

RULES OF PARTICIPATION IN THE MUSEUM CONFERENCE

I. General Provisions

1. These Rules set out the terms and conditions of participation in the "Museums for Europe Summit" Conference, whose theme concerns the social role of city museums in the face of contemporary challenges.
2. The person designated for contact with Participants regarding the organisation of the Conference is Krzysztof Haczewski, email: mfes@muzeumkrakowa.pl, phone: +48 536 489 678.
3. The following terms used in these Rules shall be understood as follows:
 - **Conference:** "Museums for Europe Summit" Conference organised on 10–13 December 2025 in Kraków.
 - **Organiser:** Historical Museum of the City of Kraków, Rynek Główny 35 (Krzysztofory Palace), 31-011 Kraków, a Cultural Institution of the City of Kraków.
 - **Participant:** a natural person who has received a confirmation email from the Organiser, an individual personally invited by the Organiser, or a person with whom the Organiser has concluded an agreement for participation as a speaker.
 - **Confirmation of participation:** confirmation sent by the Organiser to the Participant via email after correct online registration and payment of the fee.
4. The official language of the Conference is English. The Organiser does not provide translation into any other language.
5. Participation in the Conference entitles the Participant to attend sessions and events included in the Conference programme and selected options marked in the registration form.
6. The number of participants is limited to 100.

II. Conditions of Participation

7. The Conference is an academic event and should not be treated by Participants as an opportunity to advertise their institutions or themselves. In particular, Participants may not display inserts, banners, stands, roll-ups, or other promotional materials unrelated to the content of their presentation.
8. Each Participant bears full responsibility for their statements and presentations during the Conference. If a Participant records any part of the Conference, such recordings may be used or distributed only in accordance with the law, and it is the Participant's responsibility to obtain any required consents or licenses from recorded persons.
9. On the opening day, the Participant will receive an identification badge containing their name, surname, and institution as provided in the registration form.

III. Organisation of the Conference

10. Participants are obliged to maintain appropriate personal conduct and refrain from any statements that might violate the dignity or personal rights of others.
11. Participants are required to observe all safety, including fire-safety, rules as well as any organisational or technical instructions from the Organiser.

12. The Organiser reserves the right to make changes to the Conference programme at any stage. The current programme will be available at <https://muzeumkrakowa.pl/kalendarium/museums-for-europe-summit>.
13. The Organiser is not liable for changes in the Conference schedule, including delays relative to the original programme.
14. The Organiser bears no responsibility for random events or factors beyond its control that may affect the Conference's course or nature.
15. The Organiser does not guarantee the attendance of persons listed in the programme as invited guests or other persons who have confirmed their presence.
16. The Organiser reserves the right to remove or deny entry to any Participant who fails to comply with these Rules or whose behaviour endangers the safety of others or the Organiser's property.

IV. Registration and Fees

17. Registration is made by completing the interactive form available at <https://forms.gle/VDEPJLLwtE8itk648>.
18. Each Participant must register individually; group registrations are not allowed.
19. Registration is open until **23 November 2025 (inclusive)**.
20. The registration form must be completed accurately and include:
 - name and surname,
 - email address for correspondence,
 - if the invoice is to be issued to a private person: home address,
 - if the invoice is to be issued to an institution: institution name, address, VAT ID (if applicable),
 - bank name, account number, and SWIFT/IBAN if applicable.
21. The Participant must ensure the form is correctly and truthfully completed. Only a properly completed form with all required consents is considered a valid registration.
22. The Organiser is not responsible for damages resulting from incorrect or false information provided by the Participant.
23. **Registration fee per Participant:**
 - 450 PLN if registration is completed by 2nd November 2025 (inclusive)
 - 550 PLN if registration is completed between 3–23 November 2025 (inclusive)
24. The fee must be paid within 7 days from submission of the registration form, in PLN, to the following account: Historical Museum of the City of Kraków, account number **95 1020 2892 0000 5102 0591 0361**, SWIFT/BIC: **BPKOPLPW**. Payment is considered made upon booking of funds in the Organiser's account.
25. The Organiser does not cover any bank fees or commissions related to the transfer. The Participant must ensure the payment covers all transaction costs.
26. If the received amount does not fully cover the registration fee, the Participant must pay the difference no later than **1 December 2025**.

27. After full payment is posted, within 7 days the Organiser will send the Participant a confirmation of participation and an invoice to the email address provided in the registration form. The Participant consents to receiving the invoice electronically.
28. If the Participant fails to pay the fee as required, their registration is considered cancelled.
29. Exemption from the conference fee may only occur on the basis of individual arrangements with the Organiser.

V. Conference Cancellation, Withdrawal, or Absence

30. The Organiser reserves the right to cancel the Conference at any time without giving reasons. Notice of cancellation will appear on the website and be sent by email to registered Participants.
31. In case of cancellation, the Organiser will refund the full registration fee within 14 working days from the cancellation date, to the account from which payment was received, unless the Participant indicates otherwise by email.
32. A Participant who received a confirmation may withdraw by sending an email to mfes@muzeumkrakowa.pl.
33. If the withdrawal is made by **30 November 2025 (inclusive)**, the Organiser will refund the full fee under the same rules.
34. If the withdrawal is made between **1-9 December 2025 (inclusive)**, the Organiser will refund **80%** of the fee.
35. Failure to withdraw formally combined with non-attendance does not entitle the Participant to any refund.

