



TERMS OF ATTENDING

§ 1. General provisions.

1. The 3rd International Conference Unconventional Catalysis, Reactors and Applications, UCRA 2024, in Warsaw, Poland, hereinafter referred to in the Regulations as the “Conference”, shall be held on 17–20 September 2024 in Warsaw University of Technology, in the building Rektorska 4, 00-614 Warszawa, Poland.
2. Conference Programme Organizer, responsible for the conference scientific program, is the Faculty of Chemical and Process Engineering, Warsaw University of Technology, based in Warsaw, Waryńskiego 1, 00-645 Warsaw, Poland.
3. Conference Technical Organizer, responsible for the online registration and payments for conference participants, is Good Solution Anna Bojańczyk, Noskowskiego 16 lok. 90, 02-749 Warszawa, REGON (National Business Registry Number) 012208228, NIP (Tax Identification Number) 5261719388, sharing web application for online registration and online payments utilities with title: Coffee System, accessed from conference website (the owner and administrator of the system and participants data is INSTYTUT STUDIÓW PROGRAMISTYCZNYCH SA, Brukselska 14, 03-973 Warszawa, KRS (National Court Register Number) 0000254547, REGON (National Business Registry Number) 140455806, NIP (Tax Identification Number) 1132597314.
4. Conference participants may be researchers, academics, students and other persons professionally associated with the topics of the Conference, as well as the representatives of entities operating in the sectors related to the topic of the Conference.
5. As part of the Conference, research and industry sessions will be held, together with an exhibition of entities operating in the sectors related to the topics of the Conference.
6. Each Conference participant shall receive a certificate of participation in the Conference.
7. The Conference website is available at <https://ucra2024.pw.edu.pl>.

§ 2. Participation in the Conference.

The conditions for participation in the Conference are as follows:

1. In order to attend the sessions of the Conference one needs to fill in the application form online, which is available on the Conference website, along with making the appropriate payment according to deadlines given by the Conference Programme Organizer; after these dates, the registration form, along with the payment, shall be possible to submit during the Conference, in person at the Conference reception desk made available by the Technical Organizer;
2. To include a presentation in the Conference agenda and Conference materials, one needs to register participation online using the online registration system available on the Conference website, along with making the appropriate payment according to the early bird conference fee amount and deadline;
3. In order to attend the exhibition or partnership – one needs to send a scan of a completed and signed exhibition or partnership contract to secretariat@ucra2024.edu.pl along with making the appropriate payment according to contract regulations.

§ 3. Payment for the participation fee in the conference.

1. The presenting author must pay the conference early bird fee by May 31st, 2024. Otherwise, his presentation will be removed from the conference program.

Payment by bank transfer:

2. The payment of the fees associated with the participation in the Conference, shall be made by bank transfer to the bank account no. PL 17 1160 2202 0000 0005 8648 7136 of the Conference Technical Organizer Good Solution Anna Bojańczyk, Noskowskiego 16 lok. 90, 02-749 Warszawa. Participants must specify when submitting bank transfer order that all the bank charges are paid by the participant.
3. Participant should make sure that their name and the conference abbreviated name UCRA 2024 appear on the bank transfer order.

4. Your payment will normally reach the technical organizer account to which you are making a payment on the following working day.
5. Organizers cannot accept liability for a payment not reaching the correct technical organizer account due to you quoting an incorrect account number or incorrect personal details.

Payment by debit or credit card:

6. Payment by debit or credit card is available using the web application Coffee System when participant logs into their personal account in this application using their ID and password and choosing folder payment online.
7. Card payment is available using the following payment cards: Visa, VisaElectron, Mastercard, Mastercard Electronic, Maestro.
8. Online payment will be supported by przelewy24.pl.
9. If the card supplier declines payment, the notification will be given during the transaction. You should check with your bank/credit/debit card supplier that payment has been deducted from your account. The final result of your transaction will be given in your personal account in the Coffee System.
10. The conference participation fees are set out in §4 of the Regulations.
11. An upfront invoice will be issued immediately, but no later than on the 15th day of the following month after the payment is registered in the bank account.
12. The final invoice will be issued on the days of the Conference at the earliest, but no later than on the 15th day of the following month after the Conference.
13. The Client authorises the Organiser to issue an invoice. The invoice will be sent as a PDF file and sent to the e-mail address indicated in the application form.
14. The lack of payment of the Conference participation fee according to chosen conference fee amount deadline to pay, authorizes the Conference Technical Organizer to cancel the Participant's registration.
15. The acceptance of the registration form by the Conference Technical Organizer, subject to the receipt of applicable fees, shall be confirmed online. By sending the confirmation, the Conference Technical Organizer concludes an agreement with the Conference participant.
16. By registering the participation, the Participant accepts these Regulations.
17. The cost of travel and accommodation shall be covered by the Conference Participant.
18. Conference participants are recommended to insure the movable property brought to the site of the Conference for the duration of the Conference. This applies, in particular, to Conference participants presenting hardware and other exhibits at the exhibition,

scientific publishing companies, etc.

