

**„APPROVED”**

Director  
Institute of Armament Technology, MUT

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## **REGULATIONS OF THE INTERNATIONAL ARMAMENT CONFERENCE on „Scientific Aspects of Armament & Safety Technology”**

### **§1. General Provisions**

- 1) The Organizer of the International Armament Conference on „Scientific Aspects of Armament & Safety Technology” (hereafter called ‘Conference’) are:

Institute of Armament Technology of the Faculty of Mechatronics, Armament and Aerospace from the Military University of Technology in Warsaw, Poland;

and

Military Institute of Armament Technology in Zielonka, Poland.

- 2) The Organizer allows participation in the organization of the Conference of other institutions (entities) as a co-organizer.
- 3) All information on the Conference is available on the website (hereinafter referred to as the Website).
- 4) The present Regulations determine the rules of the organization and participating in the Conference.
- 5) Any person making registration is obliged to:
- a) accept the present Regulations;
  - b) agree to the processing of the personal data;
  - c) get acquaintance with the information clausula and confirm the fact of familiarization with documents in the registration form.
- 8) The Conference is open to the public.
- 9) The objective of the Conference is to present original works, that have not been published previously, containing scientific achievements and technical thought in the field of generally understood technical issues of armaments and security, as well as the exchange of experience between participants of the Conference representing science, industry and uniformed services.
- 10) The Conference is accompanied by the Competition for the “Kazimierz Siemienowicz Memorial Award”, dedicated to the young scientists and industry employees, which takes place in the accordance with the “Regulations of the Competition” available on the Website.

## §2. Participation in the Conference

- 1) Participation in the Conference is voluntary and open to all persons who are over 18 years old and have full legal capacity (but requires registration and payment of the Conference fee under the Regulations). The abovementioned persons participating in the Conference will be hereinafter referred to as Participants.
- 2) Registration of the Participants requires to complete the application form available on the Website.
- 3) In case of doubt concerning the identity of the Participant or provided data (including Personal Data), the Organizer may request the document confirming the Participant's authenticity or identity.
- 4) In justified cases in the case of providing false or incomplete information, the Organizer may refuse to issue an ID to the Participant, reimbursing the Conference fee paid, minus handling costs (i.e. 25,00 Euro).
- 5) The Organizer will inform the Participant about his qualification to participate in the Conference or about refusal decision and will provide information in paper or electronic form to the e-mail address provided in the registration form.
- 6) The Conference Participant is obliged to pay the Conference fee on time.

## §3. Detailed rules of participation in the Conference

- 1) Details about the Conference and hours of meetings are included in the Conference Program, available on the Website.
- 2) On the day of arrival, the Conference Participant receives a personal identifier, which entitles to move around the Hotel, where the Conference takes place. The Conference Participant is obliged to carry a personal identifier with him/her throughout the entire stay at the Hotel where the Conference takes place and is always required to present it at the request of the Organizer's representative or a Hotel employee. Only participants with a personal identifier have access to the rooms in which the Conference takes place. Persons who do not have a personal identifier during their stay at the Hotel may be obliged by the Organizer to leave the place of the Conference immediately. Persons who have lost or otherwise lost their identifiers may receive a duplicate after charging a handling fee of 10 Euro.
- 3) In the case of the arrival of another person (stand-in) in place of the person who applied and paid, the Organizer will allow the participation in the Conference and issue a personal identifier after collecting a handling fee of 10,00 Euro.
- 4) Conference Organizing Committee provides the access to a computer, multimedia projector, and presenter, as well as all technical assistance in their use during the meeting (**the Organizer substantially does not provide for the possibility of using the Participant own computer for presentations**).
- 5) Conference Participant qualified to deliver a speech at an oral session is required to:
  - a) prepare the presentation of the speech ready to be played using Microsoft PowerPoint or Adobe Reader and placing it before the start of the session on the public computer disk in the meeting room.
  - b) placing a presentation on a public computer disk in the Conference room before the start of the session is clear consent by the author of the presentation to its dissemination among other participants of the Conference unless the author does not agree (in writing).

