

**Regulations of the I International Conference
for Teachers - Practitioners
"Job shadowing - European experience
the key of success in education"**

SZKOŁA PODSTAWOWA Nr 13
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§ 1

General provisions

1. I International Conference for Teachers - Practitioners: "Job shadowing - European experience the key of success in education", referred to as the Conference in present Regulations, is held at a time and place specified by the Kornel Makuszyński Primary School No. 13 in Częstochowa, called later in the Regulations as Organizer.
2. The Conference is organized by Kornel Makuszyński Primary School No. 13 in Częstochowa, ul. Wręczycka 111/115, 42-200 Częstochowa.
3. The Conference will take place on the 17th May 2016, from 09:00 to 14:30, in the Session Hall of the City Hall in Częstochowa, ul. Śląska 11/13, 42-200 Częstochowa.
4. The Conference Patrons:
 - Minister of National Education
 - The President of the City Częstochowa Krzysztof Matyjaszczyk
 - Development Centre in Warsaw
5. The Conference Partners are:
 - Faculty of Education at the Academy of Jan Długosz in Częstochowa
 - Department of the Pedagogy of the Humanistic-Social Faculty at the Technical-Humanistic Academy in Bielsko Biała,
 - The City Hall of Częstochowa,

- Wodzisław Śląski Branch Campus of the Academy of Humanities and Economics in Łódź,
- Maria Grzegorzewska Academy of Special Education in Warsaw,
- Regional Teacher Training Centre "WOM" in Częstochowa,
- Local Government Training Centre in Częstochowa
- Branch Board of the Association of Polish Teachers in Częstochowa,
- Jan Kochanowski School Complex in Częstochowa,
- Maria Kownacka Primary School No. 33 in Częstochowa,
- Władysław Kowal Gymnasium in Włodowice,
- University College of Social Sciences in Częstochowa,
- Pokesdown Community Primary School - Bournemouth, United Kingdom,
- Colegio Apostol Santiago - Vigo, Spain,
- Tammelan Koulu - Tampere, Finland,
- Easy School of Languages - Valletta, Malta
- Scuola dell'Infanzia, Scuola Primaria, Scuola Secondaria di Primo Grado, Włochy,
- Інститут Професійно-Технічної Освіти Академії Педагогічних Наук України, Ukraina,
- Oxford University Press,
- C.K. Norwid High School No. 9 in Częstochowa
- University of Lodz: President of the Association – Lovers of Italian Culture Due Terre
- Media partners: TV Orion, TV NTL,

6. The provisions of these Regulations are an integral part of the Application for Participation in the Conference and are binding for all Participants.

7. The Participants of the Conference are the principals and teachers of schools interested in joining the Erasmus+ programme, teachers and students wishing to participate in the practice of "job shadowing" in European schools, the city authorities,

workers of the training centers for teachers, methodologists and consultants, people interested in ways of obtaining EU funds and in the procedures for filling Erasmus+ documentation as well as other persons professionally connected with the theme of the Conference and representatives of sponsors.

8. In the framework of the Conference the plenary and educational sessions will be held, prepared by experts from different countries. Each of them will be interpreted by interpreters.

9. All the Conference information is available at: www.sp13.edu.pl and on the websites of the Conference Partners.

§ 2

Participation in the Conference

1. The condition of participation in the Conference is the filling of the Registration Form available on the website of the Organizer <http://sp13.edu.pl/zgloszenie-na-konferencje/>, sending it to the address of the Organizer, sending it in a scanned form via e-mail of the Organizer: sekretariat@sp13.edu.pl or delivering it in person in the school secretariat.

2. The deadline for registrations to the Conference expires on the 13th May 2016.

3. Each Participant will receive a certificate of participation in the Conference.

4. The cost of participation in the Conference is free of charge.

5. Transport costs to the Conference and accommodation are covered by Participants individually. The Organizer does not cover any costs associated with the participation in the Conference.

6. The number of the Conference places is limited and the applicants will be handled on a first-come-first-service basis.

7. The Conference Participants will take part in the prize drawing.

8. Each Participant that has decided to take part in the Conference accepts these Regulations and has to comply with all their agreements.
9. The Participant is required to confirm the presence putting the signature on the attendance list on the day of the Conference.
10. During breaks included in the Conference programme, Participants are guaranteed snacks and drinks.
11. The Organizer does not insure the Participants taking part in the Conference and does not take the responsibility for their insurance.
12. The Organizer does not take the responsibility for Participant's belongings, which can be damaged, lost or stolen during the Conference.
13. The Participant fully takes the financial responsibility for eventual destructions done at the conference venue.
14. The Participant of the Conference consents to the processing of personal data in accordance with the Act on 29th August 1997 about the Personal Data Protection, document: DZ.U. [Journal of Laws] No. 133, item 833 (first name, last name, email address, contact telephone number) required to register the participation in the Conference.
15. The Participants agree to record their voice and image, to place the photos and footage (in whole or in part) containing their image recorded during the participation in the Conference, on the websites of the Organizer and Conference partners, as well as on Youtube (www.youtube.com) or on a similar services used for Conference video streaming and in the media, with the aim of information and Conference promotion. The Participants declare at the same time to not disclaim from the Organizer any rights to compensation.
16. The rights to use and dispose of materials created in the course of the Conference and materials registered in which a person of a Participant is presented pass to the Organizer and can be used without restriction, both, for own aims in the country as well

as abroad, in the following areas: placing in the computer memory, public performance and public display, exhibition, broadcasting and re-broadcasting, rental, lease, distribution via the Internet.

§ 3

Final provisions

1. The Organizer determines the programme of the Conference and reserves the right to change it. The Participants will be immediately informed about the changes to the programme by posting information on the website of the Organizer.
2. The Organizer reserves the right to change the provisions of these Regulations.
3. The Regulations are in force at the moment of their announcement.
4. Sending the Registration Form posted on the Conference website means at the same time the acceptance of provisions of these Regulations, as well as compliance with the order and any other arrangements made between the Participant and the Organizer.
5. In matters not regulated by present Regulations the provisions of the Civil Code will apply.
6. In accordance with the Law on Personal Data Protection dated on 29th August 1997, document: DZ.U. [Journal of Laws] No. 133, item 833, the Organizer of the Conference does not distribute, sell or lend the Participants personal data to other persons or institutions. The personal data provided by the Participant is treated as confidential and used only for the purpose of communication between the Participant and the Organizer of the Conference. The Conference is a closed event and do not constitute the mass event within the meaning of the Act on 23rd March 2009 about the safety of mass events, document: Dz.U. [Journal of Laws] 2009 No. 62, item. 504.
7. The Participants fully take the financial responsibility for the destructions done by them, both, on the Conference premises as well in places of accommodation.

8. These Regulations come into force on the day of their publication on the Organizer's website.

9. The Organizer has the right to change the provisions of these Regulations. The changes come into force within 7 days from the day they are published on the website www.sp13.edu.pl.

DYREKTOR SZKOŁY

mgr Iwona Olszówka

Częstochowa, 11th April 2016