**New Stage! — Rules**

**GENERAL INFORMATION**

1. These rules set forth the terms of participation in the project New Stage! (hereinafter the ‘Project’).
2. The Project is organized by the Adam Mickiewicz Institute (hereinafter ‘IAM’) with its seat in Warsaw (00-560), ul. Mokotowska 25, entered into the Register of Cultural Institutions kept by the Minister of Culture and National Heritage with the number RIK 70/2006, Taxpayer Identification Number (NIP): 701-00-10-966, National Economy Register (REGON): 140470071
3. The Project is intended for a maximum of 6 artists with Polish citizenship and tax residency (hereinafter ‘Artist’), born before 1 August 2002. A single application may be submitted on behalf of a group of 2 or 3 artists by a person who is a member of such a group and participant in the task described in the application. In such a case powers of attorney should be enclosed with the application. The power of attorney form constitutes **Appendix 1** hereto. An artistic group will hereinafter be understood as an ‘Artist’, and all obligations set forth herein as refer to an Artist will apply to the individual members of such a group. Eligible to take part in the competition are any Artists whose work involves theatre forms, including drama, dance, music theatre, stage performance (directors, playwrights, choreographers, scenographers and others).
4. The Project involves a sixteen-week online residency programme realized in collaboration with a foreign expert (mentor) with a view to developing the theatre project outline submitted by the Artist to produce a director’s explication to be approved by the mentor.
5. The **Project Deliverable** (hereinafter the ‘Work’) is an explication (author’s or director’s) in English along with a detailed description and a report in Polish to be prepared in a format specified by IAM in **Appendix 2** to these Rules.
6. **Project duration:** 16 weeks
7. **Project implementation period:** to be set in consultation with the mentor and the Artist, beginning no earlier than October 2020 and ending no later than 31 January 2021.
8. **Meeting format:** 16 hours of online consultations with the mentor (no fewer than 1 meeting every 2 weeks), and e-mail consultations.

**APPLICATION SUBMISSION**

1. To take part in the Project one must complete and submit (to the e-mail address specified) the application form (part in Polish and part in English) containing:
	1. The Artist’s personal data: full name, e-mail address, mobile telephone number, address.
	2. A **Project proposal** in the form of a text in English, not exceeding 5000 characters (including spaces).
	3. Information about the Artist’s artistic achievements and/or links to materials, e.g. excerpts of performances, all kinds of additional materials (links, video files) must be available on an existing website or portal, e.g. YouTube or Vimeo (download links or files will not be accepted).
	4. Link to a video recording available online, presenting the **Project proposal** that the Artist would like to develop in collaboration with the mentor.
		1. The video recording must meet the following criteria:

1) Duration up to 100 seconds;

2) The contents and utterances included in the video must be in English;

3) The video must be produced by the Artist on his or her own;

The purpose of the video is to verify the Artist’s language ability (necessary for unassisted collaboration with the mentor). What is important is the originality of the project proposal and not the technical aspects of the video (IAM will not be assessing the video or audio quality; generally available recording media such as smart phones and tablets may be used at the application stage).

* + 1. By applying to take part in the Project the Artist represents that the Artist is the author of all the elements contained in the video; in particular materials used in the video must not infringe upon any third-party rights, including copyright and related rights. IAM will use the recording only for the purpose of selecting participants for the Project.
	1. Acknowledgement of having read and accepted these Rules in the application form.
	2. Selection of a preferred mentor whom the Artist would like to work with on the Project from the list of New Stage! mentors published by IAM. Indicating one’s preference is not tantamount to the assignment of the selected mentors; this decision is up to IAM and the mentors themselves.
	3. The Artist’s motivation to join the programme.
1. The Artist represents that the Artist will be able to submit the director’s explication developed within the framework of the Project upon completion of the Project.
2. The Artist may only submit a **single application outlining a single Project proposal** in line with item 9 of these Rules. Should more applications be submitted, only the one submitted first will be considered. Moreover, the project proposal developed by an Artist may only be submitted in a single application. Should the same proposal be submitted as part of several applications, it will only be considered as part of the first application to be received.
3. Sufficient command of English allowing the Artist to communicate freely with the mentor is a condition of participation in the Project. IAM does not provide an interpreter or translator, nor any other form or translation or interpretation of materials during the Project.
4. The deadline for applying is 31 August 2020, 11:59 p.m. (CEST).
5. Applications should be sent to the Organizer’s email rezydencje.online@iam.pl
6. Applications that do not meet formal requirements, including those containing incomplete or inactive links, will be rejected.
7. Sending a completed application form to the Organizer’s e-mail address constitutes acceptance of the New Stage! Project Rules.

**SELECTION OF PARTICIPANTS**

1. Winning Artists will be selected according to the following criteria:
2. The artistic value (e.g. originality, ingenuity) of the proposal
3. Prospects for implementing the proposal
4. Thoroughness of the proposal
5. Theatre/artistic achievements
6. Internal consistency of the proposal
7. The application will be evaluated on the above criteria by a jury selected by IAM.
8. The Organizer sets the date for publishing the results on 21 September 2020. Notice of the results will be given to the Artists by e-mail; the winning Artists’ personal data in the form of their full name will simultaneously be published at www.iam.pl, which the applicants consent to by submitting their applications.
9. The Organizer’s decision shall be final and not subject to any right of appeal.

