

## CONFERENCE PARTICIPATION REGULATIONS

VIVA DYDAKTYKA

21–22 May 2026

University of Gdańsk

5th Conference on Higher Education Didactics

From Transmission to Dialogue. Didactics in Relationship.

### §1. GENERAL PROVISIONS

1. The provisions of these Regulations apply to all participants of the Conference. The Regulations define the conditions of participation and organizational rules of the VIVA DYDAKTYKA – 5th Conference on Higher Education Didactics: From Transmission to Dialogue. Didactics in Relationship, organized by the Center for Didactic Excellence and Tutoring of the University of Gdańsk, located in Sopot, ul. Armii Krajowej 110, 81-824. The Conference is co-organized in cooperation with the Foundation for Students and Alumni of the University of Gdańsk, ul. Polanki 63, Room 29, 80-309 Gdańsk.
2. The Conference will take place on 21–22 May 2026 at the University of Gdańsk, in the Didactic and Conference Center in Sopot, ul. Piaskowa 9.
3. The provisions of these Regulations constitute an integral part of the conference participation application and are binding for all participants.
4. Submitting the application by completing the Registration Form is equivalent to accepting the Regulations.
5. The Privacy Policy – defines the method of data processing. The Privacy Policy constitutes Appendix No. 1 to these Regulations.

### §2. DEFINITIONS

For the purposes of these Regulations, the following definitions are specified:

1. **Regulations** – this document containing a set of rules and conditions for participation in the Conference, available on the website: <https://cddit.ug.edu.pl/viva/en/>
2. **Organizer** – the University of Gdańsk, located at ul. Jana Bałyńskiego 8, 80-309 Gdańsk, and the Center for Didactic Excellence and Tutoring of the University of Gdańsk, located at ul. Armii Krajowej 110, 81-824 Sopot.
3. **Co-organizer** – the Foundation for Students and Alumni of the University of Gdańsk, ul. Polanki 63, Room 29, 80-309 Gdańsk, NIP: 584-269-06-08, REGON: 220905765, KRS: 0000340073.
4. **Conference** – the event organized by the Organizer and Co-organizer under the name: VIVA DYDAKTYKA – 5th Conference on Higher Education Didactics: From Transmission to Dialogue. Didactics in Relationship, held at the Didactic and Conference Center in Sopot, ul. Piaskowa 9.
5. **Registration** – the act of notifying the Organizer of a Participant's intention to attend the Conference by completing the Registration Form.
6. **Registration Form** – the form available on the website: <https://cddit.ug.edu.pl/viva/en/>, through which Registration is carried out.
7. **Registration Confirmation** – the message sent by the Organizer to the email address provided by the Participant during the Registration process, confirming the Registration.
8. **Participant** – an adult natural person with legal capacity, indicated in the Registration Form.

### §3. DATE AND VENUE OF THE CONFERENCE

1. The Conference will take place on 21–22 May 2026, between 8:30 AM and 8:00 PM, in an in-person format at the Didactic and Conference Center in Sopot, ul. Piaskowa 9.
2. If, due to circumstances beyond the Organizer's control, it becomes impossible or significantly difficult to hold the Conference in person at the designated venue and time, the Organizer reserves the right to cancel, reschedule, or change the location of the Conference, after informing the Participants in advance.

#### §4. CONDITIONS OF PARTICIPATION

1. The conditions for participating in the Conference are as follows:
  - a. Completing the Participant's registration via the registration form available on the Conference website: <https://cddit.ug.edu.pl/viva/en/>
  - b. Accepting the provisions of these Regulations
  - c. Paying the conference participation fee (not applicable to individuals exempt from the conference fee)
2. The number of places available for in-person participation in the Conference is limited. Once the limit is reached, further registration will not be possible.
3. Each participant must submit their own individual application to attend the Conference.

#### §5. PAYMENTS

1. The Conference is a paid event for Participants.
2. Conditions of participation and fees:
  - a) 600.00 PLN (in words: six hundred zlotys) – if the payment is made by 31 March 2026
  - b) 650.00 PLN (in words: six hundred fifty zlotys) – standard fee if paid by 30 April 2026
  - c) Exempt from the conference fee are:
    - individuals conducting workshops during the Conference
    - participants/beneficiaries of the project *Transformations of Competences at the University: Peer-Tutoring as a Key Element of Student Development Support*, funded under the NAWA Strategic Partnerships program (hereinafter: Peer-Edu)
  - d) A 50% discount applies to individuals who regularly collaborate with the Conference Organizer
3. The fee includes: participation in the Conference and workshops, conference package (bag, pen, notebook, badge), electronic certificate of participation (issued upon request sent via email to: [cddit@ug.edu.pl](mailto:cddit@ug.edu.pl)), poster printing, refreshments, coffee breaks, and lunch.
4. Additional information is provided by the persons listed on the Conference website.
5. Accommodation and travel costs are covered by the Participant (except for participants/beneficiaries of the Peer-Edu project).
6. The Organizer reserves the right to invite selected Participants to attend the Conference free of charge.
7. Conference fees should be paid after completing the registration (submitting the registration form) to the account of the Foundation for Students and Alumni of the University of Gdańsk, (80-309 Gdańsk, 63 Polanki Street, Room 29, Polish Tax Identification Number: 584-269-06-08):  
30 2340 0009 0230 2500 0000 0020

