

## CONFERENCE RULES

International Scientific Conference "**Workplace Whistleblower Protection in the V4 Countries, France and Slovenia - Regulations and Proposed Changes**"

on 15<sup>th</sup> June 2021

### I. GENERAL PROVISIONS

1. The Organiser of the International Scientific Conference „**Workplace Whistleblower Protection in the V4 Countries, France and Slovenia - Regulations and Proposed Changes**” is the Department of European, International and Collective Labour Law at the Faculty of Law and Administration of the University of Lodz. The Conference is organised within the framework of the research project “Workplace Whistleblowers’ Protection in the V4 countries, France and Slovenia (WhistlePro)”, the Visegrad Grant No. 21930021, financed by the International Visegrad Fund.
2. The Conference will take place on the 15th of June 2021, on-line and will be conducted using the Zoom tool. The Conference will be held in English and will be interpreted simultaneously into: Czech, Polish, Slovak and Hungarian. It will be broadcast live on YouTube and Facebook accounts of the University of Lodz and recorded by the Organiser. As a result of the recording by the Organiser the image and statements of the Participants will be recorded.
3. The provisions of these Conference Rules constitute an integral part of the Conference registration form and apply to all the Participants.
4. Sending the Conference registration form to the Organiser means that the Participant has accepted the provisions of the Conference Rules.
5. The Organiser reserves himself the right to make changes in the programme and the Conference Rules of the Conference as well as the right to change the date of the Conference or to cancel it.
6. Should the Conference be cancelled, the Organiser commits himself to inform all the registered Participants about this fact by email, at the latest 3 days before the planned date of the start of the Conference.

### II. TERMS AND CONDITIONS OF PARTICIPATION

1. Adult natural persons, in particular students, PhD students, academic staff members, representatives of public and self-government authorities, NGOs, trade unions and non-union worker representative bodies, employers and their organisations, legal professions or companies who fulfil all the terms and conditions defined under 2 below can participate in the Conference. The number of Participants is limited to 120 people (96 passive Participants). The registration of passive Participants will be handled on a first come first served basis.
2. To obtain the status of a Conference Participant, it is necessary to fulfil all the conditions listed below:
  - a) notify the participation by filling and sending an electronic registration form which is published at the website <https://wpia.uni.lodz.pl/en/research/whistlepro> in the Events tab;

b) receive from the Organiser an email confirming the registration; if you do not receive any confirmation of the registration within 48h since the moment you registered, please contact the Organiser by sending an email to this address: [whistlepro\\_web@wpia.uni.lodz.pl](mailto:whistlepro_web@wpia.uni.lodz.pl).

3. There are two forms of participation in the event:

a) passive participation – a Participant who has fulfilled all the terms and conditions of participation listed under 2 above. Within passive participation, the Participant has the right to participate in the Conference online, to receive an e-copy of the book of abstracts and an e-certificate of participation in the Conference upon request. A person who has registered as a Conference Participant and who is a co-author of a presentation but is not presenting the notified paper, is also a passive Participant of the Conference;

b) active participation – a Participant who has been invited by the Organiser to present a paper and has fulfilled all the terms and conditions of participation listed under 2 above. Within active participation, the Participant has the right to participate in the Conference online, the possibility to present the notified paper by making a speech, to receive an e-copy of the book of abstracts and an e-certificate of participation in the Conference upon request.

4. If an active Participant while presenting the paper will be using a PowerPoint presentation (extension: .ppt or .pptx), he/she is obliged to send the presentation to the Organiser at the latest 3 working days before the Conference.

### III. TERMS AND CONDITIONS OF THE CONFERENCE

1. The online Conference registration deadline expires on **10 June 2021**. After this date, the online registration will no longer be available, unless the Organiser extends the registration deadline. The Organiser reserves himself the possibility to refuse registration once the limit number of Participants is reached.

2. The Organiser defines the programme of the Conference and has the right to change it, also on the day of the Conference, including the right to change the time and order of presentations.

