

# Privacy Policy

The 6th Białystok-Kyiv Conference on Theoretical and Applied Linguistics  
(TALC 2023)

## SECTION 1: DEFINITIONS

1.1 In these regulations of the 15th The 6th Białystok-Kyiv Conference on Theoretical and Applied Linguistics, hereinafter referred to as the “Regulations”, the following terms shall be understood as:

1.1.1 **Conference** means the that The 6th Białystok-Kyiv Conference on Theoretical and Applied Linguistics organized on 7-8 December 2023, Białystok, Poland on the campus of the University of Białystok at ul. J. Ciołkowskiego 1, by the University of Białystok, in cooperation with the Borys Grinchenko Kyiv University (Ukraine).

1.1.2. **Organizer** – the organizer of the Conference is the University of Białystok, with its registered office in Białystok, ul. Świerkowa 20B, 15-328 Białystok, NIP 542-23-83-747 REGON 050562207, phone no. 85 742 28 46; 85 745 70 01; rektorat@uwb.edu.pl, e-mail, Exclusive e-mail address for correspondence regarding the TALC2023

Conference: [neofilologia.uwb@gmail.com](mailto:neofilologia.uwb@gmail.com)

1.1.3. **Conference Participant** – a person with full legal capacity, as well as a legal person or an organizational unit without legal personality, which the law grants legal capacity, which concluded an Agreement with the Organizer to register in the Form and the Benefits Panel on the terms set out in these regulations.

1.1.4. **Conference Website** – website with all relevant and current information about the Conference: <https://talc.uwb.edu.pl/index.php/talc2023/>, i.e. the Conference program, plenary speakers, important dates, workshops, conference committee, field trips, post-conference trips, registration costs, abstracts, location, accommodation options, contact with the Organizer and other information necessary for the proper organization of the Conference

1.1.5. **Registration form** – available on the website

at: <https://talc.uwb.edu.pl/index.php/talc2023/registration> and enables the participant to

register for the Conference and select benefits in accordance with the rules set out in these Regulations.

1.1.6 **Benefits Panel/Payment Panel** is available on the website <https://talc.uwb.edu.pl/index.php/talc2023/registration> and enables the Participant to select benefits and make online payments for selected benefit options.

1.1.7 **Policy – Privacy and Cookies Policy**, which can be found at this address: <https://talc.uwb.edu.pl/index.php/talc2023>

## **SECTION 2: GENERAL PROVISIONS**

2.1 The Regulations define the rules for the provision by the Organizer to Participants of electronic services consisting in enabling Participants to register via the Internet via the website to participate in the Conference and to select the services proposed during the conference in the benefits panel / payment panel.

2.2 The costs of benefits specified in the Benefit Panel/Payment Panel are expressed in PLN and are gross amounts. The organizer may modify the services and their prices. However, these changes do not affect the individual benefits already selected and paid by the participant.

2.3 The Participant's selection of benefits in the Benefits/Payment Panel is possible after prior registration by the Participant via the Registration Form on the website.

2.4 The registration procedure is described in part 3 of these Regulations.

2.5 To use the registration form, it is not necessary to have specific technical conditions by a computer or other devices (e.g. smartphone or tablet). All you need is Internet access, a working e-mail address, a standard operating system (e.g. Windows, MacOS) and a web browser.

2.6 For the correct use of the Website, it is required to enable cookies in the web browser. It is then possible to delete them through the appropriate options available in the web browser or other software. Detailed information on cookies is available at <https://talc.uwb.edu.pl/index.php/talc2023>

2.7 The Organizer informs that the Participant may contact the Organizer:

2.7.1 by sending correspondence to the Organiser's postal address: University of Białystok, Faculty of Philology, ul. Plac Niezależnego Zrzeszenia Studentów 1, 15-403 Białystok, Poland.

2.7.2 via e-mail at: neofilologia.uwb@gmail.com

2.7.3 by phone at the following telephone number: + 48 85 745 74 46 (connection fee in accordance with the operator's tariff).

### **SECTION 3: PARTICIPANT REGISTRATION**

3.1 The Conference may be registered by persons with full legal capacity, legal persons or organizational units without legal personality, to whom the law grants legal capacity.

3.2 To register, go to the Website in the "ORGANIZERS" tab located in the upper part of each of the subpages that make up the Website, and then the "REGISTRATION" link. There is a registration form that the participant fills in by entering the data and ticking the single or multiple selection boxes.

