



Conference Regulations – Symposium HYDRONAV2023

§1 General provisions

1. This document provides Regulations of the International Conference Symposium Hydronav 2023, which will be held in the period and at the place designated by the Organizer.

2. The below terms used in these Regulations have the following meaning:

a. Organizer: Polski Rejestr Statków S.A. (Polish Register of Shipping)

b. The Organizational Committee: the employees of Polski Rejestr Statków S.A. and invited persons from the Faculty of Mechanical Engineering and Ship Technology of Gdańsk University of Technology ;

c. Conference: INTERNATIONAL SYMPOSIUM ON HYDRODYNAMICS IN SHIP DESIGN, SAFETY, MANOEUVRING AND OPERATION Hydronav2023;

d. Participant: a subject, a natural or legal person, in particular a student, a PhD student, a researcher, a representative of Company which, depending on the kind of participation in Conference, has fulfilled the below conditions:

- active – the participant complies with all conditions referred to in §2, item 2 and has the right to deliver a notified presentation in the oral form;

- passive – the participant complies with all conditions referred to in §2, item 3 and has no right to deliver a presentation,

e. Conference website: www.prs.pl/Hydronav2023;

f. Conference mailing address: Hydronav2023@prs.pl ;

g. Extended Abstracts Book (ebook): a pdf document containing extended abstracts submitted by active participants, which are Conference materials available at Conference website.

3. The Organizer reserves itself the right to introduce changes in the Conference programme and is obliged to publish current information on the Conference website.

4. Within the framework of the Conference, oral presentations are to be provided.

5. The English language is an official language of the Conference.

6. The Conference is interdisciplinary, however, the Organizer has the right to divide submitted presentations into thematic panels after registration completion.

7. The Scientific Committee convened by the Organizer, associating persons of various universities and industry representative, is the body supervising the substantive content of the Conference.

8. The provisions of these Regulations are an integral part of notification of the participation in



the Conference, and submission of an application form to the Organizer is equivalent to acceptance of these Regulations and is binding on both Parties.

9. Any dates contained in these Regulations are obligatory and are treated as deadlines, unless the Organizer provides otherwise.

§2 Notification of participation

1. The Conference is mainly addressed to students, PhD students, researchers and Companies representatives.

2. The condition of an active participation in the Conference is:

- a. completion, until the date defined by the Organizer, of the *Form of abstract submission* available at Conference website;
- b. Organizer's acceptance for the received notification within 7 working days from the date of the Form receipt;
- c. completion, until the date defined by the Organizer, of the registration form available at the Conference website;
- d. payment of a conference fee until the date defined by the Organizer.

3. The condition of a passive participation in the Conference is:

- a. submission, by an e-mail, until the date defined by the Organizer, a completed registration form available at the Conference website;
- b. Organizer's acceptance for the received notification within 7 working days from the date of the Participation Form receipt;
- c. payment of a conference fee until the date defined by the Organizer.

4. The Organizer has the right to postpone the deadline for participation notification. Any decision in this respect will be placed on the website and/or on the Organizer's social networking site.

5. The Participant is obliged to complete registration forms correctly and consistently with the facts.

6. The Organizer is not responsible for damages resulting from entering in the registration form incorrect data by the persons registering participation in the Conference.

7. The Participant may be a co-author of many conference presentations, however, each notified presentation must be presented by at least one co-author, in order to have the possibility of receiving a certificate confirming active participation in the Conference.

8. The certificate confirming active participation in the Conference will be granted to a maximum of two persons, which deliver the notified presentation in the form of a poster and a maximum of two persons which deliver the notified presentation in the oral form.



