

Rules of participation of Guests in events organised by Adam Mickiewicz Institute

RECITALS

The Adam Mickiewicz Institute, guided by the principles of hospitality, mutual respect and trust, organises study visits and projects involving travels to cultural events at home and abroad. Participation of invited Guests forms an important part of the Institute's mission to promote Polish culture and build lasting international relations. This document sets out the rules of participation in projects organised by the Institute, ensuring transparency of procedures and respect for the rights and obligations of all parties.

Article 1. General provisions

1. The Rules describe the rules for organising stays and trips of Guests – both from Poland and from abroad – invited by the Adam Mickiewicz Institute (AMI).
2. This concerns in particular:
 - 1) study visits organised by AMI in Poland and abroad,
 - 2) cultural events organised or co-organised by AMI,
 - 3) cultural events in Poland recognised as important for AMI's mission,
 - 4) preparatory activities for such events.

Article 2. Definitions

In the Rules, we use the following terms:

- 1) **Rules** – this document,
- 2) **Guest** – a person invited by AMI whose presence supports the objectives of the Institute,
- 3) **AMI** – Adam Mickiewicz Institute,
- 4) **Event** – one of the undertakings listed in Article 1 (2),
- 5) **Trip** – a travel associated with participation in the Event,
- 6) **Stay** – participation in the Event in Poland or abroad,
- 7) **Trip Operator** – a person designated by AMI responsible for contacting the Guest and organising the Trip or Stay.

Article 3. Rules of organisation of Stays and Trips

1. The organisation of the Guest's Stay or Trip is the responsibility of a designated organisational unit of AMI – the AMI Relations Department or, as required in the

implementation of the statutory tasks of AMI, another unit designated by the Director of AMI.

2. AMI appoints a contact person (Trip Operator) and prepares the programme of the Trip or Stay.
3. AMI can provide the Guest with:
 - 1) transportation (e.g., air or train tickets),
 - 2) lodging (accommodation),
 - 3) funds for food (daily allowance),
 - 4) admission tickets or accreditations.
4. AMI does not cover the cost of insurance or medical treatment of the Guest.
5. The scope of benefits and their maximum value are specified in the AMI invitation, correspondence, or agreement, which are confirmed by the Guest.
6. In justified cases, AMI may cover other costs related to the Guest's participation in the Event. These costs must be approved in advance by the Director of AMI.
7. AMI is not responsible for damage caused by the Guest, nor for damage that may befall the Guest due to the fault of third parties or force majeure.
8. Purchases of services (e.g., accommodation, tickets) must be carried out in accordance with the AMI's procurement procedures.
9. In justified cases, the Guest may travel by his/her own car – with the prior approval of the Director of AMI. Reimbursement for the Trip by private car takes place according to the rules of AMI.
10. Acceptance of the invitation implies acceptance of the Rules, which the Guest is obliged to become familiar with.
11. Confirmation of acceptance of the invitation can take place electronically, by e-mail, or by signing a document.

Article 4. Rights and responsibilities of Guests

1. The Guest is entitled only to the benefits described in the invitation or agreement.
2. The Guest may not be a person who works at AMI or provides services for AMI on a paid basis under a civil law contract.
3. Guests cover all costs not included in the invitation on their own.
4. At the end of the Trip or Stay, the Guest agrees to prepare a report on his/her participation in the Event, in the manner prescribed by AMI (report, survey, etc.) and submit it to AMI no later than 21 days after the end of the Trip or Stay.
5. The Guest is required to have a valid personal identification document and other documents required to participate in the Event. In addition, the Guest is obliged to

respect the terms and conditions indicated by the entities that provide the services set out in Article 3 (3).

6. The Guest shall exercise due diligence to ensure that participation in the Event does not jeopardise AMI's reputation, trust, or credibility.

Article 5. AMI entitlements

1. AMI may announce the Guest's participation in the Event on its website and in social media. Acceptance of the invitation implies consent to the publication of such information.
2. AMI may record and photograph events attended by the Guest. These materials may be used in publications, on AMI's website and in social media without restrictions as to the time and territory.
3. By accepting the invitation, the Guest grants consent to the use of his/her image in the aforementioned materials. Such consent includes:
 - 1) creating copies of photos and recordings by any technique,
 - 2) sharing these materials with others,
 - 3) publishing them on the Internet and in other media.
4. AMI, as a public institution, operates in accordance with applicable laws, including in particular: the provisions of the Act on Public Finance and the provisions of the Act on Public Procurement, using funds in a targeted and economical manner.

Article 6. Rules for cancellation of participation in the visit

1. If the Guest is unable to participate in an Event, he/she should immediately (no later than within 48 hours of the occurrence of the circumstance preventing their participation in the Event) notify the Trip Operator thereof and, if AMI provides air tickets and accommodation, no later than on the day of the scheduled Trip.
2. If the Guest cancels participation in the Event for reasons other than force majeure, the Guest is obligated to reimburse AMI for the costs incurred. The reimbursement should be effected within 3 days from the receipt of the call – including if it was sent by e-mail.
3. The Guest bears no costs if he/she cannot attend the Event due to force majeure, such as natural disaster, epidemic, war, fire, strike, national mourning, power failure, or other events beyond the Guest's control. In this case, AMI and the Guest will jointly determine the next steps.

Article 7. GDPR

Pursuant to Article 13 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 (GDPR), AMI informs that:

1. the controller of the personal data shall be the Adam Mickiewicz Institute based in Warsaw (00-560), ul. Mokotowska 25, registered in the Register of Cultural Institutions kept by the Minister of Culture and National Heritage under the number RIK 70/2006;
2. contact details of the Data Protection Officer: ul. Mokotowska 25, 00-560 Warsaw,
address e-mail: odo@iam.pl;
3. the Guest's personal data shall be processed on the basis of:
 - a. Article 6(1)(f) of the GDPR – AMI's legitimate interest in the form of purposes related to the conduct of the Trip or Stay and for the purposes of promotion and information about AMI's activities;
4. personal data shall be processed until the end of the year following the year in which the Stay or Trip took place;
5. once the purpose of processing has ceased, the personal data shall be retained for archival purposes for the period resulting from the provisions of the Act of 14 July 1983 on the National Archival Resources and Archives as well as the regulations issued on its basis that apply to AMI;
6. recipients of the Guest's personal data shall be the entities providing maintenance of AMI's IT systems and software, external entities providing services to AMI, and entities entitled to obtain personal data under the law (including public administration bodies);
7. data shall not be transferred to a third country or international organisation;
8. the data subject has the rights to control data processing, as set forth in Articles 15-16 of the GDPR, in particular the right to access and rectify the content of his/her data, and Articles 17 and 18 of the GDPR – the right to erasure and restriction of processing – if applicable;
9. personal data shall not be processed in an automated manner that will influence or similarly materially affect decisions that may have legal effect. Data will not be subject to profiling;
10. the Guest shall have the right to file a complaint with the supervisory authority at the address: President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.

Article 8. Final provisions

Any changes to the Rules shall be introduced by an order of the Director of AMI and enter into force on the day they are published on the website www.iam.pl.