VI. Recording and Use of Image

36. Participation in the Conference implies consent for the Organiser to make recordings and take photographs including Participants.
37. The Participant consents to the use and dissemination of their image and/or voice recorded by the Organiser for statutory purposes, especially educational, reporting, and promotional purposes related to the Conference.
38. This consent is unlimited in time or territory and covers all forms of publication, including printed materials, press releases, posters, television spots, and online media.

VII. Personal Data Protection

39. The data controller is the Historical Museum of the City of Kraków, Rynek Główny 35, 31-011 Kraków.
40. Participants' personal data are processed in connection with the organisation of the "Museums for Europe Summit" Conference in compliance with Regulation (EU) 2016/679 (GDPR).
41. Detailed information on data processing principles, purposes, legal grounds, data recipients, retention periods, and data subjects' rights is provided in the GDPR Information Clause (Annex 1 to these Rules).

42. The GDPR Information Clause is also available online at <https://muzeumkrakowa.pl/kalendarium/museums-for-europe-summit>.
43. Registration constitutes acknowledgment and acceptance of the GDPR Information Clause.

VIII. Final Provisions

44. Submission of registration indicates that the Participant has read and accepts these Rules.
45. Matters not regulated herein shall be governed by Polish law.
46. Any amendment to these Rules requires a written form to be valid.
47. If any provision of these Rules becomes invalid, the remaining provisions shall remain in force.

Attachment #1

Privacy Notice concerning the processing of personal data of Conference Participants

1. The Controller of personal data is the Historical Museum of the City of Kraków, with its registered office at Rynek Główny 35, 31-011 Kraków, Poland, e-mail: sekretariat@muzeumkrakowa.pl, tel. +48 12 426 50 60.
2. The Controller has appointed a Data Protection Officer, who can be contacted in all matters concerning the processing of personal data: e-mail: iod@muzeumkrakowa.pl
3. The Controller processes the following categories of personal data of Conference Participants and persons submitting registrations:
- identification data: first name, last name, academic title (if provided), name of institution, position,
 - contact data: e-mail address, telephone number (if provided), home address or institutional address,
 - billing data: tax identification number (NIP), invoicing address, bank account number,
 - data related to conference participation: submitted presentation, participation preferences, organisational information,
 - image and/or voice recorded in photographs or video footage during the Conference.
4. Personal data are processed for the following purposes and on the following legal bases:

Purpose of processing	Legal basis under the GDPR
Registration, organisation and handling of participation in the Conference, including communication with participants, sending confirmations and organisational materials	Art. 6(1)(b) GDPR – performance of a contract

Issuing invoices, processing payments, keeping financial documentation	Art. 6(1)(c) GDPR – legal obligation (Accounting Act)
Archiving Conference documentation in accordance with public archive regulations	Art. 6(1)(c) GDPR
Documenting, promoting and reporting the statutory activities of the Museum, including the publication of participants' images in promotional materials, reports, social media and the Museum's website	Art. 6(1)(e) GDPR – task carried out in the public interest, or Art. 6(1)(a) GDPR – consent (where required)
Establishment, exercise or defence of legal claims	Art. 6(1)(f) GDPR – legitimate interest of the Controller

5. Personal data may be shared with:

- authorised employees and collaborators of the Controller involved in organising the Conference,
- entities processing data on behalf of the Controller under data-processing agreements,
- financial institutions (banks) for payment processing,
- public authorities entitled to obtain data under applicable law,
- in the case of image data – the general public through the publication of photos and recordings in the media, on the internet or in promotional materials.

If the registration is submitted by another person, the transfer of data takes place in accordance with Article 14 GDPR – the data subject will be informed of the processing no later than at the first contact with the Controller.

6. Data may be transferred outside the European Economic Area (EEA) only if the participant or their institution is located outside the EEA.

7. Data retention period

- Registration and billing data: for the duration of the Conference and for five years after the end of the financial year (in accordance with accounting regulations).
- Image data (photos, recordings): for an indefinite period for archival, documentation and promotional purposes related to the Museum's statutory activities.
- Data processed on the basis of consent: until the consent is withdrawn.
- Data related to claims: until the expiry of applicable limitation periods.

8. Rights of data subjects Individuals whose data are processed have the right to:

- access their personal data,
- rectify (corrections of) their data,
- erase their data ("right to be forgotten"),
- restrict processing,
- data portability,
- object to processing,
- withdraw consent at any time – without affecting the lawfulness of processing based on

consent before its withdrawal,

- lodge a complaint with the President of the Polish Data Protection Office (UODO).

9. Providing personal data is voluntary but necessary to participate in the Conference. Failure to provide the required data may prevent registration and participation.

10. Participants' personal data will not be used for automated decision-making or profiling within the meaning of Article 22 GDPR.

11. This Privacy Notice constitutes Annex No. 1 to the Conference Participation Rules and is also available on the Museum's website: <https://muzeumkrakowa.pl/rodo>