- c) contact the meeting leader before the session and confirm readiness to deliver a speech.
  - d) not exceeding the time allocated for presentation and discussion (i.e. 15 minutes).
- 6) Conference Participant qualified to present a paper at a poster session is required to:
- a) preparing a poster up to 200x100 cm (the exhibition area for an individual poster is limited to 200x100 cm (height x width);
  - b) expose the poster for the duration of the poster session (poster should be hanged before the start of the poster session and is taken off immediately after its completion).
- 7) Participants staying at the Conference are obliged to respect the order, hotel equipment and the rights of third parties. The participant is obliged to comply with safety and fire regulations that apply in the hotel where the conference takes place, as well as for instructions and commands organizational and technical representatives of the Organizer and the Hotel staff.
- 8) Aggressive persons under the influence of alcohol or psychoactive substances will not be admitted to the Conference area, and if identified, they will be removed from the place of the Conference.
- 9) Marketing, own services or third parties are prohibited within the Conference unless the Organizer gives prior written consent.
- 10) Promotion of the content prohibited by law or by the principles of social coexistence within the Conference is prohibited.
- 11) Registering and recording the proceedings of the Conference without the written consent of the Organizer is forbidden.
- 12) The Organizer reserves the right to remove a person who violates the Regulations from the Conference without the right to return to the Conference or request reimbursement of any costs or expenses incurred in connection with participation in the Conference, including the fee paid for participation in the Conference.
- 13) The Participant is obliged to cover all costs related to the repair of damage caused by it, which will be incurred by the Organizer in the event of third parties concerning the Organizer with claims related to damage caused by the Participant.
- 14) During the Conference, the Organizer's representative is any person who has a personal identifier for the Conference with the inscription ORGANIZER.

#### **§4. Payment terms for the participation in the Conference**

- 1) The Conference fee includes:
- a) participation in the Conference;
  - b) accommodation during the Conference in a single or double room (the number of single rooms is limited. The order of electronic declarations decides about the room granting);
  - c) conference proceedings (not applicable to an accompanying person);
  - d) full board during the Conference.
  - e) participation in the solemn Conference Gala;
  - f) participation in accompanying events during the Conference.

## **§5. Waivers**

- 1) The organizer reserves the right to change the date of the Conference for reasons beyond its control. In such a case, the resignation from participation in the Conference may be free of charge (with a refund of the fee paid).
- 2) If the Conference did not take place for reasons attributable to the Organizer, the Organizer will promptly refund the registration fee paid by the Participants indicated their bank accounts.

## **§6. Complaints and Reclamations**

- 1) All complaints related to the organization and conducting of the Conference must be directed exclusively to the Organizer:
  - a) to the e-mail address: mku@wat.edu.pl;
  - b) to the Organizer's address: Institute of Armament Technology, Sylwestra Kaliskiego 2 Street, 00-908 Warsaw, Poland.
- 2) The Organizer is obliged to respond to the complaint within 14 calendar days from the date of its receipt. In the absence of a response, the complaint will be considered justified.
- 3) In the case of a justified complaint, the Organizer will return to the Participant incurred by the costs associated with the conference fee.
- 4) Refunds will be indicated by the Participant's bank account.

## **§7. Privacy Policy**

- 1) Completing the Registration Form, the Participant declares that this information is true and consent to the processing contained in the form of personal data by the Organizer as the administrator of personal data under the Polish Act of May 10<sup>th</sup>, 2018. Protection of Personal Data (Journal of Laws of Republics of Poland - 2018 item pos. 1000).
- 2) Personal Data will be processed by the Organizer to register Participants and provide them with information about the Conference and the activities of the Organizer. Personal Information may also be entrusted to partners and other entities (including the entity maintaining the server, which is subject to Website) to register participants, the statutory purposes and the provision of information about the activities of partners, including the information on future editions of the Conference.
- 3) The Participant has the right to withdraw consent to the processing of the Personal Data concerning it, update, change, supplement or request removal, provided that such actions may prevent the Organizer from ensuring the Participant's participation in the Conference.
- 4) Conference participants agreed to disseminate their image of the Conference promotional materials.

## **§8. Final Provisions**

- 1) Sending the Registration application available on the Website means acceptance of the provisions of the Regulations, as well as the obligation to comply with order regulations and any other arrangements made between the Participant and the Organizer.
- 2) Lack of acceptance of any of the provisions of the Regulations excludes the possibility to participate in the Conference.

- 3) In cases not covered by the Regulations shall be governed by Polish law.
- 4) Organizer establishes the Conference Program and has the right to make changes to it as the day on which the Conference is held, including a right to change the timing, change the order of speakers and speakers.
- 5) The Organizer is not responsible for the lack of opportunities for participation in the Conference due to force majeure or caused by the fault of the Participant.

Chairman of the Organizing Committee

Assoc. Prof. Zbigniew LECIEJEWSKI, Prof. MUT