In the transfer title, please write: "VIVA 2026 + FIRST NAME LAST NAME"

8. If a Participant wishes to receive an invoice, they must provide full invoice details in the registration form:
  - a. Invoice for an institution: full name of the institution, address (city, street, number, postal code), NIP (tax ID)
  - b. Invoice for a private individual: first name, last name, address (city, street, number, postal code)

If a conference participant (the payer) wishes to receive an invoice exempt from VAT, it is necessary to complete the declaration – Annex No. 2 to the regulations (or available for download on the conference website) and send it to: [krzysztof.dmochowski@ug.edu.pl](mailto:krzysztof.dmochowski@ug.edu.pl)

**NOTE: Once the payment is made and registered, the invoice will be sent to the Participant's email address (within 5 days of payment registration). Please enter invoice details carefully in the registration form – it is not possible to change the invoice data after payment has been made.**

9. For matters related to payments or invoices, please contact: [krzysztof.dmochowski@ug.edu.pl](mailto:krzysztof.dmochowski@ug.edu.pl)



## §6. PARTICIPANTS' OBLIGATIONS

1. The Participant is required to provide accurate information in the registration form. Providing incorrect data may prevent participation in Conference activities or hinder financial processing.
2. The Participant is obliged to read and accept the Regulations.

## §7. WITHDRAWAL

1. Until the conference fee is paid, in accordance with the deadlines specified on the Conference website and in the Regulations, the Participant may withdraw from participation without consequences by sending a withdrawal notice to the following email address: [cddit@ug.edu.pl](mailto:cddit@ug.edu.pl) – no later than 30 April 2026.
2. In the case of withdrawal by a Participant who has already paid the conference fee, the Organizer reserves the right to deduct conference service costs from the paid fee. These costs are calculated individually depending on the date of withdrawal.
3. If the withdrawal occurs less than two weeks before the Conference date, the full conference fee will be charged and is non-refundable.
4. The withdrawal notice must be sent to the Organizer's email address provided on the Conference website ([cddit@ug.edu.pl](mailto:cddit@ug.edu.pl)).

## §8. COMPLAINTS

1. All complaints from Conference Participants directed to the Organizer must be submitted in writing via email or to the Organizer's registered address. The complaint should include: the complainant's full name, correspondence address, email address and/or phone number, subject of the complaint, date of the event, and a description of the circumstances forming the basis of the complaint.
2. A Conference Participant may submit a complaint no later than 3 days after the conclusion of the Conference.
3. Complaints submitted after the above deadline will not be considered.
4. The Organizer will review the complaint within 14 business days from the date of its submission and will respond to the complainant in the same form in which the complaint was submitted.

## §9. LIABILITY

1. The Organizer declares that due diligence is exercised in selecting speakers for the Conference to ensure the highest possible substantive quality.
2. The Organizer does not bear responsibility for the content of presentations delivered by speakers or other Conference Participants, nor for any consequences resulting from the application of advice or opinions expressed by speakers or Participants.
3. The Organizer is also not liable for any circumstances that prevent or hinder participation in the Conference, which are not caused by the Organizer's actions or omissions.
4. If the Conference does not take place due to reasons solely attributable to the Organizer, the Organizer will promptly inform the Participant.
5. The Organizer reserves the right to make changes to the Conference program, change speakers, or cancel the Conference in the event of unforeseen circumstances beyond the Organizer's control. In the case of cancellation, registered Participants will be notified, and any participation fees paid will be refunded via bank transfer.

## §10. RULES FOR THE USE OF IMAGE, VOICE, AND STATEMENTS

1. The Organizer declares, and the Participant agrees, that the Conference will be recorded in the form of audiovisual material and/or photographs, and such recordings may be used for the Organizer's documentation, informational, or promotional purposes, including in particular through:
  - a. publication on the Organizer's websites
  - b. publication via social media channels (Meta "Facebook", YouTube)

2. The Participant authorizes the Organizer to use their image and voice, as well as any statements made during panel discussions, for the purposes specified in point 1 above, and hereby grants a non-exclusive and royalty-free consent, without time or territorial limitations, for their use by the Organizer and any entities authorized by the Organizer, within the scope of use defined above.

