

RULES AND REGULATIONS OF THE CONFERENCE “WOOD – SCIENCE – ECONOMY. SUSTAINABLE SOLUTIONS AND DIGITALIZATION IN FOREST-WOOD SECTOR” 2025

§ 1. DEFINITIONS

Whenever the following terms appear in these Rules and Regulations, they shall be understood as follows:

- 1) **Organisers** – Łukasiewicz Research Network – Poznań Institute of Technology, E. Estkowskiego 6, 61-755 Poznań, registered under KRS no. 0000850093 – 8th Commercial Division of the National Court Register, District Court Poznań – Nowe Miasto and Wilda in Poznań, REGON: 386566426, NIP: 7831822694, acting on the basis of the Act on Łukasiewicz Research Network of 21 February 2019 (Journal of Laws from 2020, item 2098) and Poznań University of Life Sciences, Wojska Polskiego 28, 60-637 Poznań, NIP: 777 00 04 960, REGON: 000001844
- 2) **Conference** – international scientific conference “Wood – Science – Economy. Sustainable Solutions And Digitalization in Forest-Wood Sector”;
- 3) **Applicant** – a natural person, legal person or organisational unit directing a Participant to take part in the Conference, charged with the cost of their participation in the Conference;
- 4) **Participant** – an adult natural person participating in the Conference;
- 5) **Parties** – jointly the Organisers and the Applicant;
- 6) **Agreement** – concluded between the Parties, the subject of which is the Participant’s partaking in the Conference;
- 7) **Consumer** – an applicant who is a natural person entering into an agreement with the Organisers for participation in the Conference not directly related to that person’s economic or professional activity. A natural person concluding an agreement directly related to their business activity is also considered a consumer in the light of the Regulations, when the content of that agreement indicates that it does not have a professional character for that person, resulting in particular from the subject of their business activity, made available on the basis of the provisions of the Central Register and Information on Business Activity;
- 8) **Rules and Regulations** – the rules of procedure of the international scientific conference “Wood – Science – Economy. Sustainable Solutions And Digitalization in Forest-Wood Sector”;
- 9) **Working days** – days from Monday to Friday, excluding public holidays;

§ 2. GENERAL PROVISIONS

1. The organisers of the Conference are the Łukasiewicz Research Network – Poznań Institute of Technology and the University of Life Sciences in Poznań.
2. The Conference will be held from 3rd to 5th December 2025 in Poznań.
3. The Organisers can be contacted by:
 - 1) postal address: Łukasiewicz Research Network – Poznań Institute of Technology, E. Estkowskiego 6, 61-755 Poznań (with annotation “Conference_WSE_2025”);
 - 2) e-mail address: wse_2025@pit.lukasiewicz.gov.pl
4. Rules and Regulations set out the principles for participation in the Conference and contain the provisions on the basis of which the Agreement is executed.
5. Participation in the Conference is conditional on payment of the Conference fee and acceptance of the provisions of the Rules and Regulations during the registration process.
6. Organisers may enable Participants and Applicants to take part in the Conference on an individually agreed basis.
7. In the implementation of the Conference, Organisers shall be supported by external entities.
8. In order to complete the registration process for the Conference, it is required to use MS Windows or Mac OS software.

§ 3. CONCLUSION OF THE AGREEMENT AT A DISTANCE

1. Correct completion and sending of the registration form available at www.wood-science-economy.pl by the Participant is tantamount to the consent of the Applicant and the Participant to all obligations arising from these Rules and Regulations. The moment of concluding the agreement (hereinafter referred to as the “Agreement”) is the receipt by the Participant of the registration confirmation e-mail referred to in paragraph 8. The Agreement is concluded for the duration of the Organisers’ provision of all services referred to in the Rules and Regulations.
2. As part of the Agreement, the Organisers shall ensure paid participation of Participants in the Conference.
3. A prerequisite for concluding the Agreement (sending the application form) is the acceptance of the provisions of the Rules and Regulations.
4. Conclusion of the Agreement is binding, thus it is an obligation of the Applicant to pay for participation in the Conference.
5. Termination of the Agreement for reasons attributable to the Participant or the Applicant shall not give rise to a refund of the fees paid, subject to regulations on consumer rights.

