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**XXIII Scientific Conference - Controlled Polymerization**

**Conference regulations**

These regulations apply to the XXIII Scientific Conference - Controlled Polymerization organized under the patronage of the Polish Chemical Society and the Polish-American Fulbright Commission, hereinafter referred to as the "Conference," which serves as a forum for the exchange of knowledge and scientific experience in the field of the controlled polymerization. During this one-day scientific meeting, participants will have the opportunity to listen to the lectures by Prof. Krzysztof Matyjaszewski and actively participate in the Conference by delivering short communications
for selected posters and participating in the competition for the best poster presentation.

**§ 1. General Provisions**

1. The organizers of the Conference are: the Centre of Molecular and Macromolecular Studies of the Polish Academy of Sciences and the BioMedChem Doctoral School of the University of Lodz and PAS Institutes. The Centre of Molecular and Macromolecular Studies, hereinafter referred
to as the "Organizer", is responsible for participants’ registration.
2. Contact with the Conference organizer is possible via e-mail and phone.

E-mail address**:** **karolina.cichon@cbmm.lodz.pl**

Phone contact at CBMM: **(+42) 680-32-19**

1. The Conference will take place on **June 3, 2024, at the Training and Conference Centre
 of the University of Lodz, located at 16/18 Kopcinskiego Street in Lodz.**
2. The detailed program of the Conference will be available on the CMMS website https://www.cbmm.lodz.pl/category/konferencje/.
3. The right to participate in the Conference is granted to students, doctoral students, academic staff, representatives of Conference patrons and sponsors, and other interested entities or individuals showing interest in the Conference topics.
4. Each participant attending the Conference may ask for a certificate of participation.
The request should be made during registration.
5. The official language of the Conference will be English.
6. The provisions of these regulations are an integral part of the participation application
in the Conference and apply to all participants.
7. Submitting a participation application to the Organizer is equivalent to the Participant's acceptance of these regulations and constitutes an agreement between the parties.
8. The proper conduct of the Conference involves providing personal data by the participants
and their processing by the Organizer (see § **5. Regulations**).

**§ 2. Conditions of Participation**

1. Active participants may be students of all years of study, doctoral students, and young researchers interested in the Conference topics.
2. Passive participants may be students of all years of study, doctoral students, researchers,
and individuals interested in the Conference topics, including representatives of Conference patrons and sponsors.
3. Participant registration is possible only through the registration form: https://forms.gle/72ajaDPHwANfaBQ6A.
4. Registration requires providing the participant's personal data, such as first name, last name,
e-mail address, and other data included in the registration form.
5. The participant acknowledges that participation in the Conference is voluntary and free of charge.
6. Participants may change their participation status by sending an e-mail to the Organizer.
Each change must be confirmed by the Organizer. The Organizer may refuse a change only in justified cases.
7. The participants are obligated to provide accurate and truthful information. The unlawful content
is prohibited to be provided by Participants. The Organizer is not responsible for providing false
 or inaccurate personal data by the Participant.
8. Submitting the registration form signifies the Participant's consent to the provisions of these regulations and the Conference Program and acceptance of other agreements made between
the Organizer and the Participant, if any.
9. A person wishing to become a Conference Participant is obliged to:

a) fill out and submit the registration form available on the Conference website;

b) in the case of wishing to become an active participant of the Conference, fill out the registration form and submit an abstract in English electronically in **.doc** or **.docx** format to the organizer's e-mail address.

1. After receiving the submissions mentioned in point 9b, the Organizer will verify them and inform the applicants by e-mail about the decision regarding active participation in the Conference or the lack thereof by **May 10, 2024**.
2. The qualification of listeners for passive participation is based on the order of submissions.
The decision regarding qualification for passive participation in the Conference will be sent by e-mail by **May 10, 2024**.
3. Participants have the right to withdraw from participating in the Conference without giving
any reason. Active Conference participants can exercise this right until **May 30, 2024**. The information should be sent via e-mail to the Organizer.

**§ 3. Conference Rules**

1. The one-day Conference program includes lectures by Prof. Krzysztof Matyjaszewski and a poster session preceded by short oral presentations of selected posters.
2. The Conference will only take place on-site. Participants have two options for participating
in the event: passive participation - attending the Conference without oral and poster presentations, and active participation - attending the Conference with poster presentations or participating in short oral presentations preceding the poster session.
3. The Organizer establishes the Conference program and has the right to make changes,
even on the day of the event, including changes to the schedule and order of presentations.
4. The Organizer has the right to select submitted topics and qualify them for oral presentations
or poster presentations, as well as reject proposed topics.
5. The online registration deadline for the Conference is **April 23, 2024**. After this date, online registration will be unavailable unless extended by the Organizer.
6. The number of participants, registered as both active and passive, is limited.
7. The Organizer will notify the Candidates of the acceptance or rejection of their applications
 via e-mail by **May 10, 2024**. The Organizer reserves the right to extend this deadline.
8. The abstract of the presentation/poster should be prepared in English and include:

a) names and surnames of all authors,

b) title,

c) general outline of the communication / poster presentation,

d) at least two literary sources.

