

**RULES OF PROCEDURE**

**Seminar on: Mediation as an Inclusive and Sustainable Method of Resolving Conflicts as an inclusive and sustainable way of resolving conflicts” organised by the 4th edition of the Competition of the Faculty of International and Political Studies of the Jagiellonian University for the development of sustainable interdisciplinary research cooperation under Action 3 (R2R – Cooperation Research) within the framework of the strategic programme Initiative of Excellence at the Jagiellonian University (hereinafter referred to as: ‘Rules of Procedure’)**

**§ 1****Date and duration**

1. These Regulations define the rights and obligations of the Participants of the Seminar entitled: ‘Mediation as an Inclusive and Sustainable Method of Resolving Conflicts’ (hereinafter: "Event"), which will take place on 11 June 2024 in a hybrid form - stationary in Krakow at the Faculty of International and Political Studies of the Jagiellonian University, Institute of European Studies, in the building at ul. Reymonta 4, room no. 111 and at the same time via electronic means of communication - Microsoft Teams application / platform enabling live streaming of the Event (hereinafter referred to as: ‘Platform’).
2. The organizer of the Event is the Jagiellonian University, Faculty of International and Political Studies (hereinafter referred to as: ‘Organiser’).
3. The event was financed and organized as part of the fourth edition of the Competition of the Faculty of International and Political Studies of the Jagiellonian University for the development of sustainable interdisciplinary research cooperation under Action No. 3 (R2R - research cooperation) under the strategic program Initiative of Excellence at the Jagiellonian University.
4. The Participant of the Event is any adult natural person with full legal capacity:
  - a) being a student, doctoral student, employee of the Jagiellonian University or;
  - b) a person invited by the Organizer to participate in the Event as a speaker;
 which by 10.06.2024 at the latest by 10:00 a.m. reported/confirmed willingness to participate in the Event in the manner referred to in § 2 of the Regulations, accepted the rules of participation in the Event referred to in the Regulations and whose application was accepted by the Organizer (hereinafter referred to as: ‘Participant’).
5. The Rules are made available to the Participants at the Event Website - [https://europeistyka.uj.edu.pl/aktualnosci/ogloszenia/-/journal\\_content/56\\_INSTANCE\\_wepu7ccFMjN7/3458728/156127178](https://europeistyka.uj.edu.pl/aktualnosci/ogloszenia/-/journal_content/56_INSTANCE_wepu7ccFMjN7/3458728/156127178) (hereinafter referred to as the "Event Page"), in Polish and English, so that it can be downloaded.
6. The event takes place in designated parts of the Organizer's organizational units referred to in para. 1 above, in the building at ul. Reymonta 4, 30-059 Kraków. The Organizer reserves the right to exclude the units indicated above from the tour or change them with prior notification made via the Event Website and e-mails sent to registered Participants.
7. The Organizer reserves the right to change the Regulations due to the change of generally applicable law and the need to adapt the Regulations to this change, in particular in order to adjust the formula of the Event to the restrictions, orders and prohibitions related to the introduction of the state of the pandemic, increase security measures accompanying the Event. The amendment to the Regulations will enter into force within 7 days from the moment of its publication on the Event Website. With regard to Participants who accepted the Regulations before making the change, the change will enter into force within 7 days from informing them about the change of the Regulations by e-mail and not objecting to this change within the above-mentioned period.

8. The Organizer reserves the right to change the Regulations also in the event of a change that does not adversely affect the rights of Participants or a change consisting in correcting obvious typographical errors and editorial errors. In this case, the amendment to the Regulations may enter into force within a period of less than 7 days, but not less than 3 days from informing the Participants about the amendment to the Regulations by e-mail and not objecting to this change within the above-mentioned period.
9. The Organizer reserves the right to change the date and formula of the Event if it is carried out on time and in the form referred to in para. 1 above will be impossible or excessively difficult for reasons beyond the control of the Organizer, in particular due to restrictions, orders and prohibitions related to the introduction of the pandemic state. The change of the date and/or the formula of the Event will be immediately announced on the Event Website.
10. The Organizer reserves the right to make changes to the Event program, including the right to change the time schedule and order of appearances. In the event of changes, the Organizer will inform about it immediately on the Event Website. Changing the program of the Event does not constitute a change in the Regulations.

