

## **Regulations for Participants of IFIP WCC 2018**

### **§ 1. General provisions**

1. The 24th IFIP World Computer Congress hereinafter referred to in the Regulations as the Congress, shall be held on July 17-21, 2018 in Poznań at Poznań University of Technology, ul. Piotrowo 2, 60-965 Poznań.
2. Congress Programme Organizer, responsible for the congress programme, is Poznań University of Technology, based in Poznań, pl. Marii Skłodowskiej-Curie 5, 60-965 Poznań, NIP (Tax Identification Number) 777-00-03-699.
3. Congress Technical Organizer, responsible for the registration and service for conference participants, is Międzynarodowe Targi Poznańskie, based in Poznań, ul. Głogowska 14, 60-734 Poznań, KRS (National Court Register Number) 0000202703, REGON (National Business Registry Number) 004870933, NIP (Tax Identification Number) 777-00-00-488.
4. Congress participants may be researchers, academics, students and other persons professionally associated with the topic of the Congress, as well as the representatives of entities operating in the sectors related to the topic of the Congress.
5. As part of the Congress, research, teaching and educational sessions will be held, together with an exhibition of entities operating in the sectors related to the topic of the Congress.
6. The official website of the Congress is available at: <http://wcc2018.put.poznan.pl/>.

### **§ 2. Participation in the Congress**

1. The conditions for the participation in the Congress are as follows:
  - a) in order to attend the research, teaching and educational sessions of the Congress – one needs to fill in the application form online, which is available on the Congress website, along with making the appropriate payment no later than on September 16, 2018; after that date, the registration form, along with the payment, shall be possible to submit during the Congress, in person at the Congress reception desk made available by the Technical Organizer at Poznań University of Technology;
  - b) in order to include a presentation in the Congress agenda and Congress materials, one needs to register the participation online, using the form available on the Congress website along with making the appropriate payment no later than on July 14, 2018, and approve the summary.
  - c) in order to attend the exhibition – one needs to send a scan of a completed and signed exhibition package order form to [wcc2018@congress.pl](mailto:wcc2018@congress.pl), which is available on the Congress website, along with making the appropriate payment no later than August 30, 2018; after that date, if the registration of the Conference participants is still in progress considering the maximum number of participants, the registration of participation, along with the payment, shall be possible to be made during the Congress, in person at the Congress reception desk made available by the Technical Organizer at Poznań University of Technology.
2. The payment of the fees associated with the participation in the Congress, on September 13, 2018, shall be made by bank transfer to the bank account of the Congress Technical Organizer:  
  
Bank: PKO BP  
Account number (EUR): PL90 1020 4027 0000 1702 1435 9899, SWIFT: BPKOPLPW.  
  
The payment of applicable fees after September 13, 2018, shall be possible at the reception of the Congress held by the Technical Organizer at Poznań University of Technology on September 17-21, 2018.
3. The fees for participation in the Congress are set out in § 3 of the Regulations.
4. The receipt of payment shall be confirmed by the Technical Organizer through a VAT invoice

in accordance with applicable regulations.

5. The lack of the payment of the Congress participation fee until September 13, 2018, authorizes the Congress Technical Organizer to cancel the Participant's registration.

6. The acceptance of the registration form by the Congress Technical Organizer, subject to the receipt of applicable fees, shall be confirmed online. By sending the confirmation, the Congress Technical Organizer concludes an agreement with the Congress participant.

7. By registering the participation, the Participant accepts these Regulations.

8. The cost of travel and accommodation shall be covered by the Congress Participant.

9. Congress participants are recommended to insure the movable property brought to the site of the Congress for the duration of the Congress. This applies, in particular, to Congress participants presenting hardware and other exhibits at the exhibition, scientific publishing companies, etc.

### § 3. Payment for participation in the Congress

1. The payment should be made together with submitting participation application forms, as the payment of fees is a precondition of acceptance the Congress participation application.

2. Standard fees for participation in the Congress:

TYPE OF PARTICIPANT	EARLY BIRD/NORMAL	DAILY PASS [EUR]	FULL PASS [EUR]
IFIP Member	Early bird	150	550
IFIP Member	Normal	180	640
Non-IFIP Member	Early bird	165	595
Non-IFIP Member	Normal	200	700
Student	Early bird	75	325
Student	Normal	180	640
Author/Presenter	Early bird	150	550
Author/Presenter	Normal	180	640

Gross price includes VAT.

**Early bird** registration: until 14 Jul, 2018

**Normal** registration: from 15 Jul, 2018

**On-site 1 day pass** costs 225 EUR for all types of participants (not applicable for authors/presenters).

**On-site full pass** costs 1000 EUR for all types of participants (not applicable for authors/presenters).

#### Type of participant

a) **IFIP Member**: a member of IFIP member societies, a member of IFIP groups (GA, TA, TCs, WGs, DCs, IP3, InterYIT), a Honorary Member.

b) **Non-IFIP Member**: everyone not qualifying for (a), (c), or (d).

c) **Student**: a full time bachelor, master, or PhD student (a postgraduate or part-time student does NOT qualify).

- A student who is an author and presenter of an accepted paper has to register as Author/Presenter.
- A student who is a co-author of an accepted paper but is not a presenter, can register as Student.

d) **Author/Presenter:** all authors of accepted papers included in proceedings are eligible for the IFIP Member rate. At least one author of an accepted paper **MUST** register before the deadline of the early bird rate.