3. The Organiser is not responsible for any technical or organisational problems of the Participants connected with the participation in the Conference for reasons beyond his control, namely for the functioning of the Internet connection on the Participants' side.

4. The Participants are fully responsible for all the materials and information presented by them during the Conference. The Participants have to guarantee that anything they say or present during the Conference does not infringe on any legal provisions, or rights, including personality rights of third persons.

5. The Participants commit themselves to follow the Conference Rules, social norms as well as organisational and technical instructions and orders of the Organiser.

6. In order to participate in the Conference, the Participants need to have access to a computer, smartphone or a tablet connected to the Internet, with an internal or external microphone, and a webcam as an option. The Organiser recommends the following hardware solutions in order to participate in the Conference:

a) requirements concerning active Participants – recommended headset with a microphone (and not an internal microphone of a laptop), optimum Internet connection min. 3/3 Mbps, Ethernet (with a cable); the Organiser stresses that a Wi-Fi connection is less stable and the quality of the sound is worse;

b) requirements concerning passive Participants – optimum Internet connection min. 3/3 Mbps. Allowed minimum is 2/2 Mbps.

c) requirements for all participants: Zoom version 5.6.5 installed.

7. The Organiser guarantees technical assistance to the Participants during the Conference by e-mail or by phone, at the e-mail address or telephone number of the Organiser as indicated in the registration e-form.
8. At the latest one day before the beginning of the Conference, the Participants will receive an invitation to participate in the Conference containing a link sent to the e-mail address as indicated by the Participant in the registration form.
9. The Participants are obliged to mark their participation in the Conference with their full name. The Participants are obliged to indicate their true personal data allowing to identify them.
10. The Participants commit themselves not to pass the link allowing to participate in the Conference on to persons not registered as Participants.
11. Active Participants speak during the Conference at the time designated for them and have the right to participate in the discussion moderated by the Organiser. Participants have the right to ask speakers questions only through a chat or Q&A and can ask to take the floor during a discussion through a chat as well. It is up to the moderator designated by the Organiser to give the floor to a Participant during a discussion.
12. The Organiser reserves himself the right to conduct an anonymous survey among the Participants concerning the assessment of the Conference.
13. The Participants are not allowed to record in any way the Conference or statements made during the Conference.

#### IV. PAYMENTS

The participation in the Conference is free of charge.

#### V. RESIGNATION FROM THE PARTICIPATION IN THE CONFERENCE

The Participants have the right to resign from participating in the Conference. The Participants can resign from participating in the Conference only by sending proper information to the following email address: [whistlepro\\_web@wpia.uni.lodz.pl](mailto:whistlepro_web@wpia.uni.lodz.pl)

#### VI. IMAGE

1. By switching on the camera and/or the microphone in their device during the Conference, the Participants consent by this action to the recording and disseminating of their image and voice by the Organiser free of charge, in connection with the Conference and for the purposes of promotion, education and popularization of science on the website and on social media portals, including the Facebook and YouTube accounts of the University of Lodz.
2. Passive Participants who do not want their image and/or voice to be registered or disseminated in connection with the Conference are obliged to switch off the camera and/or the microphone in their device. Passive participants who decide to switch their camera/microphone off can ask speakers questions during the Conference or take the floor in writing using the chat.
3. Conference Participants grant the University of Lodz a non-exclusive and free of charge licence to use their statements recorded during the Conference, including to mark statements with their full name in the following areas of use:
  - a) as regards recording – recording, including in particular: the techniques of magnetic, photosensitive, audiovisual, digital, optical recording, regardless of the format and medium, size, form or the technique used and saving in computer memory or any other electronic information carrier;

b) as regards dissemination - public display, reproduction and providing public access in such a way that everyone can have access to it, in a place and time chosen by them, including the Internet and other information and communication, multimedia and computer networks, and in particular on the website and on social media portals, including the Facebook and YouTube accounts of the University of Lodz.

