

# TERMS AND CONDITIONS of the "Historical Instruments" of the 1st International Conference of Makers and Restorers of Musical Instruments

(„Terms and Conditions”)

## §1

### Organisation of the event

1. The **organiser** of the "Historical Instruments" I International Conference of Makers and Restorers of Musical Instruments, hereinafter referred to as the "Conference", is the **Doctoral School of Historical Performance and Musical Instruments Making of the Ignacy Jan Paderewski Academy of Music in Poznań**. The Conference is organised in cooperation with the Museum of Musical Instruments, Branch of the National Museum in Poznan.

2. The Conference is directed in terms of the subject matter and organisation by prof. dr hab. Wacisław Kunc, PhD and Karolina Kapela, M.A.

**Subject matter Committee:** Vice-Rector of the Academy of Music, prof. dr hab. Sławomir Kamiński, PhD; Director of the Doctoral School, prof. dr hab. Wacisław Kunc, PhD; Director of the MNP, Tomasz Łęcki, PhD; Vice-Director of the MNP for Academic Affairs, Maria Gołąb, PhD; Head of the MIM, Patryk Frankowski, MA; prof. dr hab. Honorata Stalmierska, PhD; prof. dr hab. Maria Banaszekiewicz-Bryła, PhD; Karolina Kapela, MA; Olga Olejniczak, MA.

**Organisational Committee:** Director of the Doctoral School, prof. dr hab. Wacisław Kunc - Chairman of the Organisational Committee; Vice-Rector of the Academy of Music, prof. dr hab. Sławomir Kamiński, PhD; Director of the MNP, Tomasz Łęcki, PhD; Head of the MIM, Patryk Frankowski; Karolina Kapela, MA.

## §2

### Date, Duration and Venue

1. "Historical Instruments" of the 1st International Conference of Makers and Restorers of Musical Instruments takes place on **9-10 May 2024** (hereinafter referred to as the "Conference").

2. The Participant acknowledges that attendance at the Conference and admission to the buildings and grounds where the Event takes place (§4 below) constitutes acceptance of the Terms and Conditions.

3. Detailed information about the Conference programme can be found on the Conference website: <https://www.amuz.edu.pl/historical-instruments-i-miedzynarodowa-konferencja-tworcow-i-renowatorow-instrumentow-muzycznych/>.

4. The Conference takes place in designated parts of the following organisational units of the Ignacy Jan Paderewski Academy of Music in Poznań (hereinafter: '**AM**') and the Museum of Musical Instruments (hereinafter: '**MIM**'):

1. **the Chamber Hall of the AM**, 87 Święty Marcin Street, 61-808 Poznań

2. **the Marcin Groblicz Hall of the MIM**, Stary Rynek 45, 61-772 Poznań

5. AM and MIM reserve the right to exclude the units indicated in section 4 above from the tour or change them with prior notification via the Conference website referred to in §1 section 3.

6. A detailed programme of the Event will be posted on the Event website referred to in §1 section 3 at least 2 weeks before the planned start of the event.

## §3

### Registration of participation in the Event

1. A **Participant** of the event is any person who attends the Conference. There are two forms of participation in the Conference: ACTIVE and PASSIVE.
2. ACTIVE participation in the Conference involves presenting a Scientific Paper or making a presentation on a subject previously approved by the Conference Organiser. The ACTIVE participant is required to submit an application using the completed form available on the Conference website and the abstract submitted with the form, which will be included in the Conference materials.
3. The ACTIVE participant will be entitled to 1 hot meal per day in the Academy buffet (lunch set) and conference materials (folder, poster) as part of the fee.
4. ACTIVE Participation in the Conference is charged. The cost of participation in the conference is **PLN 200**. The registration fee for participation in the Conference is paid by the participants or delegating institutions. The registration fee for participation in the Conference is to be paid by the participants or delegating institutions. The fee should be paid upon receipt of a CONFIRMATION OF ENTRY INTO THE LIST OF PRELEGENTS from the Organiser by email by 19.04.2024. The participation fee must be paid by bank transfer to the bank account no later than 26.04.2024. Transfer details:

**Akademia Muzyczna im. Ignacego Jana Paderewskiego w Poznaniu**

**ul. Święty Marcin 87, 61-808 Poznań**

bank account:

**66 1090 1362 0000 0000 3601 7907**

**Santander Bank Polska**

**pl. Wolności 15, VI Oddz. w Poznaniu**

In the title of the transfer, please write: name of the participant, Konferencja *Historical Instruments* (if the participant asks for an invoice for the payment, please also add the annotation "FV" in the title of the transfer) In the event that it is necessary to issue an invoice for the payment of the registration fee, an e-mail should be sent after the payment of such fee with the request and correct details to which the invoice is to be issued to the e-mail address: [kwestor@amuz.edu.pl](mailto:kwestor@amuz.edu.pl). Invoices can only be issued to the institution or person making the payment directly to the Conference Organiser's account.