6. The application form referred to in paragraph 1 shall be completed by the Participant on behalf of the Applicant. By completing and sending the application form, the Participant declares that he/she has the appropriate authorisation to act for and on behalf of the Applicant, in particular to conclude the Agreement and incur obligations in connection therewith.

7. If the Rules and Regulations impose certain obligations on the Participant, the Applicant is also obliged to fulfil those obligations. Participant's declarations referred to in the Rules and Regulations shall also apply to the Applicant.

8. After registration, the Participant will receive an e-mail from the address: wse_2025@pit.lukasiewicz.gov.pl with confirmation of registration and information that an invoice will be issued upon payment, which will be received in a separate e-mail. The invoice will be sent by the 15th of the month following the month of payment from the Organisers' email address: wse_2025@pit.lukasiewicz.gov.pl.

9. Organisers shall not be liable for any disruptions, including interruptions, in the functioning of the www.wood-science-economy.pl website caused by force majeure, unauthorised actions of third parties or the incompatibility of the Website with the IT infrastructure of the Participant or the Applicant.

10. Organisers reserve the right to interrupt the functioning of and access to the website www.wood-science-economy.pl for the time caused by the need to upgrade, repair and maintain the website.

11. Participant and Applicant are prohibited from providing unlawful content.

12. Organisers shall not be liable for the blocking by mail server administrators of the transmission of messages to the e-mail address indicated by the Participant in the entry form and for the deletion or blocking of electronic messages by software installed on the electronic equipment used by the Participant or the Applicant.

§ 4. TERMS OF PARTICIPATION IN THE CONFERENCE

1. The entity obliged to pay the Participant's participation fee in the Conference is the Applicant.

2. Organisers enable Participants to participate in the Conference under the options:

1) "All days of the Conference", including the field trip (3-5 December 2025). The option "All days of the Conference" is considered to be the selection of the option "First and third day of the Conference" together with the indication of participation in the 2nd day of the Conference (field trip);

2) "First and third day of the Conference", without the field trip (3 and 5 December 2025);

3. Under the option “All days of the Conference” the Participant is entitled to:

- 1) participation during thematic sessions on the 1st and 3rd days of the Conference;
- 2) participation during poster session on the 3rd day of the Conference;
- 3) participation in the field trip on the 2nd day of the Conference;
- 4) catering during coffee and lunch breaks and during the field trip;
- 5) participation in the gala dinner on 1st day of the Conference;
- 6) access to conference materials.

4. The option “First and third day of the Conference” entitles the Participant to:

- 1) participation during thematic sessions on the 1st and 3rd days of the Conference;
- 2) participation during poster session on the 3rd day of the Conference;
- 3) catering during coffee breaks and lunch breaks;
- 4) participation in the gala dinner on the 1st day of the Conference;
- 5) access to conference materials.

5. List of prices for participation in the Conference is given in Appendix 1 to the Regulations.

6. Payment for participation in the Conference can be made only by bank transfer.

7. Making the payment for participation in the Conference by bank transfer shall take place on the basis of the pro forma invoice received, but no later than:

- 30th August 2025 – in the case of the promotional fee,
- 30th September 2025 – in the case of the regular fee.

The moment of payment is the moment of crediting the Organisers’ bank account. Payment shall be made to the following account:

Łukasiewicz Research Network – Poznań Institute of Technology

Ewarysta Estkowskiego 6, 61-755 Poznań

SANTANDER BANK POLSKA S.A. II O/POZNAŃ PL62 1090 1346 0000 0000 3400 0304

with the annotation “WSE 2025” and the name(s) of the participant(s).

8. Organisers shall have the right to refuse the Applicant or the Participant designated by Applicant to participate in the Conference in the case of non-payment of the Conference fee.

9. Participant agrees that invoices, duplicate invoices and correction invoices may be sent electronically to the e-mail address provided by the Participant in the registration form. In the event that the e-mail address referred to in the preceding sentence changes, Participant is obliged to notify the Organisers of this in writing.

10. Participant agrees to send invoices, duplicate invoices and correction invoices in paper form when technical or formal obstacles prevent them from being sent electronically.

