

**Rules of Procedure of the „THREE SEAS ONE OPPORTUNITY”**  
**International Conference**

The provisions contained in these Rules of Procedure apply to all participants of the Conference, qualified by the Organizers through their accepted applications. Confirmation of participation in the Conference is tantamount to acceptance of these Rules of Procedure, which are available on the Conference website, [www.3s1o.org](http://www.3s1o.org). At the same time, the Organizers reserve the right to change the contents of the Rules of Procedure or their attachments, in the case of, inter alia, the need to adapt the provisions of the Rules of Procedure to the current legal status. In this case, the validity of the updated Rules of Procedure will commence on the date of their publication on the Conference website.

**§1 General Information**

1. These Rules of Procedure define the rights and obligations of the participants (further referred to as Participants) of the "Three Seas One Opportunity" International Conference, further referred to as the Conference, which will be held in a stationary form on May 16 and 17, 2023, at the Bellotto Hotel, ul. Senatorska 13/15, 00-075 Warszawa;
2. The Organizer of the Conference is The Opportunity Institute for Foreign Affairs Foundation, Rynek 10/2, 45 – 015 Opole, further referred to as the Organizer.
3. Układ Sił monthly magazine is the main media partner of the Conference.
4. The Organizer reserves the right to make changes to the date and program of the Conference.
5. The official languages of the Conference will be Polish and English. The Organizer will make every effort to provide simultaneous translation in Polish and English for speeches during the main panels.
6. The official website of the Conference can be found at [www.3s1o.org](http://www.3s1o.org).

## **§2 Rules of Participation**

1. The Conference is addressed mainly to academics, experts, researchers, Ph.D. students, and students from the Three Seas Initiative countries, as well as other countries interested in the broadly understood security of Central and Eastern Europe.
2. Participants of the Conference are persons who take an active part in the Conference or listeners.
3. There are two forms of active participation in the Conference:
  - a. Speaker - a person invited by the Organizer to participate in a discussion panel or Working Group, who also has the opportunity to participate in panel debates and "YOUNG EXPERTS DAY 2023" as well as the Working Group, or;
  - b. Young Expert – a participant invited by the Organizer to participate in the "YOUNG EXPERTS DAY 2023", further referred to as "YED 2023", under YED Rules, which constitute Appendix 1 to these Rules of Procedure;
4. Each of the speakers who expressed their willingness to present a paper/deliver a lecture/ presentation is obliged to send all the materials for presentation during the Conference and information about the form of the lecture/presentation as well as the possible need to use multimedia during the speech by April 30, 2023.
5. Participation in the Conference as a listener is conditional on:
  - a. submitting a proper and factually correct application for participation by completing the application form available on the Conference website no later than April 21, 2023;
  - b. acceptance by the Organizer of the submitted application by April 25, 2023, of which the applicant will be informed by e-mail;
6. The Organizer has the right to extend the deadline for submitting application forms, which he undertakes to inform on the Conference website.
7. The Organizer reserves the right to refuse to grant consent to participate in the event or withdraw consent already granted without giving a reason.

8. The Organizer shall not be responsible for the consequences of entering incorrect data into the form by persons registering their participation in the Conference.
9. Applying for participation in the Conference and accepting the Organizer's invitation is tantamount to accepting the provisions of these Rules of Procedure and the Participant's submission of the declarations contained therein.
10. Participation in the Conference is free of charge, unless the Rules of Procedure or Rules of YED provide otherwise.
11. The Organizer shall not cover the Participants' costs of taking part in the Conference. In exceptional cases, the Organizer may allow the reimbursement of travel and accommodation costs.
12. In the event of a change in the date or program of the Conference, the Organizers shall not be responsible for the reimbursement of costs related to the intention to participate in the Conference.

