



INTERNATIONAL
CONGRESS

PMI Poland Chapter

26-28 November 2018 / Warsaw

Make the Difference

**SPEAKERS PARTICIPATION
RULES**



POLAND CHAPTER

Photo by Rafał Gajcy

SPEAKERS PARTICIPATION RULES

§1 General provisions

1. The Regulations bind Speakers, hereinafter referred to as Speakers, and Conference Organizer.
2. The Organizer and entity responsible for the event is PMI Warsaw Branch, which is a branch of PMI Poland Chapter with its registered office in Warsaw (02-672), ul. Domaniewska 47/10, NIP: 525-227-89-73
3. The Congress will take place on November 26-28 in Warsaw.
4. The aim of the conference is to enable the exchange of knowledge and good practices in business and project management.
5. The Congress is financed from funds collected from participation in the Congress.
6. The Congress will be conducted in English.

§2 Rights and obligations of the Speakers

1. Participation of the Speakers is free.
2. The Organizer reserves the right to set individual terms for the participation of the Speaker.
3. The Organizer covers travel expenses and provides accommodation during the Congress for Speakers (depending on available connections as well as day and time of the speech).
4. Initial interest in the Congress should be sent by July 15, 2018 by filling out the application form available on the Congress.pmi.org website, thereby agreeing to provide full information about the Congress.
5. Information about accepting the article for the Congress will be sent by September 15, 2018.
6. The initial version of the presentation should be sent by October 31, 2018.
7. The final version of the presentation should be sent by November 12, 2018.
8. The presentation should not be longer than 45 minutes.
9. Speakers' opinions can not offend anyone's dignity.
10. In the event of resignation from participation in the Congress, the Speaker must inform the Organizer as soon as possible, which will allow the participation of another Speaker.
11. Congress will be video recorded and photographed and the results will be posted on the Congress website and social media as well as used for other marketing purposes. Speakers who do not agree to have their pictures published should inform the Organizer at least one day before the Congress.
12. Presentations of the Speakers will be made available only to participants of the Congress after its completion and should not be distributed or shared with third parties.
13. Speakers are entitled to conference materials and refreshments during the Congress.

SPEAKERS PARTICIPATION RULES

§3 Rights and obligations of the Organizer

1. The Organizer provides the Speakers proper equipment for the presentation: a multimedia projector, a laptop, a sound system, a microphone, a flipchart and a pointer with a device for scrolling the slides.
2. The Organizer is obliged to inform the Speakers of any changes not later than 3 days before the date of commencement of the Congress, if this is not possible immediately after making the change. The Organizer sets the order of the Speakers' speeches, which will also be published in the Congress program.
3. The Organizer appoints persons running the Congress that will give the right to speak in accordance with the Congress program. In special cases, the Organizer has the right to change the program, to give the right to speak on formal issues, to determine the order of speeches during the debate, to take the floor away from the participant or the Speaker if it disturbs the agenda of the Congress program.
4. The Organizer is not responsible for the properties of the Speakers, which may be lost, damaged or stolen during the Congress.
5. The Organizer has the right to change the place and date of the Congress.
6. The Organizer has the right to change the provisions of the regulations.

§4 The administrator of personal data

1. The data administrator is PMI Poland Chapter, with its registered office in Warsaw (02-672), at ul. Domaniewska 47/10, KRS 0000-167-986, NIP 525-227-89-73, REGON 0155-4342-4.
2. Contact details of the data administrator: biuro@pmi.org.pl, +48 530 700 457.
3. In connection with data processing, the following rights apply:
 - a. withdrawal of consent - if the data is processed on the basis of consent,
 - b. access to data - information about what data and for what purpose are processed,
 - c. rectification, modification, updating of data,
 - d. request for deletion of data,
 - e. requests to limit the storage of data,
 - f. raising objections,
 - g. transfer of data,
 - h. complaint to the supervisory body.

SPEAKERS PARTICIPATION RULES

§5 Data obtained in order to conduct the Congress

1. Personal data:
 - a. the basis for the processing will be the performance of the contract concluded between the Organizer and the Speaker and the implementation of the legally legitimate goals of the administrator, ie the implementation of statutory objectives of the Association, i.e. promoting professionalism in project management in business, organizations and academic centers and supporting, accepting and disseminating in Poland best project management practices and stimulating public awareness in this area.
 - b. the data will be made available to persons involved in the organization of the Congress and processed to complete the activities related to the settlement of the Congress.
2. Data provided for invoicing:
 - a. will be processed based on the performance of the contract concluded between the Organizer and the Speaker, the implementation of the objectives arising from legally justified interests carried out by the administrator and fulfillment of the obligation imposed on the administrator, resulting from claims related to the contract and accounting and settlement obligations arising from applicable legal provisions,
 - b. will be kept for a period of time required by applicable law, and made available to the extent necessary to processors, such as accounting.
3. Data recorded and shared in the form of photos and video recordings:
 - a. will be processed on the basis of the legitimate purposes of the administrator and the performance of the contract, and thus the implementation of statutory objectives of the Association, i.e. promote professionalism in project management in business, organizations and academic centers, and support, accept and disseminate best project management practices in Poland, and stimulate awareness society in this field,
 - b. data will be made available to those involved in the organization of conferences and dealing with professional recording, photographing and processing of materials.