

## **Rules of Participation in the Conference New Trends in Project Management 2017 for authors**

### **§1 General regulations**

1. These regulations bind conference speakers called Authors, and Organizer.
2. The organizer and the entity responsible for event is PMI Gdańsk Branch, a subsidiary of PMI Poland Chapter located in Warsaw (02-672), 47/10 Domaniewska Street, NIP: 525-227-89-73.
3. The conference will be held on 24-25th April 2016 in Hotel Mercure Gdańsk Stare Miasto (80-890), ul. Jana Heweliusza 22.
4. The goals of the conference:
  - a. Enabling the exchange of knowledge and good practices in project management in Poland and in the world.
  - b. Financial support for children in the project English SUMMER/WINTER Camp.
5. The conference is financed by funds collected from participation in the conference.
6. The conference will be conducted in English.

### **§2 Rights and obligations of the Authors**

1. The participation of the Authors at the conference is free of charge.
2. The Authors could be accommodated in Hotel Mercure Gdańsk Stare Miasto, interested guests can receive a discount on accommodation
3. The travel costs will be reimbursed after the acceptance of the Organizer:
  - a. Non-citizens (beyond 3City) – refund max 600 PLN
  - b. Outside Poland – refund max 200 EURO
4. Estimated travel costs must be sent to the following address [ntpm@pmi.org.pl](mailto:ntpm@pmi.org.pl) no later than 17th of April 2017.
5. Initial interests in the conference must be sent the following address: [ntpm@pmi.org.pl](mailto:ntpm@pmi.org.pl). By sending the interest, the sender agrees to receive the full conference participation offer.
6. Abstracts must be submitted by 11st of February 2017.
7. The abstracts must be maximum 150 words and should be submitted as pdf or word files including the title, authors, their affiliations and addresses.
8. Authors are required to independent assessment of the severity of his speech. The evaluation should have a three-stage scale where 1 means little advanced degree and 3 means a very advanced stage.
9. Notification of acceptance, based on Program Council's decision, will be send to Authors by 15th of February 2017.
10. Those Authors that haven't been selected can participate in the conference with 100 PLN discount.
11. Picture of the Author with short biography (in English) must be send by end of February 2017. The final presentation and equipment requirements must be submitted by 17th of April 2017 on following address: [ntpm@pmi.org.pl](mailto:ntpm@pmi.org.pl).
12. The language of abstracts, presentation, biography is English.

13. The presentation should be no longer than 45 minutes.
14. Statements of the Authors can not violate the dignity of others.
15. In case of total cancellation of the participation the Authors must inform the Organizer as soon as possible, which will allow to admit the place to the other Author.
16. The conference can be recorded, pictures can be taken and presented later on the project website. Those who do not wish to publicize their images and recordings are asked to report this fact during or immediately after the conference to the Organizer.
17. By signing the attendance list during conference, the Author agrees to the processing of personal data in accordance with the Act of 29 August 1997 on the protection of personal data. (Dz. U z 2002r. Nr. 101, poz.926).
18. The Authors are entitled to receive conference materials and refreshments.

### §3 Rights and obligations of the Organizer

1. The Organizer provides equipment necessary to carry out a presentation in the form of a multimedia projector, a laptop and audio equipment.
2. The Organizer is obligated to notify Authors of any changes no later than 3 days prior the conference date, if this is not possible, immediately after the change. The Organizer determines the order of the Authors, which will be published in the program of the conference.
3. The Organizer sets the persons leading the conference that give voice according to the conference program. In special cases the Organizer have a right to make a change in the order, grant the right to vote on formal matters, to determine the order of speaking in the debate, pick up a voice the conference participant or the Author when the order of the conference and its program is violated.