§ 5. CHANGES IN THE ORGANISATION OF THE CONFERENCE

1. Organisers reserve the right to change the programme of the Conference, i.e. the speakers, topics and times of lectures, as well as the date of the Conference, if, despite the Organisers' due diligence, the original programme of the Conference or its date proves to be impossible or significantly hindered, e.g. due to the speaker's illness or other events beyond the Organisers' control. The Organisers also reserve the right to change the format of the Conference to a conference conducted remotely if this is justified by the circumstances. In the event referred to in the first and second sentence, neither the Applicant nor the Participant shall have any claims against the Organisers.

2. In the event that the Organisers cancel the Conference for reasons attributable solely to them, the Applicant shall only have a claim against the Organisers for a refund of the Conference participation fee paid by the Applicant in a nominal amount.

3. Without prejudice to paragraphs 1 and 2, Organisers may change the date of the Conference, terminate the Conference or cancel the Conference at any time due to the occurrence of circumstances which constitute force majeure, i.e. events which are unpredictable at the time of concluding the agreement and which are beyond the control of the Parties and are impossible to overcome by the Parties, in particular: natural disasters, wars, mobilisations, legal acts of authorities or public administration bodies rendering the performance of the agreement impossible, as well as for interruption in the supply of electricity or Internet connection.

4. In the event of circumstances referred to in clause 3, neither the Applicant nor the Participant shall be entitled to any claims against the Organisers, with the exception of a claim for reimbursement of the Conference participation fee paid by the Applicant in a nominal amount.

5. In the event of withdrawal from the agreement by the Organisers, the Organisers shall refund the fee paid for participation in the Conference to the bank account from which

the fee was paid to the Organisers, within 30 working days from the date of submission of the statement of withdrawal, taking into account the provisions on consumer rights.

§ 6. COMPLAINT PROVISIONS

1. Organisers undertake to perform the Agreement with due diligence in accordance with the rules set out in the Rules and Regulations.
2. Organisers shall be liable to the Participant and the Applicant for non-performance or improper performance of the Agreement.
3. Participant or Applicant may submit complaints to the Organisers about non-performance or improper performance of the Agreement.
4. Complaints shall be submitted via e-mail to: wse_2025@pit.lukasiewicz.gov.pl.
5. In the content of the complaint, the Participant or the Applicant should specify the reason for its submission.
6. Organisers undertake to consider the complaint within 14 working days from the date of receipt of the complaint and inform the Participant or the Applicant about it via e-mail.
7. Organisers shall not be responsible for the Participant's or Applicant's anticipated effect or purpose of the Agreement.
8. The provisions of the seller's liability under the warranty regulated by the provisions of the Civil Code of 23 April 1964 (Journal of Laws from 20 April 1964, item 1740, as amended) shall not apply to the complaint.
9. Organisers agree that disputes with the Applicants-Consumers may be resolved out of court. Detailed information on the possibility for the Applicant-Consumer to use out-of-court ways of handling complaints and pursuing claims and the rules of access to these procedures are available on the website of the Office of Competition and Consumer Protection at:
https://uokik.gov.pl/pozasadowe_rozwiazywanie_sporow_konsumenckich.php.

§ 7. PROVISIONS CONCERNING APPLICANTS-CONSUMERS

1. Pursuant to the provisions of the Act of 30 May 2014 on Consumer Rights (Journal of Laws from 2020, item 287, as amended), the Applicant-Consumer shall have the right to withdraw from the Agreement without giving any reason and without bearing any costs, within 14 days from the date of its conclusion. In order to meet this deadline, it is sufficient to send to the Organisers a declaration of withdrawal from the Agreement, the specimen of which is attached as Appendix No. 2 to the Rules and Regulations.
2. Organisers inform the Applicant-Consumer that the conclusion of the Agreement less than 14 days before the commencement of the Conference shall be understood as an

explicit request to perform the service, i.e. to hold the Conference, before the expiry of the deadline for withdrawal from the Agreement concluded at a distance.

3. Applicant-Consumer in the situation referred to in paragraph 1 shall make a statement to the Organisers that he/she has acknowledged the loss of the right to withdraw from the Agreement upon its full performance by the Organisers.

4. If Applicant-Consumer withdraws from the Agreement after making the request referred to in paragraph 2, he/she shall be obliged to pay for the services performed until the withdrawal from the Agreement.

5. An acknowledgement of receipt of the declaration of withdrawal shall be sent to the Applicant-Consumer without delay to the e-mail address provided by the Applicant-Consumer in the declaration of withdrawal.