§3 Conference fee

1. The conference fee is for participation :
 - 250 EUR (or 1080 PLN);
 - 110 EUR (or 480 PLN)* for students/PhD candidates submitting conference's extended abstract;
 - 160 EUR (or 690 PLN) 3rd day - only workshop participation.
2. The conference fee covers the costs of:
 - a. participation in the meetings (active or passive);
 - b. conference materials, available online on the Conference website;
 - c. coffee breaks;
 - d. dinners.
3. The Participant covers the accommodation and travel costs on its own.
4. The Conference fee shall be paid until the day defined by the Organizer. If no payment has been remitted or the payment has been delayed beyond the defined date, the Organizer has the right to delete the Participant from the list of Conference participants.
5. Until the day of registration completion, the Participant has the right to resign free of charge from the participation in the conference. After the date of registration completion, the Participant is obliged to remit the conference fee even in the case of resignation from the Conference or deletion from the list of participants.
6. The Organizer issues a VAT invoice for the participation in the Conference. The data for the invoice shall be in accordance with the data of the subject remitting payment for the Conference, and they shall be submitted to the Organizer by means of the registration form available at the Conference website, until the end day of fee receipt.
7. The data for bank transfer are given on the Conference website. At the request, the Organizer sends a pro-forma invoice to e-mail address indicated by the Participant on the registration form.
8. If the payment has not been transferred, the Organizer does not place the presentation abstract in the Extended Abstracts Book (e-book), even if the abstract has been submitted in due term.
9. After Conference completion, the Organizer has the right not to publish the abstract in the Extended Abstracts Book if the Book has been already sent for printing.

§4 Meetings

1. The place of meetings determined by the Organizer will be announced on the Conference website.
2. The time for an oral presentation and discussion amounts to 20-25 minutes, in accordance with the Schedule placed on the Conference website.



3. Discussions start directly after presentation.
4. In extraordinary cases, the block moderator may slightly shorten or extend the time of presentation.
5. The Participants are obliged to send a copy of their presentations (in the format defined by the Organizer) to the computer in conference room, at the latest before the start of the block of their presentation.
6. The Participant is fully responsible for any materials and comments presented during the Conference.
7. Each of Participants shall receive a certificate confirming delivering oral presentation or passive participation.
8. If the certificate has not been taken during the Conference, its personal receipt in the Organizer premises is possible after previous agreement of the receipt date by the Participant.
9. The Conference Participant is fully responsible for the damage to property in the Conference premises.

§5 Conference abstract

1. In the case of notification of an active participation, the Participant sends a notification of own presentation abstract until the date defined by the Organizer, by means of the form available on the Conference website or by an e-mail to the Conference e-mail address.
2. After positive acceptance of the abstract by the Conference Scientific Committee, the active Participant is obliged to send the so called extended abstract by an e-mail to the Conference e-mail address, until the date defined by the Organizer.
3. Active participation in the Conference is possible only upon acceptance, by the Participant representing all the authors, of the printout of the extended abstract in the Extended Abstracts Book.
3. After exceeding the deadline, the Organizer has the right not to publish the received abstract in the Abstracts Book.
4. The Participant is fully responsible for the contents of the abstract.
5. If the substantive value of the abstract is low or glaring errors have been found therein, the Organizer may reject the submitted abstract.

§6 Final provisions

1. Sending notification of the participation in the Conference is equivalent to acceptance of these Regulations and expressing consent to processing personal data by the Organizer, to the principles resulting from generally applicable legal regulations, with particular consideration of



the act on personal data protection of 29 August 1997 (Journal of Laws, No. 133, item 833, as further amended) and to receiving information on events and projects realized by the Organizer.

2. Any personal data are kept by the Organizer during the service and afterwards, within the scope necessary for settlement of transactions and pursuing claims by due to payments for participation in the Conference. The Organizer shall take any adequate protection means consistent with common principles of protection of information confidentiality.

3. Sending of notification of participation in the Conference is equivalent to expressing consent to the use of Participant image on the Conference website, in accordance with art. 81 item 1 of the act of 4 February 1994 on author's law and relative laws (Journal of Laws 2006, No. 90, item 631, as further amended). Expressing the consent means that photographs, movies or recordings made during meetings, festivities, excursions and other collective meetings may be placed on the Conference website and used in promotion materials and publications in media. The Participant waives any claims (existing or future), including those concerning remuneration, to the Organizers, by virtue of using own image/voice/comment for the needs defined in the statement.

4. The Organizer reserves itself the right to cancel or postpone the Conference in the case circumstances have existed beyond his control.

5. These Regulations become effective on the day of their publication on the Conference website.

6. The Organizer has the right to change the Regulations provisions. The changes become effective at their publication on the Conference website.

7. The Organizer is responsible for resolving disputes and those questions not covered by these Regulations.