**GENERAL TERMS**

1. To take part in the Project, Artists shall be required to sign a contract with IAM setting forth the detailed terms of participation in the programme. The contract constitutes **Appendix 3** to these Rules and can be downloaded from the website specified in item 19.
2. An Artist selected to participate in the programme will receive remuneration in the amount of **PLN 12,000.00 gross** (in words: twelve thousand zlotys gross) for preparing an explication along with a report making it possible to finalize or implement the artistic project in the future (the ‘Work’). Disbursement dates will be negotiated with each Artist on an individual basis at the stage of signing the contract, taking the nature and stage of the Project into account, with the following conditions applying:
	1. The remuneration referred to in item 22 covers any and all of the Artist’s claims. IAM will pay no additional costs relating to the implementation of the Project (such as the purchase of materials, equipment, licences, etc.).
	2. If an artistic group is selected to participate in the Project, the aforesaid remuneration will not be increased; it will be divided as determined by IAM together with the artistic group.
3. The obligation of securing third-party rights within the submitted project and Work shall be borne solely by the Artist; this includes without limitation copyrights and related rights, as well as other rights relating to patents and utility models. The Artist shall bear sole liability vis-à-vis IAM and third parties for any unauthorized use of elements affected by third-party rights in the project and Work.
4. The Artist shall read and comply with these Rules and any such changes as may be made by the Organizer and published on the website specified in item 19 of these Rules.
5. Under the contract referred to in item 21 above the Artist will grant IAM an exclusive licence for a term of 2 years (and non-exclusive thereafter) as from the delivery of the Work by the Artist to IAM, to the extent set out in said contract.
6. Within the framework of the signed contract, the Artist shall be obligated to make available to IAM visual materials (photos and video footage) documenting progress on the Project for the purposes of publicity via social media.
7. Accession to the Programme shall be tantamount to:

**27.1** The Artist undertaking to comply with the Rules;

**27.2** The Artist’s consent for the processing and use of personal data in the form of full name and bio for the Programme’s promotion and publicity purposes in accordance with the provisions of the 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’).

1. Owing to Article 13 GDPR, the Institute wishes to inform that:

28.1 The data controller is Adam Mickiewicz Institute with its seat in Warsaw (00-560), ul. Mokotowska 25, entered into the Register of Cultural Institutions kept by the Minister of Culture and National Heritage with the number RIK 70/2006.

28.2 The Data Protection Inspector’s contact details are: ul. Mokotowska 25, 00-560 Warszawa, e-mail: odo@iam.pl.

28.3 Applicants’ personal data are processed on the basis of:

a) Article 6(1)(f) GDPR — IAM’s legitimate interest being the pursuit of IAM’s chartered objectives by promoting and supporting Polish culture abroad — for purposes relating to the application process and the selection of a winning Artist and for the purpose of disclosure pursuant to the procedure set forth in separate provisions, including without limitation on access to public information and authorship law;

b) Article 6(1)(b) GDPR — for the purpose of signing a contract of mandate with the winning Artist;

c) Article 6(1)(a) GDPR — for the purpose of using the Artist’s full name and bio for the Programme’s promotion and publicity purposes and for the purposes of IAM’s statutory objectives. Personal data will be processed until the end of the IAM statutory activity information campaign for 2020-2022, and no longer than during a 2-year period, or the withdrawal of consent by the data subject. Consent may be withdrawn at any time without prejudice to the lawfulness of processing prior to such withdrawal, by sending appropriate notice to odo@iam.pl.

28.4 Following cessation of the purpose of processing, the data will be kept for archiving purposes for such duration as may arise from the provisions of the Act of 14 July 1983 on the National Archive Resource and Archives and such regulations enacted thereunder as may be in place at the Adam Mickiewicz Institute.

28.5 Recipients of Applicants’ personal data will be service providers operating IT systems and software for the Adam Mickiewicz Institute, external providers of services to the Adam Mickiewicz Institute, and such entities as may be authorized to obtain such data pursuant to the provisions of the law (including public administration bodies).

28.6Data will not be transferred to any third state or international organization.

28.7 The data subject has a right to audit the processing as set forth in Articles 15–16 GDPR, including without limitation a right to gain access to the contents of such data subject’s data and have such data rectified, as well as Articles 17 and 18 GDPR — a right to have the data erased or restrict the processing thereof — if applicable.

28.8 Personal data will not be processed automatically in a manner affecting decisions capable of having legal effects or similarly affecting such a decision in any significant degree. Data will not be profiled.

28.9 The Applicant has a right to lodge a complaint with the supervisory authority at:

Prezes Urzędu Ochrony Danych Osobowych
(President of the Polish Office for Personal Data Protection)

ul. Stawki 2, 00-193 Warsaw, Poland

1. The Organizer reserves the right to make decisions about disputed matters and matters not covered by these Rules.
2. In the event of force majeure beyond the Organizer’s control, the provisions of these Rules will be amended in line with the Organizer’s new arrangements.
3. The Organizer reserves the right to modify these Rules at any time. In the event of any modification of these Rules by the Organizer, the amended Rule shall take effect upon publication on the website specified in item 19. Simultaneously any such amendment will be sent to such Artists as may have submitted their Project applications prior to the date of such amendment.
4. The Organizer reserves the right to cancel the application process hereunder at any time, though no later than the day of entering into a contract with the winning Artists.
5. The Artist’s withdrawal from participation in the Project shall be possible on terms set forth in the said contract, subject to returning all benefits provided by IAM.
6. For matters not regulated herein, the provisions of the Polish Civil Code shall apply.
7. These Rules enter into force on the day of publication.
8. Any inquiries relating to the Project or to these Rules must be sent exclusively to rezydencje.online@iam.pl . All questions shall be answered by e-mail.
9. These Rules were drafted in a Polish and an English version. In the event of any discrepancies, the Polish version shall prevail.

**Appendix 1** - Power of attorney form for the representative of an artistic group

**Appendix 2** – Report template

**Appendix 3** – Contract defining the rules of participation in the programme