6. In the event of an effective withdrawal from the Agreement by the Applicant-Consumer, the Agreement shall be deemed not to have been concluded and any payments made by the Applicant-Consumer shall be refunded within 14 days of receipt of the declaration of withdrawal to the bank account number indicated by the Applicant-Consumer in the declaration.

7. It is hereby stipulated that the Applicants-Consumers shall not be bound by those provisions of the Rules and Regulations which would constitute prohibited contractual provisions within the meaning of Article 385¹–385³ of the Act of 23 April 1964 of the Civil Code (Journal of Laws from 2020, item 1740, as amended), or would violate mandatory provisions of law concerning the conclusion of agreements with the participation of the Consumer, which would be included in the register of the provisions of standard contractual provisions deemed prohibited, maintained by the President of the Office of Competition and Consumer Protection.

§ 8. COPYRIGHT

1. Conference materials provided to Participants become the property of the Participants the moment they are issued (sent or made available).

2. Transfer of ownership of a copy of the conference materials does not transfer copyright in these materials, which vest in the Organisers or third parties.

3. The content of the conference materials is protected under the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws from 2019, item 1231, as amended).

4. Any reproduction or copying of the conference materials, their dissemination, publication, distribution, marketing of their copies or making them available in any form or manner is prohibited.

§ 9. PROTECTION OF PERSONAL DATA – INFORMATION CLAUSE CONCERNING THE PROCESSING OF PERSONAL DATA

1. Pursuant to Article 13(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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), hereinafter referred to as “RODO”, we would like to inform you that the Controller of your personal data is the Łukasiewicz Research Network – Poznań Institute of Technology.

(2) You can contact the Administrator as follows:

1) by post: Ewarysta Estkowskiego 6, 61-755 Poznań

2) by telephone: 61 850 48 90

3) via e-mail: wse_2025@pit.lukasiewicz.gov.pl

3. We have appointed a Data Protection Officer. This is a person with whom you can contact on matters related to the processing of your personal data and exercising your rights in relation to it. You can contact the DPO via e-mail: iod@pit.lukasiewicz.gov.pl

4. We will process the data in order to:

1) conclude and perform the Agreement on the basis of Article 6(1)(b) of the RODO in relation to the parties to the Agreement, and Article 6(1)(f) of the RODO in relation to the persons dedicated to the performance of the Agreement and the enrolled Conference Participants, for the duration of the Agreement and until the expiry of the time limits for claims;

2) organise the holding of the Conference from 3rd to 5th December 2025, with regard to the processing of the personal data provided in the registration form and the image of the Participants, on the basis of Article 6(1)(f) of the RODO, where the legitimate purpose is the conduct of our business;

3) investigate the claims related to the concluded Agreement on the basis of Article 6(1)(f) RODO, where the legally justified purpose is the investigation of claims and the defence against claims, until the legal conclusion of proceedings including enforcement proceedings;

4) archive the documents including billing documents on the basis of:

(a) Article 6(1)(c) of the RODO – for documents whose retention period is regulated by law;

(b) Article 6(1)(f) of the RODO – in respect of data stored for periods necessary for the assertion and defence of claims.

5) use them for statistical purposes on the basis of Article 6(1)(f) of the RODO, where the legitimate aim is to have information on the statistics of our activities which allows us to improve our operations;

6) send information to your e-mail address (e.g. via a newsletter) concerning the Institute's activities, including projects, workshops, trainings, congresses and conferences on the basis of Article 6(1)(a) RODO (consent);

7) send marketing information concerning the Institute's activities to your e-mail address on the basis of Article 6(1)(a) RODO (consent);

8) transfer (make available) the Participant's personal data to the co-organisers of the Conference on the basis of Article 6(1)(a) RODO (consent).

5. Your personal data will be kept for the period necessary to fulfil the purposes of the processing. If the basis for the processing of your data is your consent then you have the right to withdraw it. However, withdrawal of consent will not affect the fact that we may have used your personal data for the entire period of your consent.