5. The conference fee includes participation in the Conference, conference materials and a meal in the form of a lunch set during the "lunch break" available at the AM Buffet, Contrest Sp. z o.o.. Each active Participant of the Conference will receive a certificate of participation in the Conference.
6. Participation in the Conference is free of charge for students, doctoral students and teachers of the Ignacy Jan Paderewski Academy of Music (free participation does not include conference materials and catering).
7. In case of cancellation of participation in the Conference, the Conference fee will not be refunded.
8. On the day of sending the registration form, the Participant who registers for the Conference declares that he/she has familiarised himself/herself with the contents of the Conference Regulations and undertakes to abide by them.
9. ACTIVE participation in the Conference is possible on the basis of pre-registration, with the exception of persons wishing to participate as PASSIVE Participants, who may be persons who have not pre-registered.
10. Registration takes place by providing **first name, surname, academic/professional degree/title, affiliation, contact details (e-mail address, postal address, contact telephone number), abstract of the conference speech (abstract) according to the guidelines specified in the Conference Announcement No. 1 and invoicing details** and is carried out through the **Registration Form available on the Event website**.
11. Registration will open on 26.03.2024 at 01.00 a.m. and will continue until the number of places is exhausted, at the latest by 19.04.2024.

1. Participants accept the established rules of the Conference and its programme and undertake not to change or disrupt it.
2. In the case of PASSIVE participation, admission is determined by the order of entry into the hall. In case of exhaustion of seats, AM and MIM have the right to refuse admission to the Conference.
3. Przed wejściem na Konferencję uczestnik CZYNNY zobowiązany jest wziąć udział w czynnościach związanych z potwierdzeniem wcześniejszej rejestracji.
4. Prior to entering the Conference, the ACTIVE participant is obliged to take part in the activities related to confirmation of prior registration. Czynności, o których mowa w §3 ust. 3 będą odbywać się oddzielnie, przed rozpoczęciem Konferencji (detailed information is available in the Conference Schedule available on the Conference website).
5. Minors may participate in the event only in the presence of adult guardians or parents, who are responsible for the supervision of minors during their participation in the Conference.
6. AM and MIM plan to carry out photo-recording of the Conference for documentation (e.g. reports, news reports), information (available on the Conference website and other AM and MIM websites with information about the Conference and its proceedings), promotion (e.g. on the Conference website and other AM and MIM websites, on AM and MIM social media profiles, on AM and MIM promotional events) and archiving (in terms of recording and photo-recording).
7. By taking part in the Conference, the Participant agrees to the recording and use of his/her image for the purposes specified in §3, section 8, without the right to remuneration on this account. The consent includes distribution by AM and MIM of the image recorded in connection with participation in the Conference by: recording, multiplication using any techniques, dissemination, use, marketing, lending, public performance, insertion, display, reproduction, broadcasting, public communication, archiving, including in particular on AM and MIM websites, on AM and MIM social media profiles, at AM and MIM promotional events.

## §5

### Amendment of Terms and Conditions

1. The Terms and Conditions are made available to participants on the website: [www.amuz.edu.pl](http://www.amuz.edu.pl) and directly in the registration form - in a downloadable version, as well as in front of the entrance to the individual buildings of AM and MIM participating in the Conference, referred to in §1 section 4.
2. AM reserves the right to amend the Rules and Regulations, in particular due to changes in generally applicable laws and the need to adapt the Rules and Regulations to such changes, changes in the programme of the Conference, increased security measures accompanying the Conference.
3. Amendments to the Rules and Regulations shall come into force upon their publication on the Conference website.

## §6

### Safety Rules

1. Participants are obliged to observe safety rules, safety, security and fire regulations in force on the premises where the Conference is held and, in this regard, to follow the instructions given by the Conference personnel or services responsible for safety and order.
2. Participation in the Conference may only take place in designated rooms and areas, in accordance with the programme and order of the Conference. It is forbidden to stay outside the designated area of the Conference.
3. AM and MIM shall not be liable for items left or lost during the Event or for items left on AM and MIM premises.