#### **§11. FINAL PROVISIONS**

1. The Organizer reserves the right to make changes to the Conference program, including changes to the schedule of presentations, speakers, or the venue, as well as to change the format of the Conference from in-person/hybrid to an online event, reschedule the dates, or cancel the Conference.
2. The Organizer will promptly publish a notice on the Conference website if the number of registrations exceeds organizational capacity. In such a case, the Organizer reserves the right to suspend further registrations.
3. The Participant submits a presentation proposal to a selected thematic section; however, the Organizer reserves the right to assign the presentation to a different thematic section than the one declared by the Participant.
4. The Organizer reserves the right to reject a submitted presentation, particularly if its topic does not align with the Conference theme or if the extended abstract does not meet the expected academic standards.
5. The Organizer will make every effort to publish the detailed Conference program on the event website two weeks before the Conference.
6. The Participant acknowledges that they may receive email notifications about future editions of the Conference, if such events are organized.
7. In the event of a change in the Conference format to online, fees paid for in-person participation will be refunded only in the amount corresponding to the difference between the in-person and online participation fees.
8. In the event of a change in the Conference date, participation fees are non-refundable. However, if the Conference is canceled, all paid fees will be refunded.
9. These Regulations are effective from the moment they are published on the Organizer's website.
10. The Organizer reserves the right to amend the Regulations at any time, with the stipulation that changes take effect upon public announcement. The version of the Regulations valid on the date of the Participant's registration is binding.

## Appendix No. 1 to the Regulations – Privacy Policy

In accordance with the General Data Protection Regulation (GDPR) of 27 April 2016, hereinafter referred to as GDPR, we inform you that:

1. The **joint controllers** of your personal data are:
  - University of Gdańsk, located at ul. Jana Bażyńskiego 8, 80-309 Gdańsk
  - Foundation for Students and Alumni of the University of Gdańsk, ul. Polanki 63, Room 29, 80-309 Gdańsk
2. All matters related to the processing of personal data and the exercise of data subject rights in connection with the Conference should be directed to the **Data Protection Officer** appointed by the University of Gdańsk, who can be contacted by phone at (58) 523 31 30 or via email: [iod@ug.edu.pl](mailto:iod@ug.edu.pl)
3. Your personal data will be processed for the following purposes:
  - a. to carry out the Conference, including verification of compliance with the requirements described in these Regulations
  - b. to fulfill legal obligations imposed on the Organizer
  - c. to pursue other legitimate interests of the controller, such as establishing, exercising, or defending legal claims, and for statistical purposes
4. The legal basis for processing your personal data is:
  - a. Article 6(1)(a) of the GDPR – consent of the data subject
  - b. Article 6(1)(b) of the GDPR – processing necessary for the performance of a contract or to take steps prior to entering into a contract
  - c. Article 6(1)(c) of the GDPR – processing necessary for compliance with a legal obligation
  - d. Article 6(1)(f) of the GDPR – processing necessary for the purposes of legitimate interests pursued by the controller
5. Your personal data will be stored for the period necessary to achieve the purposes specified in point 3, as well as to fulfill archiving obligations arising from legal regulations. Additionally, the Controller reserves the right to retain your personal data for the period necessary to establish, exercise, or defend legal claims, but no longer than the limitation period.
6. Recipients of your personal data may include entities authorized to access data under applicable laws, as well as entities cooperating with the Data Controller, in particular IT service providers and online payment system providers, based on concluded agreements and in accordance with applicable data protection laws.
7. Providing your personal data is **voluntary**, but **necessary** and **required** for participation in the Conference.
8. You have the right to access your data and to rectify, correct, delete, restrict processing, transfer data, and withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
9. You have the right to lodge a complaint with the **President of the Personal Data Protection Office** if you believe that the processing of your personal data violates the provisions of the GDPR of 27 April 2016.
10. Your data will **not be subject to profiling or automated processing**, and will **not be transferred to third countries** (outside the EEA).

## Appendix No. 2 to the Regulations

### DECLARATION

Concerning exemption from VAT for the acquisition of vocational training or retraining services, financed entirely or partially (at least 70%) from public funds.

.....  
name of institution

Hereby declares that the conference "Viva Dydaktyka",  
organized by the Foundation for Students and Graduates of the University of Gdańsk, 63 Polanki Street, Room 29, 80-306 Gdańsk, Tax Identification Number (NIP): 5842690628,  
is of a vocational training nature and serves to improve professional qualifications, and is financed from public funds:

- a) **In its entirety**<sup>1</sup>, in accordance with Article 43(1)(29)(c) of the Act of 11 March 2004 on Value Added Tax (consolidated text: Journal of Laws of 2016, item 710, as amended)
- b) **At least 70%**<sup>1</sup>, in accordance with § 3(1)(14) of the Regulation of the Minister of Finance of 20 December 2013 (consolidated text: Journal of Laws of 2015, item 736, as amended)

.....  
place and date

.....  
signature / stamp of authorized person

<sup>1</sup> Please mark the appropriate option