- Authors who are presenting an accepted proceedings paper have to register at least for all days of the event they are presenting in.
- All presenters (without an accepted proceedings paper) are eligible for the IFIP Member rate.
- An author having N papers included in proceedings has to pay N Author/Presenter registration fees, i.e., **one registration fee per paper**.

e) **Daily pass** includes access to all sessions on that day, coffee breaks, and lunch. Social events and conference proceedings are **excluded**.

f) **Full pass** includes access to all sessions, coffee breaks, lunches, social events, one volume of proceedings.

### 3. Payment for the exhibition participation package:

	EXHIBITOR	BRONZE	SILVER	GOLD	PLATINIUM	DIAMOND
<b>NET COSTS (PLN)</b>	<b>5 000</b>	<b>7 000</b>	<b>11 000</b>	<b>18 000</b>	<b>25 000</b>	<b>64 000</b>
Displaying of sponsor's promotional material				2 rooms up to 160 pax*	3 rooms up to 160 pax*	Main lecture hall**
Exhibition space ***	4 m2	6 m2	10 m2	10 m2	15 m2	20 m2
Logo on the badge lanyards					√	√
Delegate registration	1	2	3	3	3	4
GALA DINNER (invitation)	1	2	2	3	3	4
Programme advert		0,5 str.	1 str.	1 str.	1 str.	2 str.
Logo in programme	√	√	√	√	√	√
Logo on the website	√	√	√	√	√	√
Delegate bag insert (1 pc)	√	√	√	√	√	√
Research or technical presentation (1 slot: 25 min)				1	2	2
Sponsor's promotional film****						1 min

Net prices do not include the value added tax (VAT). Settlements with foreign customers are performed in EUR in accordance with an average euro exchange rate quoted by the National Bank of Poland on 01 June 2018, i.e. 4,3146.

\* sponsors' roll ups or other promotional materials

\*\* sponsor's logo at congress graphics displayed in the Main lecture hall

\*\*\* incl.: tables and chairs

\*\*\*\* sponsor's promotional movie – max 1 min: to be published: during opening sessions, on the congress and IFIP websites, YouTube, on digital signage on the congress venue between 10.10.2018 and 03.11.2018

4. The fee for participation in the Congress referred to in Item 2 and Item 3 includes the cost of liability insurance and accident insurance at the site of the Congress for the duration of the Congress.

#### **§ 4. Additional fees**

1. The prices for participation in the Congress social events for Congress Participants who have not paid the full pass registration fee or want to buy additional invitations:

- Welcome Reception: **EUR 20 / person**,
- Congress Dinner (grill): **EUR 30 / person**.

#### **§ 5. Cancellation of participation in the Congress**

1. Replacing an already registered participant with another participant is always possible, provided that the name of a new participant is known to the organizers not later than by Sep 14th, 2018.
2. Canceling a registration until Jun 30th, 2018 - 65% of the registration fee is returned (due to paid VAT, bank transfer fees, operational charges).
3. Canceling a registration until Jul 31st, 2018 - 45% of the registration fee is returned.
4. Canceling a registration until Aug 31st, 2018 - 20% of the registration fee is returned.
5. Canceling a registration after Aug 31st, 2018 - no registration fee is returned.

#### **§ 6. Complaints**

1. Any claims of Congress Participants against the Organizer shall be submitted in writing by registered letter with acknowledgement of receipt, to the correspondence address of the Technical Organizer: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań.

2. The complaints of Congress Participants shall be made in writing, not later than within 14 days after the end of the Congress. After the deadline the complaints shall not be considered.

#### **§ 7. Final provisions**

1. If the Congress does not take place for reasons attributable solely to the Programme and/or Technical Organizer, the Technical Organizer shall immediately reimburse the fees paid by the Participants to the indicated bank accounts.

2. If the Congress does not take place for reasons beyond the control of the Congress Programme Organizer and Congress Technical Organizer, due to the so-called "force majeure" (e.g. flood, hurricane, snowstorm, etc.), the Participant shall not be entitled to a reimbursement of any fees associated with participation in the Congress.

3. The organizers shall not be responsible for the items left or lost by the Participants at the location of the Congress.

4. The administrator of personal data is Międzynarodowe Targi Poznańskie with its registered office in Poznań, ul. Głogowska 14. Personal data will be processed for purposes related to participation at the congress IFIP WCC 2018, until cancellation of given consent by the Participant. Complaints and objections regarding the processing of personal data should be reported electronically to the following e-mail address: [iod@mtp.pl](mailto:iod@mtp.pl) (Data Protection Officer). If necessary, the data may be made available only to entities cooperating with the Administrator in order to provide services rendered or fulfill any

legal obligations. You have the right to access your data and request their rectification, deletion or limitation of processing, expressing objection to processing, withdrawal of consent or filing a complaint to the supervisory authority and the right to transfer personal data. We assure you that we strive to provide physical, technical and organizational protection of personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorized disclosure, use or access in accordance with all applicable laws.

**5.** In matters not covered by the Regulations the provisions of Polish law shall apply, in particular the Civil Code.

**6.** For the settlement of any disputes with foreign Congress participants the law applicable to the interpretation of the Regulations is the Polish law.

**7.** Any disputes that may arise between the Congress participant and Congress Programme Organizer and/or Congress Technical Organizer shall be settled by the court competent for the seat of a given Organizer.

**8.** These Regulations shall enter into force on the day of their posting on the website <http://wcc2018.put.poznan.pl/>.

**9.** The Organizer has the right to change the Regulations. The changes shall be published at <http://wcc2018.put.poznan.pl/>.

*As on: 01.06.2018*