

RULES AND REGULATIONS

1. GENERAL PROVISIONS

- 1.1. **4thInternational Student Conference of Conservation and Restoration of Works of Art**, 6-8th November 2016 in Cracow, hereinafter referred to as the **Conference**, is organised by the **Committee of the Students of the Faculty of Conservation and Restoration of Works of Art of the Jan Matejko Academy of Fine Arts in Cracow**, hereinafter referred to as the **Conference Organising Committee**, with patronage of **Faculty of Conservation and Restoration of Works of Art, Academy of Fine Arts in Cracow**, hereinafter referred to as the **WkiRDS of AFA in Cracow**.
- 1.2. The Conference Organizing Committee has been appointed by the Students' Scientific Society of Faculty of Conservation and Restoration of Works of Art, Academy of Fine Arts in Cracow, represented by: Katarzyna Feć-Sfora - President of the Student Committee, Paulina Węgrzyn - VP of the Student Committee, Maria Zajac - Student Committee member, Karol Lis - representative of the Student Council, Paulina Krupa - President of the Doctoral Student Committee, Monika Rościszewska - VP of the Doctoral Student Committee, Wiktoria Lasek and Oliwia Małuch - graphic design.
- 1.3. The Organizer has appointed the Substantive Committee, which includes 4 independent researchers from WkiRDS of AFA in Cracow: Aleksandra Hola, PhD - Art Conservator (painting), assistant professor; Anna Mikołajska - physicist, PhD Paweł Pencakowski, PhD - Art Historian, AFA professor; Janusz Sarkowicz, PhD - Art Conservator (sculpture). The Conference Organizing Committee and the Substantive Committee shall represent **the Qualification Committee**.
- 1.4. The Conference will be held on 6-8th November 2019, in the Main Conference Hall of Academy of Fine Arts, Matejko Square 13 in Cracow.
- 1.5. Sending the completed **application in electronic form by 30.06.2019** (according to the form available on: <https://wk.asp.krakow.pl/conference-call/>) hereinafter referred to as the **conference website**) via e-mail: conference.wkirds@gmail.com (hereinafter referred to as the **conference e-mail address**) and sending a **full paper/poster by 30.10.2016**, shall be deemed as equivalent to sending a **declaration of participation in the Conference**.
- 1.6. **No charges shall be collected for participation** in the Conference.
- 1.7. The Organizer **does not cover the accommodation, travel and alimentation costs** of the **Participants**.

2. RULES of PARTICIPATION:

- 2.1. Participants of the Conference are mainly Bachelor, Master and Ph.D students of conservation-restoration and related studies, people associated professionally with themes of conservation and restoration of works of art and the representatives of sponsors, however, **the event is open to the public and a free access to the Conference to all people interested in the topic is ensured**.

- 2.2. **Only Bachelor, Master and Ph.D students of conservation-restoration and other areas of study related to the conservation science**, whose works oscillate round conservation and restoration of works of art, **may be the authors of the papers and the posters.**
- 2.3. **Authors shall have student status** when applying for the Conference or/and when attending the Conference. **Graduated authors may apply for the Conference** as well, but the Substantive Committee reserves the right to put a priority on papers and posters submitted by authors with student status.
- 2.4. Presented papers and posters shall relate to activities carried out in the framework of study, a diploma, research projects etc., involving organisations or individuals.
- 2.5. Active participants – papers/poster authors and passive participants who shall be present in the conference room during the conference are the **Participants** of the Conference.
- 2.6. Each speaker and poster author shall receive a **Certificate of Attendance**. Passive participants may receive the Certificate on request (via conference e-mail address up to 7 days after the Conference, or after the Conference but only in electronic version).
- 2.7. **The speaker** is a person who:
 - a. has sent a completed electronic version of **the application form** in English by **30.06.2019** via the conference e-mail address.
 - b. has been **qualified** for the conference by the Qualification Committee. The speakers shall be notified about this by e-mail by **30.07.2019**.
 - c. has **sent the full paper** for publication till **30.10.2019**.
 - d. shall **pronounce** his/her paper/presentation in thematic sessions during the Conference.
- 2.8. **The poster author** is a person who:
 - a. has sent a completed electronic version of **the application form** in English by **30.06.2019** via the conference e-mail address.
 - b. has been **qualified** for the conference by the Qualification Committee. The author shall be notified about this by e-mail by **30.07.2019**.
 - c. has **sent an electronic version of the poster** for publication till **30.10.2019**.
 - d. shall **present the poster** during the poster sessions.
- 2.9. The conference materials (abstracts of papers with authors' pictures, full papers and full posters) will be published on the website (www.wk.asp.krakow.pl) after the Conference.
- 2.10. **Passive participants do not have to register for the Conference**, however they are obligated to sign in on the list at the registration desk during the Conference.

3. QUALIFICATION RULES

- 3.1. Authors shall submit the application form until 30.06.2019, according to the form available on conference website.
- 3.2. Papers and posters are qualified for participation in the Conference based on the submitted abstracts by the Qualification Committee.

