**Regulations of the Poland in the Heart of European History Conference, 2021 edition (July 18-29, 2021)**

**I. GENERAL PROVISIONS**

1. The Regulations define the conditions of participation in the Poland in the Heart of European History Conference, organizational principles and reimbursement.
2. The organizer of the Poland in the Heart of European History Conference is the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation based in Warsaw (02 - 676) at ul. Postępu 18, NIP 525-21-80-487, REGON 016365090, hereinafter referred to as the "Organizer". The institution organizing the conference on behalf of the Organizer is the National Education Office.
3. The following terms used in the Regulations mean:
4. PHEH - Poland in the Heart of European History conference, to be held on July 18-29, 2021 at Dom Zjazdów i Konferencji in Jabłonna, 05-110 Jabłonna, ul. Modlińska 105;
5. participant - a natural person meeting the following criteria:
6. working as a teacher, educator or having a different relationship with education,
7. holding a passport of a country other than the Republic of Poland,
8. participating in the PHEH;
9. hotel - Dom Zjazdów i Konferencji in Jabłonna, 05-110 Jabłonna, ul. Modlińska 105;
10. website - the PHEH website available at: www.pheh.pl.
11. The provisions of the regulations form an integral part of the application for participation in the PHEH and apply to all participants.
12. Sending the application to the organizer is tantamount to accepting the regulations by the participant.

6. The Organizer ensures that it will make every effort to guarantee compliance of the PHEH with the regulations.

**II. TERMS OF PARTICIPATION**

1. The participant declares their willingness to participate in the PHEH by completing and sending the registration form on the website.
2. The registration officially begins on March 1, 2021 and ends on May 14, 2021.
3. The Organizer will notify about the closing of the registration of the list of participants without undue delay on the website.
4. The participant is required to provide their correct data in the registration form. Providing incorrect participant details can prevent registration for the PHEH and reimbursement of travel expenses to the PHEH.
5. Each participant should submit a personal application for participation in the PHEH.
6. Acceptance at the PHEH is confirmed by receiving an email from the Organizer during last week of May 2021.
7. The Organizer reserves the right to cancel the PHEH at any time if the PHEH cannot be held for reasons beyond the control of the Organizer. In this case, the participants are not entitled to any damages claims against the Organizer.
8. Due to the prevention of SARS-CoV-2 virus infection and limitation of the spread of an infectious disease in humans caused by this virus, the Organizer may introduce during PHEH specific rules and procedure for organizing the conference remotely. In this case, the Organizer will provide PHEH participants with the content of lectures and educational materials on the website www.pheh.pl, and will also enable contact with persons representing him via e-mail, video calls and social media.
9. The Organizer provides a maximum pool of 40 places for participants.

**III. CONFERENCE RULES**

1. The Organizer sets the PHEH program, which is published on the website. The Organizer has the right to make changes to the PHEH program, also on the day on which the PHEH will be held, including the right to change the time and order of events. Changing the PHEH program cannot constitute grounds for bringing claims against the Organizer.
2. The participant is liable for damage caused by their actions in connection with participation in the conference.
3. The Organizer is not responsible for the property of the participants that may be lost, destroyed or stolen during the PHEH.
4. The Organizer does not agree to the professional recording of sound and image during the lectures, seminars and workshops, as well as during artists' performances, which can be provided in the PHEH program available on the Website.
5. The Organizer documents the course of PHEH on photos and films recorded during the PHEH, in particular during lectures and workshops as well as events accompanying the PHEH. The materials will be used only to promote the Organizer.

**IV. PARTICIPATION COSTS IN THE CONFERENCE**

1. The Organizer covers the costs associated with the course of the conference program, in particular: meals, teachers' fees, conference materials, admissions to places entered in the PHEH program.
2. The Organizer covers the costs of accommodation of the conference participants in multi-person rooms. Participants will be able to be accommodated in a single room only in justified cases.
3. Participants may purchase additional accommodation on the day before the PHEH. For this purpose, they must contact the Hotel directly. The Organizer does not cover the costs of such a service.
4. PHEH participants are entitled to a reimbursement of travel expenses in the amount documented by the vehicle mileage record or original tickets or invoices including the price of the means of transport ticket, up to the amount of:
5. EUR 400 for continental travel;
6. EUR 1,200 for intercontinental travel.
7. The Participant's journey to the PHEH takes place in economy class.
8. Attach the original ticket, invoice or ticket printout to the registration form.
9. Reimbursement is made by transfer of funds to the account specified in writing by the participant in the form, e-mail or other document, confirmed by their signature.
10. The document referred to in paragraph 7 should be submitted no later than 30 days from the end of the conference.
11. The reimbursement includes direct travel from the participant's country of residence to the organizing country.
12. The costs of any additional services not listed in section 1, 2 and 5 of the regulations, in particular: mini bar, telephones, laundry services, individual gastronomic and bar bills, services in the SPA part of the Hotel, extension of the hotel day and the fee for losing the key to the hotel room are covered individually by the PHEH participants on the terms in force in the hotel regulations.