## § 2

### Registration of participation in the Event

1. Participation in the Event is free of charge and requires prior registration via the registration form (hereinafter referred to as: "Form") available at the link  
[https://forms.office.com/Pages/ResponsePage.aspx?id=6yYO676\\_0keekOvSQm286zlqaoNnZHRAtdS8FjiKhQhUMEY2SUJV01FWVdDTINGVzhXN0xZSjdXTy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=6yYO676_0keekOvSQm286zlqaoNnZHRAtdS8FjiKhQhUMEY2SUJV01FWVdDTINGVzhXN0xZSjdXTy4u) posted on the Party  
 Events [https://europeistyka.uj.edu.pl/news/announcements/-/journal\\_content/56\\_INSTANCE\\_wepu7ccFMjN7/3458728/156127178](https://europeistyka.uj.edu.pl/news/announcements/-/journal_content/56_INSTANCE_wepu7ccFMjN7/3458728/156127178)  
 in which a person wishing to participate in the Event will be required to indicate the following data: name and surname, e-mail address.
2. Detailed method of registration for participation in the Event, registration deadlines are given on the Event Website.
3. In the event of resignation from participation in the Event, the Participant is obliged to immediately inform the Organizer by sending relevant information to the e-mail address: [marta.pietras-eichberger@uj.edu.pl](mailto:marta.pietras-eichberger@uj.edu.pl).
4. Participation in the Event may take two forms of participation (hereinafter referred to as: 'Forms of participation'):
  - a) online, i.e. in real time, via the Platform designated by the Organizer, to which the registered Participant will gain access via a link sent to him by the Organizer to the e-mail address provided when registering for participation in the Event (hereinafter referred to as: 'Online form' or 'Online participant' respectively);
  - b) personal, by the Participant appearing at the place and time of the Event (hereinafter referred to as: 'Form of in-person participation' or 'In-person participant', as appropriate).
 The Participant selects one of the above-mentioned Forms of participation in the Event by ticking the appropriate box in the Form.
5. The Organizer is not responsible for providing by the person registering the participation in the Event incorrect or false data during registration.
6. In the Event, in:
  - a) A maximum of 40 Participants may participate in the online form;
  - b) A maximum of 20 Participants may take part in the form of personal participation.

The acceptance of a given Form of participation in the Event is determined by the order of applications, with the reservation that the above-mentioned criterion does not apply to applications sent by persons invited by the Organizer to participate in the Event as speakers who have priority to participate in the Event. A person who has registered for participation in the Event will receive an e-mail from the Organizer informing about the qualification or non-qualification for participation in the Event in the form of participation chosen by him.

7. Participation in the Event in the Online Form requires the Participant to have an ICT system that meets the following minimum technical requirements:
  - a) Internet access;
  - b) terminal equipment;
  - c) software that allows you to read files in various formats (including text, sound, graphics, multimedia, video, etc.).
8. The person registering for participation in the Event confirms that he/she has read the Regulations and accepted the provisions of the Regulations, which is tantamount to granting the permits, licenses and authorisations referred to in the Regulations. Registration of participation in the Event is made at the time of completing the Participant's data in the content of the Form and sending it together with the consents referred to in § 5 and 6 of the Regulations using the registration system.
9. The person who has registered to participate in the Event acquires the place of participation in the Event upon receipt of the registration confirmation.