6. We may transfer your personal data, in connection with the execution of the Conference to the following recipients:

1) postal or courier operators;

2) entities enabling us to carry out remote payment operations;

3) banks, in case it is necessary to carry out settlements;

4) state authorities or other entities authorised by law;

5) entities supporting us in our operations on our behalf, in particular providers of external systems supporting our operations, including IT;

6) co-organisers of the Conference

7. Each data subject has the right to access their data and the right to rectification, erasure, restriction of processing, the right to data portability, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal (provided that the processing is based on consent), to lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection.

8. The provision of data is necessary for the conclusion of the Agreement, the settlement of the business, the processing of complaints.

9. Personal data will not be processed in a way resulting in automated decision-making that would have other legal consequences or would otherwise materially affect our customers.

10. In the event of data of persons dedicated to the performance of the contract, the controller informs that they have obtained this data from the party with whom they have concluded the Agreement. This data may include: name, telephone number, e-mail address, position, data of the company with which the person dedicated to the performance of the contract works.

11. Participation in the Conference is tantamount to the Participant's consent to the dissemination and use of his/her image recorded on any media documenting the course of the Conference. This consent includes the right to disseminate and use the Participant's image without time and territorial restrictions through any means of image dissemination, in particular in the press, advertising materials, banners and the Internet.

§ 10. FINAL PROVISIONS

1. The Applicant may not, without the written consent of the Organisers, under pain of nullity:

- 1) transfer the rights or obligations under the Agreement to a third party;
- 2) establish rights under the Agreement.

2. The Agreement shall be governed by Polish law.

3. Any disputes related to the performance of the Agreement shall be settled by a common court of law with jurisdiction over the seat of Łukasiewicz Research Network – Poznań Institute of Technology.

4. Regulations are in force from the moment of their publication on the website www.wood-science-economy.pl. The Rules and Regulations can be changed by the Organisers. However, any change to the Rules and Regulations will apply only to Agreements concluded after the amended Rules and Regulations are made available to the general public by posting them at: www.wood-science-economy.pl. The amended Rules and Regulations will apply to Agreements entered into prior to the amendment of the Rules and Regulations if the Applicant/Participant is informed of and agrees to the amendment of the Rules and Regulations.

Annex No. 1 to the CONFERENCE RULES AND REGULATIONS

**“WOOD – SCIENCE – ECONOMY. SUSTAINABLE SOLUTIONS AND DIGITALIZATION IN
FOREST-WOOD SECTOR” 2025**

– statement of net/gross prices related to participation in the Conference

Promotional fee for participation on the 1st and 2nd days of the conference: paid until 30th August 2025 – 300,00 EUR gross (including 23% VAT)/person (200,00 EUR gross (including 23% VAT)/person in the case of students and doctoral candidates)

Regular fee for participation on the 1st and 2nd days of the conference: paid from 30th August 2025 – 350,00 EUR gross (including 23% VAT)/person (250,00 EUR gross (including 23% VAT)/person in the case of students and doctoral candidates)

The fee includes participation on 1st and 2nd days of the conference, field trip, conference materials (including abstracts), catering in the proceedings and participation in the gala dinner on 1st day of the conference.

Annex No. 2 to the CONFERENCE RULES AND REGULATIONS

**“WOOD – SCIENCE – ECONOMY. SUSTAINABLE SOLUTIONS AND DIGITALIZATION IN
FOREST-WOOD SECTOR” 2025**

– model withdrawal from the Agreement

MODEL WITHDRAWAL FROM THE AGREEMENT

(this form must be filled in and submitted only if you wish to withdraw from the agreement)

Addressee:

Łukasiewicz Research Network – Poznań Institute of Technology

E. Estkowskiego 6

61-755 Poznań

e-mail: wse_2025@pit.lukasiewicz.gov.pl

annotation: “Conference_WSE_2025_withdrawal from the contract”

Content of withdrawal:

“I hereby give notice of my withdrawal from the contract concerning my participation in the conference “WOOD – SCIENCE – ECONOMY. SUSTAINABLE SOLUTIONS AND DIGITALIZATION IN FOREST-WOOD SECTOR” 2025 organised by Łukasiewicz Research Network – Poznań Institute of Technology and University of Life Sciences in Poznań”

Date of conclusion of the contract (date of application confirmation):

.....

Name and surname of the Applicant:

.....

Applicant’s address:

.....

Applicant's email address:

.....

Bank account number to which payments made are to be refunded:

.....

Applicant's signature:

.....