**V. CANCELLATION OF PARTICIPATION IN THE CONFERENCE**

The participant's resignation from participation in the PHEH can only take place by sending an e-mail to: marek.kozubel@ipn.gov.pl with information about the cancellation of the application by June 1, 2021. The message should contain the name of the Participant.

**VI. PROTECTION OF PERSONAL DATA AND IMAGE**

1. The administrator of the Participants' personal data is the President of the IPN-KŚZpNP, based in Warsaw, address: Postępu 18 street, 02-676 Warsaw. The information clause is set out in the Annex to the Regulations.
2. For the purposes of documentation held by the Organizer after the PHEH, Participants agree to their images to be used in photos and films recorded during the PHEH, in particular during lectures and workshops as well as events accompanying the PHEH. The materials will be used only to promote the PHEH and its subsequent editions in a professional manner.
3. Participants acknowledge that the Organizer can prepare personal ID cards that will contain the following information: first and last name.

**Appendix to the regulations**

**Declaration**

⬜ I declare that I have read the Regulations of the "Poland in the Heart of European History" conference organized by the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation and I fully accept their content.\*

⬜ I declare that pursuant to Art. 81 par. 1 of the Act on Copyright and Related Rights, I agree to the free distribution of my image in electronic form in photographic material, registered in connection with the conference and sharing on websites run by the Organizer, media and official social media profiles run by the Organizer.

⬜ I declare that I consent to the processing of my personal data by the Institute of National Remembrance, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC in order to make contact in connection with conducted educational activities, including for consultation, modification of existing or creating new educational materials of the Institute of National Remembrance and enabling them to be transmitted electronically.

\* required field

**Personal data processing information clause for the “Poland in the Heart of European History” conference**

Your personal data will be processed for the following purposes:

1. application for the conference;
2. participation in the conference, including publication of the image in order to publish the conference report on the Organizer's websites, media and official profiles on the Organizer's social media accounts, if qualified for participation;
3. accommodation and reimbursement of travel expenses if participating in the conference and meeting formal requirements for the reimbursement of travel expenses.
4. making contact in connection with the conducted educational activities, including for consultation, modification of existing or creation of new educational materials of the IPN-KŚZpNP and enabling their electronic transmission, if consent is given.

Your personal data will be processed on the basis of:

1. Art. 6 par. 1 letter a (consent - in accordance with Article 81 (1) of the Act on Copyright and Related Rights) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC), hereinafter "GDPR" in the event of consent to the publication of the image and placing in the contact database;
2. Art. 6 par. 1 letter b of the GDPR if you register and participate in the conference;
3. Art. 6 par. 1 letter e of the GDPR (performing tasks in the public interest - Article 53 point 5 of the Act on the Institute of National Remembrance-KŚZpNP) in the event of participation in the conference to publish the course of the conference and its promotion.
4. Art. 6 par. 1 letter c of the GDPR (fulfillment of a legal obligation) provisions on public finances, accounting and taxes for accommodation and the reimbursement of travel expenses.

The administrator of your personal data is the President of the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation, based in Warsaw, address: ul. Postępu 18, 02-676 Warsaw. The personal data administrator will provide appropriate technological, physical, administrative and procedural data protection measures to protect and ensure the confidentiality, correctness and availability of the processed personal data, as well as to protect against unauthorized use or unauthorized access to personal data and against any breach of personal data security.

Contact details of the data protection inspector at the IPN-KŚZpNP: inspektorochronydanych@ipn.gov.pl, correspondence address: ul. Postępu 18, 02-676 Warsaw, ATTN: Data Protection Inspector.

The recipients of your personal data can be entities authorized by the Data Administrator and entities that have the right of access under separate legal provisions.

Your personal data will be stored until the expiry of the data storage obligations arising from the above-mentioned special provisions and in accordance with the deadlines set out in the substantive list of files in force at the IPN-KŚZPNP, determined pursuant to Art. 6 par. 2 of the Act of July 14, 1983 on the National Archival Resource and Archives, and until the publication on the website, media and official social media profiles kept by the Organizer is completed.

You have the right to access the content of personal data and the right to rectify, delete or limit processing, the right to object to the processing, the right to transfer data.

You have the right to withdraw your consent to the processing of your personal data at any time. The withdrawal of consent will not affect the lawfulness of the processing that was carried out on the basis of your consent before its withdrawal.

You have the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of personal data violates the provisions of the GDPR.