### § 3

#### Rules of participation in the Event

1. During the Event there will be speeches (hereinafter referred to as: "Speeds") of Participants who are mediators who accepted the Organizer's invitations to actively participate in the Event (hereinafter referred to as: 'Speakers').
2. The event will be held in Polish and English. Detailed information about the Event and its program can be found on the Event Page.
3. The course of the Event will be streamed via the Platform and will be recorded in the form of photoreports (hereinafter referred to as: 'Photo-relationship'). The photo report will be made available to an unlimited audience, indefinitely on the website of the Institute for European Studies in the News tab [https://europeistyka.uj.edu.pl/aktualnosci/wiadomosci/-/journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/3458728/156127526](https://europeistyka.uj.edu.pl/aktualnosci/wiadomosci/-/journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526) and on the Organizer's Facebook profile <https://www.facebook.com/EuropeanStudiesInstitute>
4. Participants accept the established rules of the course of the Event and its program and undertake not to affect its change and not to interfere with the course of the Event. The Organizer is entitled to exclude from participation in the Event Participants who violate the provisions of the Regulations, in particular:
  - a) disrupt the course of the Event;
  - b) take actions incompatible with the law, with good manners, or reconciling the legitimate interests of third parties;
  - c) take actions intended to circumvent or indicating a test circumvention Regulations or rules of the Event;
  - d) take actions that violate the legitimate interests of the Organizer or damage its image.
5. The Organizer is not responsible for:
  - a) incorrect or defective operation of the software used by the Participant;
  - b) lack or interruption of access to the Internet for reasons attributable to the Participant;
  - c) defectiveness of the computer equipment used by the Participant;
  - d) incorrect operation of the Platform by the Participant;
  - e) other circumstances preventing or hindering participation in the Event not caused by the Organizer's actions or omissions.

**§ 4****Safety rules, rights and obligations of stationary Participants**

1. A stationary participant, upon arrival at the Event venue, is obliged to confirm at the reception desk his personal participation in the Event.
2. Stationary participants are obliged to comply with safety rules, health and safety regulations and fire regulations in force at the premises where the Event is organized and the rules of the sanitary regime in force at that time.
3. Participation in the Event may take place only in designated premises and areas, in accordance with the applicable program and order of the Event. It is forbidden to stay outside the designated area of the Event.
4. The Organizer is not responsible for things left and lost during the Event and for things left in clothing or backpacks / bags / suitcases placed in the cloakroom, as well as in other public places on the premises of the Event and the Jagiellonian University.
5. In the event of disturbing public order and order by the Participant and non-compliance with the rules of the sanitary regime in force on the date of the Event, the Event Staff is entitled to:
  - a) to call upon the Participant to behave accordingly;
  - b) request that the Participant leave the Event area;
  - c) call the appropriate services in a situation where the Participant's behavior qualifies for such intervention, including in particular when it poses a threat to other Participants or the Event staff or the Organizer's property.
6. The Organizer is not responsible for events resulting from non-compliance by Participants with the Regulations, non-compliance by Participants with the Organizer's recommendations and instructions of the Event staff and services responsible for security and order.
7. The Participant bears full liability for damages to property or persons belonging to the Organizer's staff (employees and co-workers), caused by him. To the same extent as above, the Participant shall also be liable to other Participants.
8. In order to ensure safety at the Event area, the Organizer may use monitoring covering the entire Event area as well as its individual fragments. The rules for the use of monitoring by the Organizer are set out in Order No. 34 of the Rector of the Jagiellonian University of 16 May 2019 on: Regulations of video monitoring at the Jagiellonian University as amended, available in the Public Information Bulletin of the Jagiellonian University.
9. In the event of noticing a threat to the life and health of the Participants, the Participant is obliged to immediately inform the Event staff.