3.3 The form should be filled in with the true data required for correct registration: First name, Surname (Last name), Academic degree, Institution, address, telephone contact, e-mail, speech, poster, declaration of participation in paid additional activities (multiple-choice box), special food requirements. If you need to issue an invoice, please provide the invoice data: company name, tax identification number, business address.

3.4 The e-mail address provided in the form will be used for correspondence between the Organizer's representative and the Participant.

3.5 It is forbidden to add illegal or untrue content in the form, in particular personal data of third parties who have not authorized registration on their behalf.

3.6 By clicking the "Register" button, the registration form is submitted.

3.8 Participant registration is required to select and use the benefits specified in the Benefits Panel/Payment Panel.

3.9 Activities related to participant registration and selection and online payment for services are free of charge for the participant. The organizer bears the costs related to the online payment and the costs of currency conversion of the payment if it is made in a foreign

currency.

3.10 In case of resignation from participation in the Conference, the Participant will receive a refund of the funds paid for services at the Conference only if he submits his resignation to the Organizer. The resignation notification should be sent by **30th November 2023** to the e-mail address: [neofilologia.uwb@gmail.com](mailto:neofilologia.uwb@gmail.com).

3.11. The refund to the Participant will be reduced by the costs incurred by the Organizer related to online payments using the e-commerce platform and the costs related to currency conversion in the case of international transfers.

3.12. It is possible to register another participant in place of a previously registered participant with paid benefits. In this case, the data of such a person should be submitted by **30th November 2023** to the e-mail address: [neofilologia.uwb@gmail.com](mailto:neofilologia.uwb@gmail.com).

3.14. The Participant selects the method of payment for the services indicated in the Benefits Panel/Payment Panel:

3.14.1 Online payment (payment card on the e-commerce platform) by clicking the "PAY" button after summarizing the benefits in the Benefits Panel/Payment Panel.

3.14.2 on the basis of prepayment to the account (transfer to the account) on the basis of a Proforma Invoice issued by the Organizer and sent electronically (e-mail) to the Participant.

3.15. The costs related to the payment are paid by the Organizer.

3.16 The costs related to the refund of payments by the Organizer to the Participant shall be paid by the Participant.

3.17. At the request of the Participant, the Organizer issues an invoice in accordance with applicable law in Poland and the European Union. The invoice is delivered to the Participant in PDF format in the e-mail indicated in the registration form by the participant or in a paper form.

#### **SECTION 4: IMPORTANT DATES AND COSTS OF THE CONFERENCE**

4.1. Costs of participation in the CONFERENCE and the scope of services:

4.1. The registration fee includes the costs of organizing the conference, lunch during the conference and field trip, conference materials and participation in field trips.

4.2. The registration fee does not include the costs of: participation in workshops, breakfast

and dinner, banquet, accommodation, post-conference trips

4.3. Benefits under the Conference are as follows:

PLN 450.00 – registration fee for In-person presentation

PLN 350.00 – registration fee for online person presentation

4.4. The costs of services selected in the Benefits Panel/Payment Panel should be added to the entry fee and paid according to the rules set out in point 3.14.

4.5. The participant provides transport to the Conference and accommodation during the Conference on his own.

## **SECTION 5: FINAL PROVISIONS**

5.1 The Regulations are available on the website and at the Organiser's registered office

5.2 The Seller reserves the right to change these Regulations for important reasons, such as:

5.2.1 change in the law resulting in the need to adjust the mutual rights and obligations regulated in these Regulations in order to maintain their compliance with the law,

5.2.2 issuing by relevant authorities, courts or offices of decisions, resolutions, recommendations or interpretations decisions in the need of change the content of these Regulations,

5.2.3 extension, change or withdrawal of existing or introducing new functionalities of the website, including the introduction of new benefits.

5.2.4 changing the technical conditions of electronic provision,

5.2.5 the need to remove typographical errors, ambiguities or other errors that would occur in these Regulations,

5.2.6 change of contact details, names, identification numbers or links included in these Regulations,

5.2.7 improvement of service for participants,

5.2.8 counteracting abuses,

5.2.9 changing the process of registering and confirming benefits via the website

5.3 Each participant will be informed about the change in the Regulations by publishing it on the website. Registered Participants will be notified of changes by sending information to the

e-mail address.

5.4 Amendments to the Regulations come into force within 7 days from the date of publication on the website.