1. The abstract should not exceed one A4 page and should be prepared according to the template provided on the Conference website.
2. All accepted abstracts will be published in the form of electronic Conference materials, which will be posted on the Conference website no later than the day of the Conference.
3. After the submission deadline, the Scientific Committee of the Conference will conduct
a merit-based selection of received abstracts. The Committee will qualify selected participants
for short oral presentation of posters in the session preceding the poster session. The time for
a single communication in the form of a multimedia presentation should not exceed 5 minutes.
4. Communications may be delivered using multimedia presentations.
5. Awards are planned for the best posters selected through a competition organized by the Scientific Committee of the Conference.
6. The Organizer is not responsible for the belongings of the Participants, which may be lost, damaged, or stolen during the Conference.
7. Participants are fully responsible for any damages caused by them on the premises where Conference-related activities are conducted.
8. Participants are obligated to adhere to safety regulations, including fire safety, as well as instructions and organizational-technical orders of the Organizers.
9. Participants are also fully responsible for any statements and presentations made during
the Conference by them or persons delegated by them.

**§ 4. Rules for Presenting Communications and Posters**

1. Presentations will be conducted according to the program established by the Organizer.
The program will be made available to participants on the event's website by **May 27, 2024**.
2. Short oral presentations should be prepared in English.
3. Presenters in the session preceding the poster session will have **5 minutes** for the poster presentation. There will be no time for discussion during this session. The presenter is obliged to adhere to the time limit for the presentation.
4. Multimedia presentations can be prepared using any program, with the Organizer ensuring
 the display of presentations in **PDF**, or **PowerPoint format**.
5. The poster presentation should be prepared in **A0 format**.

**§ 5. Personal Data Protection**

1. The administrator of participants' personal data for the Conference is the Centre for Molecular
and Macromolecular Research of the Polish Academy of Sciences, located at Henryk Sienkiewicz Street 112, in Lodz.
2. **By registering for the Conference, participants accept its Regulations and consent
to the processing of personal data provided in the registration form for the proper implementation of the Conference.**
3. Participants' personal data provided in the registration form will be processed for the purpose of fulfilling obligations related to the Conference, as well as related activities, and will be made available only to entities involved in the organization of the event or authorized authorities,
in particular, they will be processed for the following purposes:

a) registration of participation and organization and conduct of the Conference,

b) communication with participants regarding the Conference, documenting its course, including, among others, preparing a list of participants, issuing participation certificates,

c) providing information about future events organized by the Organizer.

1. By submitting the application and accepting the Conference Regulations, participants also consent to the free (without remuneration for the participant) and unlimited publication of photos, films, recordings made during the event, recording the course of the Conference. These materials may be placed on the Conference website, Organizer's website, as well as used in promotional materials and publications, in the media, including social media. Participants waive all claims (existing and future), including claims for remuneration against the Organizers, for the use of their image/voice/statements for the purpose of promoting the Conference.
2. Personal data will be processed based on:

- Article 6(1)(b) of the GDPR (as it is necessary for the organization of the Conference);

- Article 6(1)(c) of the GDPR (in connection with the requirements of legal regulations and acts of internal law binding on the Organizer;

- Article 6(1)(a) of the GDPR based on the consent given by the participant for the processing of personal data (in the case of consent to the use of image);

- Article 6(1)(f) of the GDPR based on the legitimate interest of the Organizer in providing information about future Conferences and events.

1. Providing personal data by the participant is voluntary but necessary to complete the registration process and participate in the Conference. Failure to provide personal data or providing false data will result in the inability to participate in the Conference. The Organizer takes no responsibility for participants providing incorrect or false data during the registration for participation in the Conference, which prevents participation in the event.
2. Personal data will be stored for the period necessary for the purposes mentioned in point 3 above, and after the Conference, for the period of storing financial and accounting documentation
 of the Conference by the Center for Molecular and Macromolecular Research of the Polish Academy of Sciences. In situations provided for by law, personal data may also be processed for the period necessary to establish and assert any claims. In the case of consent to the use of the image, personal data will be stored until the consent is withdrawn. In the case of sending information about future events, personal data will be processed until objection to data processing is made.
3. Participants' personal data may be transferred to partners and institutions participating
in the implementation of the Conference, service providers used to prepare and conduct the event,
as well as recipients using media, promotional materials, and publications promoting the event.
4. Participants have the right to request access to personal data, their rectification, limitation of processing, the right to data portability, as well as the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal, as well as the right to object to the processing of personal data.
5. Participants also have the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office, if they believe that the processing of personal data violates applicable data protection regulations.
6. For matters related to the scope of personal data protection, you can contact the Organizer
in writing at the address of the registered office or with our Data Protection Officer at the e-mail address: **ido@cbmm.lodz.pl.**

**§ 6. Final Provisions**

1. The Organizer has the right to change the provisions of these Regulations and to interpret them within the limits permitted by law.
2. In matters not regulated by the Regulations, the provisions of generally applicable law shall apply.
3. The Organizer reserves the right to amend the provisions of these Regulations, provided that such changes are not less favorable to the Participants.
4. These regulations come into force upon their publication on the Organizer's website: https://www.cbmm.lodz.pl/category/konferencje/.