### **§3 Contents of Speeches and Presentations**

1. Speakers and Young Experts bear full responsibility for the content of the speeches, as well as their substantive value and form of presentation. In addition, they are obliged to ensure that any statements and presentations made by them during the conference do not violate the law or the rights or interests of third parties.
2. By joining the Conference, the Speakers and the Young Expert declare that they are entitled to and have at their disposal the contents and data contained in the materials presented by them at the Conference and during registration.
3. To promote the Conference, the Speakers and Young Experts undertake to provide the Conference Organizer with their speech and materials sent during registration and prepared for participation in the Conference.
4. The Speakers and Young Experts give permission to the Organizer to use, at his discretion, a part or all of the materials made available for the purposes indicated in sec. 3.
5. The promotional purposes of the Conference include, among other things: posting information on the Conference website, on the Conference profiles on

social media, and in promotional and Conference materials in the media, on the websites of the Conference partners, and also after the end of the Conference.

6. The Speakers and Young Experts give permission to the Organizer or Conference Partners to make audio-video recordings of their presentations on electronic media and then publish these recordings on the website of the Conference, Conference Organizer, and Conference Partners.
7. The materials referred to in this paragraph shall be provided by the Participants and Young Experts to the Organizer free of charge.

#### **§4 Sharing the Image and Personal Data**

1. The Organizer informs that the Conference discussions will be recorded on electronic media in the audio-video mode.
2. In accordance with Art. 13 sec. 1 and sec. 2 of the Regulation of the European Parliament and of the Council (EC) 2016/679 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 GDPR, we hereby inform you that the Organizer is the Administrator of the personal data of the Conference participants.
3. Personal data of participants of the "THREE SEAS ONE OPPORTUNITY" Conference are processed by the Organizer for its organization, as well as for other purposes resulting from the provisions of these regulations, in particular for promotional purposes.
4. The legal basis for the processing of personal data is:
  - a) the consent given by the participant;
  - b) the necessity of data processing to perform the contract regarding participation in the conference (Article 6(1)(b) of the GDPR);
5. Participant's data may be transferred to third parties - transport companies or conducting hotel activities, to transport the participant and book accommodation for the duration of the Conference. In addition, the names of the Conference participants and the names of the co-authors of presentations

may be made public in the Conference materials and the Conference program posted on the event website and in promotional materials.

6. We store such data as name and surname, organizational unit, address of residence, correspondence address, job position, telephone number, and e-mail address.
7. Personal data may be stored for a period of 10 years from the date of conclusion of the conference.
8. The processing of personal data, in particular saving, viewing, sharing and deleting recordings and photos from the conference, is carried out under Art. 6 (1)(c) GDPR.
9. Authorized employees of the Organizer are the recipients of your personal data.
10. Personal data of Conference participants shall not be transferred to third countries.
11. Each Participant has the right:
  - a) access his/her personal data and receive its copy;
  - b) rectify (correct) his/her personal data;
  - c) restrict the processing of his/her personal data;
  - d) a deletion of his/her personal data;
  - e) lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).
12. Your personal data shall not be processed in an automated manner, including through profiling.
13. By registering for the Conference, each Participant agrees to the processing of his/her personal data, i.e., name and surname, organizational unit, address of residence, address for correspondence, official position, phone number, and e-mail address.

## **§5 Liability of the Parties**

1. The Organizer shall not be responsible for items brought by the Participants to the Conference area.

2. Participants and Young Experts are obliged to present conduct in a manner that does not threaten the safety of other people, in particular to comply with safety rules, including health and safety regulations, fire protection, COVID-19, as well as instructions, including those organizational and technical of the Organizer's representative, bearing the full liability, including liability for damages, for violation of the provisions and principles as above.
3. The Organizer shall not be liable for any damage caused by the conduct of Participants and Young Experts during the Conference in a manner inconsistent with the law or the Rules of Procedure.
4. The Organizer shall not be liable for damages caused by the Participants and Young Experts during the Conference. Participants and Young Experts bear full legal and financial responsibility for damages caused by their actions or omissions.

## **§6 Final Provisions**

5. YED Rules are an integral part of these Rules of Procedure, as Appendix 2.
6. The sample of the GDPR information clause is an integral part of these Rules of Procedure, as Appendix 3.
7. These Rules of Procedure are available on the Conference website.
8. These Rules of Procedure come into force on the day of their publication on the Conference website.
9. These Rules of Procedure may be subject to change. Information about the change of the Rules of Procedure shall be posted on the Conference website in the Updates tab.
10. The court in Opole is the competent court for settling disputes.