4. The consent may be withdrawn, amended, or changed at any time. The withdrawal of the consent will have no effect on the data processed before its withdrawal.

5. In connection with the granted licences, the Participants will ensure that the use of their statements within the presented scope will not infringe on anyone's rights, in particular intellectual property rights, and does not require any authorization from a third party.

## VII. PERSONAL DATA PROTECTION

Pursuant to the Article 13.1 et 2 of the Regulation (EU) 2016/679 of the European Parliament and 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), hereinafter referred to as "the GDPR Regulation", we inform you that:

1. The University of Lodz having its seat in Lodz, ul. Narutowicza 68, 90-136 Lodz, Poland is the administrator of your personal data.

2. In any case an interested person can contact the Inspector for Data Protection of the University of Lodz at the correspondence address indicated under 1 above, adding: Inspektor Ochrony Danych UŁ or by e-mail at the following address: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl).

3. Personal data will be processed for the following purposes of:

1) participant registration as well as for the purpose of organising and holding the Conference using the Zoom tool;

2) communication with the Participants in the matters connected with the Conference, documenting its course, including, among others, preparing a list of Participants, issuing certificates of participation;

3) promotion, education and popularization of science on social media portals including the Facebook and YouTube accounts of the University of Lodz (when consent was given to the use of the image);

4) receiving, at the email address indicated in the registration form, information about future conferences and events connected with science or science popularisation, organised by the University of Lodz (when consent was given to receive such information).

4. Personal data will be processed based on:

- the Article 6.1 e) of the GDPR Regulation in connection with the Articles 2 and 11 of the Act – the Law on Higher Education and Science as of 20 July 2018 (as it is necessary to carry out a public interest task or within the exercise of public authority entrusted to the administrator in connection with the mission of the higher education and science system as regards education, scientific activity, shaping civic attitudes and participation in the social development and in the creation of innovation-driven economy);

- the Article 6.1 b) of the GDPR Regulation (as it is necessary to carry out a contract to which the data subject is a party or to act at the request of the data subject before concluding a contract);

- the Article 6.1 c) of the GDPR Regulation (as it is necessary in connection with the requirements of legal provisions and internal acts of the University of Lodz);

- the Article 6.1 a) of the GDPR Regulation (based on the consent given by you to process personal data, when you gave consent to use the image or to receive information about future conferences

and events).

5. When personal data are processed based on the consent which was given, the Participant has the right to withdraw his/her consent at any time without prejudice to the lawfulness of the processing that took place before the consent was withdrawn.

6. Personal data can be made available to other operators authorised on the basis of relevant legal provisions and appropriate contracts concluded with the University. Personal data (such as a registered image) can be also processed by Zoom Video Communications, Inc. - the provider of the Zoom platform, Google LLC - the provider of the YouTube service and Facebook, Inc. - the provider of the Facebook service in their data processing centres.

7. Personal data shall be kept during the time necessary to achieve the purposes defined under 3 above, but at least during the time of keeping the financial and accounting documentation of the WhistlePro Grant by the University of Lodz. In the situations provided for in the legal provisions, personal data can be also processed during the time necessary to establish and enforce possible claims. If you have given your consent to use your image or to receive information, personal data will be kept until you withdraw your consent.

8. The Participant has the right to:

- 1) access the content of his/her data,
- 2) rectify them when inaccurate,
- 3) have them removed, to limit their processing and to transfer the data in the cases provided for by the law,
- 4) object to data processing,
- 5) file a complaint to the supervisory authority i.e. the President of the Personal Data Protection Office having its seat in Warsaw, ul. Stawki 2.

9. Giving the Participant's personal data is free but necessary to achieve the purposes mentioned under 3 above.

#### VIII. FINAL PROVISIONS

1. All disputes that may arise from the participation in the Conference will be settled by a jurisdiction competent for the Organiser's seat.
2. Polish law provisions shall apply to the matters not regulated by these Conference Rules.
3. The Conference Rules enter into force on 17.05.2021.