**§ 5****Interventions**

1. By registering for participation in the Event via the Form, the Speaker confirms the Organizer's willingness to give a Speech.
2. Presentation of the Presentation, as well as granting the Organizer permissions, authorizations and licenses referred to in § 5 - 6 of the Regulations, for the use of the Presentation and the image of the Speaker, to the extent and in all fields of use indicated therein is free of charge and takes place for the statutory purposes of the Organizer.
3. Granting the Organizer permissions, licenses, authorizations referred to in § 5 - 6 of the Regulations is voluntary, but necessary to present the Presentation.
4. The Speaker bears full responsibility for the form and content of the Presentation.
5. The Speaker undertakes to prepare and present the author's Speech and guarantees that the Speech will not violate the rights and personal rights of third parties, contain theses and views inciting to hatred or discrimination of any person on the basis of race, culture, ethnicity, religion, philosophical or gender. In addition, it is unacceptable to promote ideology and symbolism related to totalitarian regimes in the content of the Speech, as well as to present other topics prohibited by generally applicable regulations.

6. If any part of the Presentation are legally protected elements to which the Speaker will not be entitled, the Speaker guarantees that he is entitled to use them to the extent necessary to give the Presentation and grant the Organizer the license referred to in this paragraph, without the need for the Organizer to obtain additional consents and permits.
7. The Speaker grants the Organizer a non-exclusive, territorially, quantitatively and qualitatively unlimited license covering the presentation of the Speech by the Speaker during the Event, in combination with elements freely selected by the Organizer, including the Speeches of other Speakers, image and sound, and agrees to broadcast the Speech in real time using the live streaming of the Speech via the Platform. This license is granted when the Speaker joins the presentation of the Presentation.
8. The Speaker authorizes the Organizer and entities to which the Organizer will grant further authorizations to exercise their moral rights to the Presentation, and in particular the right to the inviolability of the content and form of the Presentation and its fair use, decide on the first making available of the Presentation to the public, supervise the manner of using the Presentation and decide on the manner of marking the author of the Presentation and undertakes not to exercise these rights towards the Organizer and its authorized entities, with the proviso that the Organizer, at the request of the Speaker and as far as possible, is obliged to respect the Speaker's wish to be marked as the person presenting the Presentation.
9. In the event of submission by third parties in relation to the Organizer and / or entities acting on its behalf (hereinafter referred to as: 'Entitled entities'), claims related to the Presentation or to its individual elements, Speaker:
  - a) release the Organizer and / or Entities entitled to such claims, to the extent that it was obliged to acquire from third parties rights to legally protected elements of the Application, including proprietary copyrights, the right to exercise dependent and related rights to them and their individual elements and to obtain from them permits and authorizations referred to in the Regulations, and
  - b) shall be fully liable for any damages incurred by the Organizer and/or the Authorized Entities for making the claims referred to above against them, including, above all, but not limited to, damages related to the claim for compensation for unlawful use of the Presentation or unlawful use of its individual elements.

## § 6

### Image

1. The Organizer will broadcast the course of the Event via the Platform, and will also record it using image recording devices in the form of Photorelation - for educational, didactic, information, documentation, archiving, advertising and promotion of the Organizer, the Event itself, the implementation and settlement of the project - a research minigrant under the Strategic Program Initiative of Excellence at the Jagiellonian University at the Faculty of International and Political Studies (2024-2025) as part of the fourth edition of the Competition of the Faculty of International and Political Studies of the Jagiellonian University for the development of sustainable interdisciplinary research cooperation implemented under Action No. 3 (R2R - research cooperation) under the Strategic Program Initiative of Excellence at the Jagiellonian University.
2. The inclusion by the Participant of the online camera of the terminal device is tantamount to granting the Organizer unlimited in time, territorially, quantitatively and qualitatively consent to transmit his image in real time using the live streaming of the Event via the Platform and to record this image in the Photo Report and use it - on the principles referred to in paragraph. 3 point b) below, without the right to remuneration for the above, for the purposes referred to in sec. 1 above.
3. By declaring in the Form the willingness to personally participate in the Event, the stationary participant expresses unlimited time, territorially, quantitatively and qualitatively, consent to the use of his image, for the purposes indicated in paragraph. 1 above, without the right to remuneration on the basis of the above, in particular by:
  - a) providing its image in real time for the purpose of reporting on the Event, via the Platform, using live streaming;
  - b) consolidation of the Participant's image in the Photo Report and use of this recording, processing, reproduction by any means, using any techniques and devices and multiple dissemination of the

