

"APPROVED"

Director

Institute of Armament Technology, MUT

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**REGULATIONS OF THE
II. INTERNATIONAL ARMAMENT CONGRESS
on "Scientific Aspects of Armament & Safety Technology"**

§1. General information

- 1) The Organizers of the International Armament Congress (hereinafter referred to as the "Congress") are:
 - a) Institute of Armament Technology, Faculty of Mechatronics, Armament and Aerospace of the Military University of Technology, with its registered office in Warsaw, at ul. gen. Sylwestra Kaliskiego 2, postal code 00-908, REGON: 012122900, NIP: 527-020-63-00;and
 - b) Military Institute of Armament Technology, with its registered office in Zielonka, at ul. Prymasa Stefana Wyszyńskiego 7, postal code 05-220, REGON: 010153990, NIP: 125-00-00-208 (hereinafter jointly referred to as the "Organizer").
- 2) The venue of the Congress is Hotel Windsor**, Jachranka 75, 05-140 Serock, Poland (hereinafter referred to as the "Venue").
- 3) The Organizer allows for the participation of other institutions (entities) as co-organizers.
- 4) All information regarding the Congress is available on the website (hereinafter referred to as the "Website").
- 5) These Regulations define the conditions for the organization of and participation in the Congress.
- 6) Every person registering for the Congress is required to:
 - a) accept these Regulations;
 - b) read the Information Clause;
 - c) consent to the processing of personal data;
 - d) confirm in the registration form that they have consented to and read the aforementioned documents.
- 7) The Congress is an open event.
- 8) The aim of the Congress is to present original, previously unpublished works containing scientific achievements and technical thought in the broadly understood field of technical issues of armament and security, as well as to exchange experiences between representatives of science, industry, and uniformed services.
- 9) The Congress is accompanied by the "Kazimierz Siemienowicz Award" Competition, dedicated to young scientists and industry employees, which takes place in accordance with the "Competition Regulations" available on the Website.

§2. Conditions of Participation

- 1) Participation in the Congress is voluntary and open to all natural persons (hereinafter referred to as "Participants") who are at least 18 years of age, possess full legal capacity, have correctly registered, and have paid the congress fee on time.
- 2) In order to register participation in the Congress, a potential Participant is required to fill out the registration form available on the Website.
- 3) In case of doubts regarding the identity of the Participant or the data provided (including personal data), the Organizer may request a document confirming their validity or the Participant's identity.
- 4) In justified cases, particularly in the event of providing knowingly false or incomplete information, the Organizer may refuse to issue a personal badge to the Participant, returning the paid congress fee minus a handling fee of EUR 25 gross.
- 5) The Organizer will inform the Participant about their qualification for the Congress or a refusal decision via paper or electronic correspondence to the e-mail address provided in the registration form.
- 6) The Participant is required to pay the congress fee on time.
- 7) In the event of resignation from participation, the Participant is obliged to immediately cancel the accommodation reservation if it was made at the Venue. The Organizer reserves the exclusive right to cancel this reservation independently if it has not been cancelled by the resigning Participant.

§3. Detailed rules of participation in the Congress

- 1) Details regarding the topics and schedule of the Congress are included in the Congress Program, available on the Website.
- 2) On the day of arrival, the Participant receives a personal name badge, which entitles them to be present in the places and at the times where the Congress takes place. Throughout the duration of the Congress, the Participant is required to wear it in a visible place and show it upon the request of the Organizer's representative or Venue staff. Persons not in possession of a personal badge while on the Venue premises may be required by the Organizer to leave the Venue immediately. Persons who have lost or misplaced their personal badge may receive a duplicate after paying a handling fee of EUR 15.
- 3) In the event of the arrival of another person (a "Substitute") in place of the person who registered and paid the congress fee, the Organizer shall allow their participation and issue a personal badge after collecting a handling fee of EUR 15. A "Substitute" is considered to be a person holding a personal power of attorney from the person who previously registered.
- 4) The Organizing Committee provides Participants with access to a computer, multimedia projector, and presentation remote during the sessions, as well as technical assistance (**the Organizer generally does not provide for the possibility of using one's own computer for presentations**).
- 5) A Participant qualified to deliver a paper at an oral session is required to:
 - a) **prepare a multimedia presentation of the paper in English**, ready to be played using software such as Microsoft PowerPoint or Adobe Reader, and upload it to the publicly available computer in the session room before the session begins;
 - b) deliver the speech in Polish or English;
 - c) contact the session chair before the session to confirm readiness to deliver the paper;
 - d) adhere to the time limit allocated for the paper and discussion (i.e., 15 minutes).

