

# PAM Summit 2018

## Terms of use for Speakers



Speaker terms in the PAM Summit 2018 Conference

### §1 General regulations

1. These regulations bind conference speakers called Authors, and Organizer.
2. The organizer and the entity responsible for event is PMI Kraków Branch, a subsidiary of PMI Poland Chapter located in Warsaw (02-672), 47/10 Domaniewska Street, NIP: 525-227-89-73.
3. The conference will be held on 18<sup>th</sup>-19<sup>th</sup> of June 2018 in Stara Zajezdnia, Świętego Wawrzyńca 12, 31-060 Kraków and QUBUS Hotel, Nadwiślańska 6, 30-527 Kraków.
4. The goals of the conference: a. Enabling the exchange of knowledge and good practices in project management and business analysis in Poland and in the world. b. Enabling networking among participants and speakers either national and internally. C. Promotion of Kraków and the region.
5. The conference is financed by funds collected from participation in the conference.
6. The conference will be conducted in English.

### §2 Rights and obligations of the Authors

1. The participation of the Authors at the conference is free of charge.
2. The travel costs will be covered by the Organizer or shared with the Speaker after acceptance of the participation at the event by Organizer: **a.** In the case of delivering a single speech or workshop, shall be covered only one single night previous the speech or workshop day, having to check out same day of the speech or workshop. **b.** Transport will follow same rules as in "a". **c.** For those outside Europe special agreements will be considered and applied, this to be agreed with Organizer. **d.** In the case of providing speech and workshop, two nights shall be provided. **e.** Any other agreements could occur and be proposed but will need to be approved by Organizer.
3. Communication towards arrangements of the logistics of each Speaker will be taken by the volunteer assigned to he/she.
4. Abstracts must be submitted by 1st of April 2018.
5. The abstracts must be maximum 150 words and should be submitted as pdf or word files including the title, authors, their affiliations and addresses.
6. Notification of acceptance, based on Program Council's decision, will be send to Authors by 1<sup>st</sup> of April 2018.
7. Picture of the Author with short biography (in English) must be send by end of March 2018. The final presentation and equipment requirements must be submitted by 15<sup>th</sup> of April 2018 to the assigned volunteer that will be in contact with the speakers. In case of any issue shall be used following address: [pamsummit@pmi.org.pl](mailto:pamsummit@pmi.org.pl).
8. The language of abstracts, presentation, biography is English.
9. The presentation for Keynotes should be no longer than 45 minutes. With 10 minutes of Q&A.
10. The presentation for Speakers should be no longer than 30 minutes. With 10 minutes of Q&A.
11. Statements of the Authors cannot violate the dignity of others.

**Project Management Institute® Poland Chapter**

Domaniewska 47/10 street, 02-672 Warsaw, [www.pmi.org.pl](http://www.pmi.org.pl), [www.pmi.org](http://www.pmi.org),



12. In case of total cancellation of the participation the Authors must inform the Organizer as soon as possible, which will allow to admit the place to the other Author.
13. The conference can be recorded, pictures can be taken and presented later on the project website. Those who do not wish to publicize their images and recordings are asked to report this fact during or immediately after the conference to the Organizer.
14. By signing the attendance list during conference, the Author agrees to the processing of personal data in accordance with the Act of 29 August 1997 on the protection of personal data. (Dz. U z 2002r. Nr. 101, poz.926).
15. The Authors are entitled to receive conference materials and refreshments.

### §3 Rights and obligations of the Organizer

1. The Organizer provides equipment necessary to carry out a presentation in the form of a multimedia projector, a laptop and audio equipment.
2. The Organizer is obligated to notify Authors of any changes no later than 3 days prior the conference date, if this is not possible, immediately after the change. The Organizer determines the order of the Authors, which will be published in the program of the conference.
3. The Organizer sets the persons leading the conference that give voice according to the conference program. In special cases the Organizer have a right to make a change in the order, grant the right to vote on formal matters, to determine the order of speaking in the debate, pick up a voice the conference participant or the Author when the order of the conference and its program is violated.