Participant's image recorded in the above-mentioned way without the need to approve it each time, including in particular on the website [https://europeistyka.uj.edu.pl/news/-/journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/3458728/156127526](https://europeistyka.uj.edu.pl/news/-/journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526) and on the Organizer's profile for portal Facebook: <https://www.facebook.com/EuropeanStudiesInstituteJU/>

4. The Participant who is a Speaker, confirming to the Organizer the will to give a Speech and making a participation in the Event via the Registration Form, expresses unlimited time, territorially, quantitatively and qualitatively, consent to the use of his image, for the purposes indicated in paragraph. 1 above, without the right to remuneration on the basis of the above, in particular by:
  - a) providing its image in real time for the purpose of reporting on the Event, via the Platform, using live streaming;
  - b) consolidation of the image of the Speaker in the Photo Report and the use of this fixation, processing, reproduction by all means, using all techniques and devices and multiple dissemination of the image of the Participant recorded in the above-mentioned way without the need to approve it each time, including in particular on the website [https://europeistyka.uj.edu.pl/news/-/journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/3458728/156127526](https://europeistyka.uj.edu.pl/news/-/journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526) aboutonce for profile the Organizer for portal Facebook: <https://www.facebook.com/EuropeanStudiesInstituteJU/>
5. The Participant/Speaker is aware that the Photo Report will be made available on the Internet and will be available for page [https://europeistyka.uj.edu.pl/news/-/journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/3458728/156127526](https://europeistyka.uj.edu.pl/news/-/journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526) and on the Organizer's profile at portal Facebook: <https://www.facebook.com/EuropeanStudiesInstituteJU/>and for unlimited number of people, indefinitely.
6. In connection with the use of the image, the Participant / Speaker will not exercise the right to control and each time approve the use of the image, including the right to approve in relation to the final form of the Photo Report in which it was used and the right to each time indicate him as a person shown in the Photo Report and in the relationship with the Event implemented via the Platform, and in particular to indicate his name and surname.
7. The event can be photographed in the form of a photo report only by the Organizer. It is forbidden to record and take photos by Participants during the Event without the prior consent of the Organizer.
8. The Organizer has the right to authorize other entities to use the image on the terms specified in this permit.

## § 7

### Processing of personal data

Pursuant to 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 'GDPR'), the Jagiellonian University informs that:

1. The administrator of the Participant's personal data is the Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University.
2. The Jagiellonian University has appointed a Data Protection Inspector, ul. Czapskich 4/25, 31-110 Kraków. Contact with the Inspector is possible by e-mail: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by calling 12 663 12 25 – from Monday to Friday, from 8:00 to 15:00.
3. The Participant's personal data will be processed in order to:
  - a) implementation of the agreement, the subject of which is participation in the Seminar Event entitled: "Mediation as an Inclusive and Sustainable Method of Resolving Conflicts / Mediation as an inclusive and sustainable way of resolving conflicts" organized within the framework of , as well as for the purpose of registering participation in the Event, accepting Participants' applications ready to give a Speech, i.e. on the

basis of Art. 1it. b GDPR, on the basis of an agreement concluded by accepting the Regulations. The event is organized on 11.06.2024 by the Jagiellonian University, Faculty of International and Political Studies., partly will take place stationary, partly online using the Microsoft Teams Platform.

