the Participant.
10. Participants of the conference bear full material responsibility for the damage they cause.
11. The Organizer is not responsible for damages caused by third parties or through the fault of the injured party.
12. The Organizer is not liable for damage caused by force majeure.
13. The Organizer is not responsible for things left without the supervision of the owner at the venue of the event (clothing, hand luggage, other items).

§3 Proceedings

1. Meetings in English are held in a place designated by the Organizer.
2. The duration of the oral speech is 3 minutes per presentation.
3. The block moderator in exceptional situations can reduce the presentation time.
4. Participants are required to copy their presentations to the computer in the conference room before the block starts.
5. The Participant is obliged to comply with the regulations in force on the premises where the Conference takes place.
6. The Participant bears full responsibility for the destruction of property in the premises where the Conference takes place.

§4 Conference Abstract

1. In the event of an application for active participation, the Participant sends an abstract of his/her speech by March 9, 2025 as part of the application form
2. The participant bears full responsibility for the content of the conference abstract.
3. The abstracts are subject to evaluation of the Evaluation Committee, which will select the best abstracts to participate in the Conference.
4. Participants who are authors of abstracts accepted for participation in the Conference by the Evaluation Committee will be informed of this fact by email by the Organizer.

§5 Assessment of conference oral presentations

1. Conference presentations are evaluated by the Evaluation Committee.
2. The evaluation of oral presentations is carried out in two categories:

I. second-cycle students;

II. doctoral candidates.

1. The scientific and visual aspects of the speech are evaluated, as well as compliance with the time regime.
2. In each category, the Evaluation Committee may award prizes to the participants who are the authors of the best presentations
3. Awards are given according to the ranking list prepared by the Evaluation Committee .

§6 Orderly Regulations

1. Participants of the conference are obliged to comply with the generally applicable rules of safety, fire protection, sanitary, administrative and internal regulations in force at Lodz University of Technology.
2. Participants of the conference may only stay in the conference area during the opening hours specified by the Organizer.
3. Photographing, filming and drawing of individual stands or exhibits for commercial purposes requires prior consent of the Organizer.
4. Participants of the conference may stay in the areas provided by the Organizer and move only along the routes marked by the Organizer
5. It is prohibited to move, remove and destroy any objects located at the venue of the Organized event.
6. Participants in the conference are obliged to perform orders from police, information services, as well as fire officials or other state services.
7. It is forbidden for participants of the conference to conduct any commercial, acquisition, advertising, promotional, as well as agitation and fundraising activities not agreed with the Organizer, as well as activities that are inconsistent with the applicable laws.
8. It is strictly prohibited to carry and use weapons, ammunition and pyrotechnic materials and harmful chemical substances, as well as open fire, which constitute a fire hazard, damage property and pose a danger to the health, life of people and public safety, bringing and consuming alcohol and narcotics, smoking tobacco products and using electronic cigarettes, behavior inconsistent with the rules of social coexistence and disturbing public order.
9. The Organizer has the right to refuse entry or to ask to leave the Conference area anyone
10. who is under the visible influence of alcohol, narcotics, psychotropic agents or other similar agents;
11. who is in possession of weapons or other dangerous objects, explosives, pyrotechnics, fire hazardous materials, alcoholic beverages, narcotics or psychotropic substances. The assessment of objects and their classification as dangerous is up to security and information services to evaluate items and qualify them as dangerous;
12. who is aggressive, provocative or otherwise threatening public safety or order person.

§7 Consent to use the image

1. During the Conference, the Organizer may conduct photographic sessions and film the course of the Conference for the purpose of documentation, promotions and advertising of the Organizer.
2. Participation in the Conference is equivalent to expressing free, unlimited, quantitative, temporary or territorial consent to the free use, processing, reproduction and repeated dissemination of the participant’s image recorded on photographs taken during the Conference without the necessity of each approval for information, promotion and advertising purposes of the Conference. The above consent means that photographs and recordings taken during the Conference may be posted on the Internet, including primarily on the Conference website at <http://dokt.p.lodz.pl/> , as well as open, closed and social media sites Facebook, Instagram, etc.

§8 Data Processing Notice

1. The administrator of the personal data of the participant is Lodz University of Technology, located in Łódź, at 116 Żeromski Street.
2. In matters of personal data protection, you can contact the Data Protection Officer appointed by the Administrator at the e-mail address iod@adm.p.lodz.pl, or at the telephone number 42 631 20 39.
3. The administrator processes the participant’s personal data solely for the purpose of performing tasks pursuant to Article 6(1)(b) of 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) (Journal of Laws EU. L. of 2016 No. 119, p. 1 as amended), hereinafter referred to as the GDPR.
4. In accordance with the GDPR, the participant has the right to access his/her data and to receive copies thereof; the right to correct and supplement his/her data; the right to erase his/her personal data or to restrict processing only if the data is not processed in order to comply with the obligation arising out of the law; the right to obtain information and the right to lodge a complaint with the President of the Personal Data Protection Office. President of the Personal Data Protection Office   
   Address: Stawki 2, 00-193 Warsaw.
5. Participant data will not be processed automatically and will not be profiled.

§9 Final provisions

1. The Participant’s application to participate in the Conference is equivalent to accepting these Regulations and expressing his/her consent to the processing of his/her personal data by the Organizer on the basis of the generally applicable legal provisions.
2. The Organizer reserves the right to cancel, postpone or change the form of the Online Conference in the event of circumstances beyond its control.
3. These Regulations enter into force on the day of their posting on the Organizer’s website.
4. The Organizer has the right to change the provisions of the Regulations. Changes come into effect as soon as they are posted on the website.
5. Any possible changes to the Regulations will be published on the Organizer’s website.

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1. The law applicable in interpreting the provisions of the Regulations is Polish law.
2. Disputes and matters not covered by these Regulations shall be resolved by the Organizer.

*mgr inż. Maciej Nielipiński*