4. The provisions of paragraph 3 §5 shall apply mutatis mutandis to bicycles, cars and other vehicles left on the AM and MIM premises.
5. AM and MIM are authorised to vet luggage and use a metal detector to limit the possibility of bringing dangerous tools into the Event area. The above authority is for the safety of the Participants, and failure by AM and MIM to exercise the above authority in respect of a person shall be tantamount to a waiver of participation in the Event.
6. Participants taking part in the event may not possess or bring into the Conference area. AM and MIM:
  - a. any weapons, ammunition, objects considered dangerous (e.g. knife),
  - b. explosives, flammable and toxic materials,
  - c. long umbrellas,
  - d. animals, except for guide dogs accompanying persons with disabilities.
7. The manifestation of worldviews, including in particular political views, is prohibited during the Conference. AM and MIM prohibit commercial, promotional, advertising activities on the Event site, subject to cases where the subject has received separate permission from AM and/or MIM.
8. Persons who are intoxicated or under the influence of intoxicants, behave in a manner that could endanger the safety of other participants and the AM and MIM, disrupt the order of the Event, or violate generally accepted norms of behaviour in public places are prohibited from entering the Conference. The Event staff shall be entitled to oblige the person referred to in the previous sentence to leave the Conference area.
9. in the event of a disruption to public order by an Attendee, Conference staff are entitled to:
  - a. identify the Participant in order to establish his/her identity,
  - b. check the contents of the Participant's luggage and clothing, especially in the case of suspicion that the person is in possession of items referred to in §5 section 6,
  - c. request the Participant to behave appropriately,
  - d. request the Participant to leave the Conference area and use all available means, including detention until the arrival of the Police, if the Participant, despite previous warnings, continues to behave in a manner that violates the security and order of the Conference.
10. the AM and MIM shall not be liable for incidents resulting from the Participants' failure to observe the Rules and Regulations, the Participants' failure to follow the instructions of the AM and MIM and the instructions of the Conference personnel and services responsible for safety and order.
11. The Participant shall be fully liable for damages to property or persons of the AM and MIM staff (employees and associates) caused by him/her or persons under his/her care. The Participant shall also be liable to the same extent as above to other Participants.
12. In order to ensure security on the Event site, AM and MIM may use CCTV covering the entire Conference site as well as specific parts of it.
13. AM and MIM prohibit smoking and the consumption of alcohol and intoxicants on the Conference premises.
14. In the event of perceiving a threat to the life and health of Participants, the Participant is obliged to immediately inform the Conference staff.

## **§7**

### **Processing personal data**

Under Article 13 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, hereinafter "RODO"), the I. J. Paderewski Academy of Music in Poznań informs that:

1. the Administrator of your personal data is the I. J. Paderewski Academy of Music in Poznań, ul. Święty Marcin 87, 61-808 Poznań, represented by the Rector of the Academy.

2. The Academy of Music has appointed a Personal Data Protection Inspector, M.Sc. Jędrzej Dzida. Contact with the Inspector is possible via e-mail: [iod@amuz.edu.pl](mailto:iod@amuz.edu.pl).
3. Your personal data will be processed for: registration and participation in the "Historical Instruments" of the 1st International Conference of Makers and Restorers of Musical Instruments.
4. Your provision of personal data is voluntary, but with regard to data referred to in §3 - necessary for the conclusion of the contract and participation in the Conference.
5. Your personal data provided in the registration form will not be made available to third parties. Your personal data in the form of image may be recorded in photographs or films from the Conference and processed on the AM and MIM websites and on the AM and MIM profiles on social networking sites in a manner that allows access by third parties, for the purposes related to the promotion of the AM and MIM, including for the coverage of the event - in accordance with §3, paragraphs 8-9 of the Regulations.
6. Your personal data will not be transferred to third countries (outside the European Economic Area) or to international organisations.
7. The recipients of your personal data are entities providing IT support for the organisation of the event - including the entity providing software for event registration.
8. Your personal data provided in the registration form will be processed until the end of the Conference and then for the period of limitation of claims that may arise from participation in the Event.
9. your personal image data will be processed as part of the coverage of the event on the AM and MIM websites and the AM and MIM social media profiles until you withdraw your consent to the processing of your image.
10. You have the right to: to be informed about the processing of your personal data and your rights under the RODO, to access and rectify the content of your data, and to have your personal data deleted from the controller's files (unless further processing is necessary to comply with a legal obligation or to establish, assert or defend claims), and to have the right to restrict processing, to data portability, to object to processing - in the cases and under the conditions set out in the RODO.
11. To the extent that processing is based on consent, you also have the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal.
12. Withdrawal of consent for the processing of personal data can be sent by e-mail to: [iod@amuz.edu.pl](mailto:iod@amuz.edu.pl), by post to: Personal Data Protection Inspector, I. J. Paderewski Academy of Music in Poznań, 87 Św. Marcin Street, 61-808 Poznań.
13. Your personal data will not be subject to automated decision-making or profiling.
14. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of your personal data violates the provisions of the RODO.

## §8

### Final resolutions

1. AM reserves the right to cancel the Conference, change its programme and formula. AM will inform about the cancellation on the Conference website referred to in §1 section 3. AM will not be liable to Participants for any compensation or damages as a result, nor for any reimbursement of costs incurred to participate in the Event.
2. In matters not regulated by the Rules and Regulations, generally applicable provisions of law shall apply.