- b) conducting photoreporting and live streaming of the Event for documentation, information, education, didactic purposes, advertising and promotion of the Organizer, as well as the Event itself, archiving - in relation to the Participants' personal data in the form of an image - on the basis of Art. 1 lit. f GDPR.
- c) ensuring the safety of the stationary part of the Event in accordance with the Regulations of video monitoring in force at the Jagiellonian University available at <https://bip.uj.edu.pl/> <https://bip.uj.edu.pl/> and the information obligation regarding image processing in video monitoring available at <https://iod.uj.edu.pl/visual> monitoring pursuant to Art. 1 lit. e GDPR – for video surveillance data.
4. Providing personal data by the Participant is necessary to conclude an agreement, participate in the Event and give a Speech. Providing personal data in the field of image is voluntary.
5. The Participant's personal data may be made available to entities authorized to receive them on the basis of generally applicable law.
6. The recipients of the Participant's personal data are entities providing IT and organizational support in the organization of the Event - including an entity providing software for registration for the Event and live streaming of the Event.
7. The Participant's personal data will not be transferred to third countries (outside the European Economic Area) or international organizations.
8. The Participant's data will be stored for the period of organizing the Event and until the final settlement and closing of the Event , as well as until the claims that may arise from the implementation of the contract referred to in sec. 3 (a), and to the extent indicated in paragraph. 3(b) above, pending the lodging of an objection. Video surveillance data can be processed for up to 3 months.
9. The Participant's personal data provided in the Registration Form will not be made available to third parties.
10. The personal data of the Participant in the form of an image may be recorded in photos from the Event used to create a Photo Report Events and processed on the site  
[https://europeistyka.uj.edu.pl/news//journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/ 3458728/156127526](https://europeistyka.uj.edu.pl/news//journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526)  
and for profile the Organizer for portal Facebook:  
<https://www.facebook.com/Institute of European StudiesUJ/>, in a way that allows access by third parties, for information, documentation, education, teaching, advertising and promotion of the Organizer, and the Event itself, as well as archiving, including for the purpose of reporting on the Event – in accordance with § 6 of the Regulations.
11. If the Participant has expressed his/her willingness to give a Speech, his/her personal data voluntarily indicated in the content Interventions will be processed for  
page  
[https://europeistyka.uj.edu.pl/news//journal\\_content/56\\_INSTANCE\\_Sg26teipLiND/ 3458728/156127526](https://europeistyka.uj.edu.pl/news//journal_content/56_INSTANCE_Sg26teipLiND/3458728/156127526),  
for profile the Organizer for portal Facebook:  
<https://www.facebook.com/European Studies InstituteJU/> and on the Information and Documentation Platform.
12. The participant has the right to: obtain information about the processing of personal data and rights under the GDPR, access to the content of your data and rectification thereof, as well as the right to delete personal data from the controller's collections (unless further processing is necessary to comply with a legal obligation or to establish, exercise or defend claims), and the right to limit processing, transfer data, object to processing - in the cases and under the conditions specified in the GDPR.
13. The Participant's personal data will not be subject to automated decision-making or profiling.
14. The Participant has the right to lodge a complaint with the President of the Office for Personal Data Protection if he considers that the processing of his personal data violates the provisions of the GDPR.

**§ 8****Final provisions**

1. These Regulations are made available to Participants on the Event Website and during the registration process for participation in the Event in the form of a link redirecting to the Regulations and enters into force on the day of its posting on the Event Website.
2. The Organizer reserves the right to cancel the Event. The Organizer will immediately announce the cancellation of the event on the Event Website. The Organizer will not be obliged to any compensation or indemnity for this or to reimburse the costs incurred in order to participate in the Event.
3. The Rules of Procedure have been drawn up in two language versions, one in Polish and the other in English. In the event of any doubts as to interpretation, the Polish version shall prevail.
4. The law applicable to the agreement to participate in the Event, concluded by accepting the Regulations, is Polish law. In matters not regulated by the Regulations, generally applicable provisions of Polish law shall apply.
5. All disputes will be subject to the jurisdiction of the Polish ordinary courts of general jurisdiction.