- 3.3. The Qualification Committee shall assay the substantial value of the papers and posters. Originality, innovativeness, technical merit, good argumentation and logical organization of the content are the main criteria for abstracts evaluation. Interdisciplinarity between the fields of conservation, science, history of art etc. is an additional, non-mandatory criteria.
- 3.4. After getting acquainted with the abstracts, the Committee shall qualify papers for the appropriate thematic session.
- 3.5. The decision of the Committee about the rejection of a paper or poster is final and shall not be subject to appeal.
- 3.6. Authors shall be notified about the decision of the Committee by e-mail until 30.07.2019.
- 3.7. Authors qualified for the Conference are obliged to send the full papers/posters for publication by e-mail until 30.10.2019.
- 3.8. Papers and posters shall refer to the title and content of the submitted abstract. They shall be edited according to the guidelines available on conference website. Papers and posters shall be in English and translated to a professional standard.
- 3.9. Authors shall present the paper/poster in English in public during the Conference.
- 3.10. The abuse of copyright both by the Organizer and the Participant (plagiarism) is regulated by the Penal Code.

4. GENERAL RULES of PRESENTATION

- 4.1. Papers and posters qualified for the Conference shall be presented in public.
- 4.2. Authors present papers and posters in thematic sessions which are adapted to the appropriate number of submissions. After each session there will be time to answer questions from the audience.
- 4.3. The presentations shall be held according to the schedule, established by the Organizing Committee. The schedule shall be communicated to the interested persons at least 3 days before the Conference.
- 4.4. Herewith the Organizing Committee reserves itself the right to change the schedule.
- 4.5. Participants shall be kept informed about all changes in the schedule.

5. RULES of PAPER PRESENTATION

- 5.1. Authors of the papers are obliged to prepare a multimedia presentation in English.
- 5.2. The number of allowed co-authors of one paper is 5 persons, however one paper may be presented by max. 2 persons.
- 5.3. Each paper shall have a research supervisor who cares for its substantial level. 3 research supervisors of the paper are allowed.
- 5.4. The presentation time cannot exceed 15 min, after this time the presentation will be stopped.
- 5.5. A multimedia projector shall be at the speakers' disposal.
- 5.6. The presentations should be saved in Power Point software (in the following formats: .ppt or .pptx).
- 5.7. The Organizer shall not be liable for the incompatibility of the software.

- 5.8. The presentations shall be e-mail to the Organizer by 3.11.2019. The name of the file should be described by the name of the speaker. The speakers shall have their own PPT presentation on a USB flesh drive.
- 5.9. After the Conference files with presentations shall be deleted from organizer's computer.

6. RULES of POSTER PRESENTATION

- 6.1. Authors shall print posters by themselves and deliver them to the Organiser before the conference or on the first day of the conference, during the morning registration.
- 6.2. Posters shall be presented to the audience in two poster sessions during the first two days of the Conference.
- 6.3. During posters session authors shall stay close to their posters and be available to answer questions.
- 6.4. The Conference Committee reserves the right to choose a form of the poster session (the authors may be asked to present in short their posters in public).
- 6.5. Posters shall be removed immediately after the last poster session and returned to the authors.
- 6.6. A digital version of the poster for publication shall be emailed to the Organizer by 30.10.2019. The name of the file should be described by the name of the author.

7. FINAL PROVISIONS

- 7.1. The interpretation of the Rules, settlement of the disputes, as well as issues not covered in the above mentioned regulations is the exclusive right of the Organizing Committee.
- 7.2. According to the Act of personal data protection as of 29 August, 1997, (Journal of Law No 133 as of 29 October, 1997, div. 833.) the Organizer of the Conference shall not transfer, sell or lend collected personal data of the Participants to other persons or institutions. The personal data provided by the Participant (name, address, phone No, e-mail address) are confidential and they shall be used exclusively for the purpose of communication between the Participant and the Organizers of the Conference.
- 7.3. Submission of the paper for the Conference implies acceptance of these rules and expression of consent for personal data processing by the Conference Organizing Committee.

INFORMATION CLAUSE (RODO)

INFORMATION CLAUSE FOR PARTICIPANTS OF 4thInternational Student Conference of Conservation and Restoration of Works of Art - ART. 13 RODO *

The administrator of your personal data is the Conservation and Restoration of Works of Art Students' Scientific Society,
27-29 Lea Street, 30-052 Cracow,
e-mail address: conference.wkirds@gmail.com.

The administrator informs that:

1. Personal data will be processed in order to register, participate, carry out the abovementioned conferences, as well as to provide post-conference materials, issue certificates and for billing, statistical and archival purposes.
2. The legal basis for the processing of personal data is your consent (Article 6 (1) (a) and the RODO) and the need to comply with the legal obligation on the administrator (Article 6 (1) (c) of the RODO).
3. Personal data will be kept for the period necessary to implement the above-mentioned goals (resulting from separate regulations).
4. Recipients of the data may be entities authorized by law and entities, with which the administrator will conclude relevant agreements in the scope of external services that involve the processing of personal data.
5. You have the right to access your personal data and to receive a copy, rectify, delete or limit processing.
6. You have the right to withdraw your consent to the processing of your personal data at any time; the withdrawal of consent does not affect the lawfulness of the processing of data based on that basis that occurred before its withdrawal; consent can be withdrawn by writing to the abovementioned e-mail address or on the above postal address.
7. Providing personal data is voluntary, but necessary for registration and participation in the above conference.
8. If you have any questions regarding the processing of personal data, you may contact with the President of the Office for Personal Data Protection for Foreigners, by writing to the following e-mail address: iod@udsc.gov.pl.

*** Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals in connection with the processing of personal data and on the free flow of such data and the repeal of Directive 95/46 / EC (general regulation on data protection) (Dz. Urz. UE L 119 z 04.05.2016, p. 1, as amended).**