19. Payments for conferences can also be made on the day of the conference by paying by card at the reception directly in front of the entrance. Then the participant takes the risk of unavailability to the full conference package.

§ 4. Conference fee for participation in the Conference.

1. The payment should be made in accordance with the conference payment deadlines together with submitting participation application forms.
2. Payment must be made in Polish złoty and the invoice for participation will also be issued in Polish złoty.
3. Fees for participation in the Conference (amounts including local taxes):

Early Bird Registration with payment until 15 June 2024:

- Regular € 650 (charging in Polish Zloty, 2 900 PLN)
- Student/PhD Student € 450 (charging in Polish złoty, 2 000 PLN)
- Accompanying person € 200 (charging in Polish złoty, 900 PLN)

Regular registration with payment from 1 June 2024 until 31 August 2024:

- Regular € 800 (charging in Polish złoty, 3 600 PLN)
- Student/PhD Student € 600 (charging in Polish złoty, 2 700 PLN)
- Accompanying person € 250 (charging in Polish złoty, 1 100 PLN)

On-site registration 17–20 September 2024 – during the conference:

- Regular € 900 (charging in Polish złoty, 4 000 PLN)
- Student/PhD Student € 700 (charging in Polish złoty, 3 100 PLN)
- Accompanying person € 300 (charging in Polish złoty, 1 300 PLN)

Fee for regular and student participant includes:

- Participation in all conference sessions,
- Access to the Book of Abstracts (PDF version),
- Set of conference materials,
- Coffee breaks, lunches, and social events including conference dinner according to the final program of the conference.

Fee for an accompanying person includes:

- Lunches,
- Participation in all evening events including conference dinner.

§ 5. Cancellation of participation in the Conference – payment refund.

The Participant may cancel their participation payment in the Conference. The Conference participant's resignation needs to be made in writing to the technical organizer, e-mail address: secretariat@ucra2024.edu.pl according to the dates given below:

1. Full Refunds of the registration fee – more than 45 days' notice to the first day of the conference. To receive a full refund, requests must be received no later than 45 days prior to the first day of the conference.
2. 50% Refunds – less than 45 days' notice to the first day of the conference. Requests for refunds received within 45 days to the first day of the conference, but not within the final 20 days, prior to the conference will be eligible for a 50% refund.
3. No Refunds – within 20 days to the first day of the conference. Requests for refunds within 20 days prior to the start of the conference will not be eligible for a refund.

Refunds will be made to the way of payment – wire transfer if made or refund to debit or credit card if made within 20 days from the last day of the conference.

§ 6. Complaints.

1. Any claims of Conference Participants against the Organizer shall be submitted in writing by registered letter with acknowledgment of receipt, to the correspondence address of the Technical Organizer.
2. The complaints of Conference Participants shall be made in writing, not later than within 14 days after the end of the Conference. After the deadline, the complaints shall not be considered.

§ 7. Permissions.

1. Participants presenting their works during the conference consent to the organizers publishing their abstracts in the form of an electronic book of abstracts. Consent is granted on behalf of all co-authors of the abstract.
2. The Participant consents knowingly and voluntarily to the processing of personal image data by the Organizer for marketing and promotional purposes, including the publication of the image and making it available on the Conference Profiles.
3. Granting consent is equivalent to the fact that the Participant's image recorded on a photo/video may be placed on the Conference Profiles and used in promotional materials.

4. The Participant hereby waives all claims (existing and future), including for remuneration, against the Organizer for the use of their image/voice/speech for the purposes specified in these Regulations.

§ 8. Final provisions.

1. If the Conference does not take place for reasons attributable solely to the Programme Organizer and/or Technical Organizer, the Technical Organizer shall immediately reimburse the fees paid by the Participants to the indicated bank accounts or debit/credit cards.
2. If the Conference does not take place for reasons beyond the control of the Programme Organizer and Technical Organizer, due to the so-called "force majeure" (e.g. flood, hurricane, snowstorm, etc.), the Participant shall not be entitled to a reimbursement of any fees associated with participation in the Conference.
3. The organizers shall not be responsible for the items left or lost by the Participants at the location of the Conference.
4. Sending your data is tantamount to consenting to the processing of these data on the basis of art. 6 par. 1 lit. a) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (GDPR), the purpose of contacting and responding to the inquiry submitted using the form. Providing the data is voluntary, but it is necessary to register the participant for the conference. Your personal data will be stored until you withdraw your consent to the processing of your personal data. You have the right to access your data and the right to demand their rectification, removal or restriction of their processing.
5. In matters not covered by the Regulations the provisions of Polish law shall apply, in particular the Civil Code.
6. For the settlement of any disputes with foreign fair participants, the text of the Regulations in Polish shall prevail, and the law applicable to the interpretation of the Regulations is the Polish law.
7. Any disputes that may arise between the Conference participant and Conference Programme Organizer and/or Conference Technical Organizer shall be settled by the court competent for the seat of a given Organizer.
8. These Regulations shall enter into force on the day of their posting on the website <https://ucra2024.pw.edu.pl>.
9. The Organizer has the right to change the Regulations. The changes shall be published at <https://ucra2024.pw.edu.pl>.