

## TERMS AND CONDITIONS of "Historical Instruments" the 2nd International Conference of Musical Instrument Makers and Restorers

(„Terms and Conditions”)

### §1

#### Organisation of the event

1. The **ORGANISER** of "Historical Instruments" the 2nd International Conference of Makers and Restorers of Musical Instruments, hereinafter referred to as the "Conference", is the **Doctoral School of Historically Informed Performance and Musical Instruments Making of the Ignacy Jan Paderewski Academy of Music in Poznań**.

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

**Subject matter Committee:** Vice-Rector of the Academy of Music, prof. dr hab. Mikołaj Rykowski, PhD; Director of the Doctoral School, prof. dr hab. Wacław Kunc, PhD; prof. dr hab. Honorata Stalmierska, PhD; prof. dr hab. Maria Banaszkiwicz-Bryła, PhD; Karolina Kapela, MA.

**Organisational Committee:** Director of the Doctoral School, prof. dr hab. Wacław Kunc- Chairman of the Organisational Committee; Vice-Rector of the Academy of Music, prof. dr hab. Sławomir Kamiński, Karolina Kapela, MA.

### §2

#### Date, Duration and Venue

1. "Historical Instruments" the 2nd International Conference of Musical Instrument Makers and Restorers takes place on **12 April 2026** (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: [www.amuz.edu.pl](http://www.amuz.edu.pl).

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'):

1. **Sala Kameralna, AM** (Chamber Music Hall), 87 Święty Marcin Street, 61-808 Poznań

5. AM 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 150**. The fee must be paid AFTER RECEIVING CONFIRMATION OF ENROLMENT ON THE PARTICIPANT LIST, no later than 20 March 2026.

Details for making the bank transfer:

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

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

**bank account number:**

**66 1090 1362 0000 0000 3601 7907**

**Santander Bank Polska**

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

In the title please write: name of the participant, Historical Instruments (if the participant asks for an invoice for the payment, please also add the annotation "FV" in the title of the transfer).

5. If 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.
6. The conference fee includes ACTIVE 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.
7. 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).
8. In case of cancellation of participation in the Conference, the Conference fee will not be refunded.
9. 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.
10. ACTIVE participation in the Conference is possible based on pre-registration, except for persons wishing to participate as PASSIVE Participants, who may be persons who have not pre-registered.
11. Registration is completed by providing your **first name, surname, academic/professional degree/title, affiliation, contact details (e-mail address, postal address, contact telephone number), an abstract of your conference presentation** in accordance with the guidelines provided in the Registration Form, and is carried out via the **Registration Form available on the Event website**.
12. Registration will begin on 26 November 2025 at 1:00 a.m. and will continue until all places are filled, no later than 6 March 2026.

#### §4

#### Terms of participation in the Conference

1. Participants accept the established rules of the Conference and its programme and undertake not to influence any changes to it or disrupt the course of the Conference.

2. In the case of PASSIVE participation, admission will be determined by the order of arrival at the venue. If all places are filled, AM reserves the right to refuse admission to the Conference.
3. Before entering the Conference, ACTIVE participants are required to take part in activities related to confirming their prior registration.
4. The activities referred to in §4(3) will take place separately, before the start of the Conference (detailed information can be found in the Conference Schedule available on the Event website).
5. Minors may participate in the event only in the presence of adult guardians or parents who are responsible for supervising minors during their participation in the Conference.
6. AM plans to conduct a photo report from the Conference for documentation purposes (e.g. reports, statements), informational purposes (available on the Conference website and other AM websites with information about the Conference and its course), promotional purposes (e.g. on the Conference website and other AM websites, on AM social media profiles, at AM promotional events) and archiving purposes (in the form of recordings and photo reports).
7. By participating in the Conference, the participant agrees to the recording and use of their image for the purposes specified in §4(6), without the right to remuneration for this. This consent covers the dissemination by AM of the image recorded in connection with participation in the Conference through: recording, reproduction using any techniques, dissemination, use, marketing, lending, public performance, insertion, display, reproduction, broadcasting, public sharing, archiving, including in particular on the websites of AM, on the social media profiles of AM, and at promotional events of AM.

## **§5**

### **Amendment to the 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 participating in the Conference, referred to in §2 section 4.
2. AM reserves the right to amend the Rules and Regulations, 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 shall not be liable for items left or lost during the Event or for items left on AM premises.
4. The provisions of paragraph 3 §5 shall apply mutatis mutandis to bicycles, cars and other vehicles left on the AM premises.

5. AM is 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 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:
  - 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 political views, is prohibited during the Conference. AM prohibits commercial, promotional, advertising activities on the Event site, subject to cases where the subject has received separate permission from AM.
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, 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. AM 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 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 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. To ensure security on the Event site, AM may use CCTV covering the entire Conference site as well as specific parts of it.
13. AM prohibits 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 websites and on the AM profiles on social networking sites in a manner that allows access by third parties, for the purposes related to the promotion of the AM, 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 websites and the AM 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 based on 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 §2 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.