- 6) A Participant qualified to present a paper at a poster session is required to:
 - a) **prepare a poster in English with dimensions up to 200x100 cm** (exhibition space for an individual poster is limited to 200x100 cm (height x width));
 - b) personally display the poster throughout the duration of the poster session (the poster must be placed before the session begins and removed immediately after it ends).
- 7) All Participants are obliged to observe safety rules and fire regulations applicable at the Venue, as well as to respect order, the Venue's equipment, and the rights of third parties.
- 8) All Participants are obliged to comply with the organizational and technical instructions of the Organizer's representatives and Venue staff.
- 9) Aggressive persons, or those under the influence of alcohol or psychoactive substances, will not be admitted to the Venue, and if identified, will be removed from the Congress area.
- 10) Marketing activities, own services, or third-party services are prohibited on the Venue premises unless the Organizer grants prior written consent.
- 11) It is prohibited to propagate content forbidden by law, political content/agitation, or content violating the principles of social coexistence on the Venue premises and during the Congress.
- 12) Recording or filming the Congress proceedings in the Venue without the written consent of the Organizer is prohibited.
- 13) The Organizer reserves the right to remove a person violating these Regulations from the Venue without the right of re-entry or reimbursement of any costs or expenses incurred in connection with participation, including the paid congress fee.
- 14) Each Participant is obliged to cover all costs incurred by the Organizer in connection with repairing damage caused by the Participant.
- 15) During the Congress, any person identifying themselves with a personal badge inscribed with "ORGANIZER" is considered a representative of the Organizer.

§4. Payment Conditions

- 1) The amount of the congress fee and detailed payment rules are provided on the Congress Website.
- 2) The Congress fee includes:
 - a) participation in Congress sessions;
 - b) congress materials (does not apply to accompanying persons);
 - c) meals during the Congress (Welcome Reception on 12.10.2026, lunches on 13–15.10.2026, Grill Dinner on 13.10.2026, Congress Gala Dinner on 15.10.2026);
 - d) participation in the Congress Gala Dinner;
 - e) participation in accompanying events during the Congress.
- 3) The Organizer does not provide for partial fees for participation in selected events or on specific days of the Congress.
- 4) In the event of resignation from participation after September 23, 2026, the congress fee is non-refundable.
- 5) In the event of resignation from participation by September 23, 2026 (inclusive), the Organizer will refund the congress fee paid by the Participant to the bank account indicated by them, minus a handling fee of EUR 120 gross.

§5. Cancellation and Changes

The Organizer reserves the right to change the date or cancel the Congress due to causes beyond their control (Force Majeure). In such a case, the Organizer will immediately refund the congress fee paid by the Participants to the bank accounts indicated by them.

§6. Complaints and Claims

- 1) Any complaints and claims related to the organization and course of the Congress must be directed exclusively to the Organizer:
 - a) via e-mail: mku@wat.edu.pl;
 - b) to the Organizer's address: Instytut Techniki Uzbrojenia, ul. gen. Sylwestra Kaliskiego 2, 00-908 Warsaw, Poland.
- 2) The Organizer undertakes to respond to the complaint within 14 calendar days from the date of its receipt. Failure to respond within this period results in the complaint being deemed valid.
- 3) In the case of a justified complaint, the Organizer will reimburse the Participant for the costs incurred related to the congress fee.
- 4) The refund will be made to the bank account indicated by the Participant.

§7. Privacy Policy

- 1) By filling out the Registration form, the Participant declares that the provided data is true and consents to the processing of Personal Data contained in the form by the Organizer acting as the Data Controller in accordance with the Act of May 10, 2018, on Personal Data Protection (Journal of Laws of 2018, item 1000, as amended).
- 2) Personal Data will be processed by the Organizer in accordance with the Information Clause and the consent for data processing, available on the Congress Website.

§8. Final provisions

- 1) Sending a registration application via the form available on the Website constitutes acceptance of the provisions of these Regulations, as well as an obligation to comply with order regulations and any other arrangements made between the Participant and the Organizer.
- 2) Failure to accept any provision of the Regulations precludes participation in the Congress.
- 3) In matters not covered by these Regulations, the provisions of Polish law shall apply.
- 4) The Organizer establishes the Congress Program and has the right to make changes to it, including on the day the Congress takes place. This includes the right to change the schedule, the order of speeches, and the speakers.
- 5) The Organizer bears no liability for the Participant's inability to participate in the Congress caused by Force Majeure or due to the Participant's fault.

Chairman of the Organizing Committee

Jacek BOŻEJKO, MSc, Eng.