

Terms and Conditions of Participation in the Language Job Fair

General Terms and Conditions

1. The Language Job Fair (hereinafter referred to as the "Event") is organised by the University of Warsaw (hereinafter referred to as the "Organiser") and will take place on 11 March 2025 at the building located at Dobra 55 (hereinafter referred to as the "Venue").
The registered seat of the University of Warsaw is at Krakowskie Przedmieście 26/28, 00-927 Warsaw, NIP (TAX ID NO.): 525-001-12-66.
2. The Career Office is an entity designated by the Organiser to administer the Event, including the acceptance of entry, the refusal to accept the entry in question and all contacts in matters relating to the execution of the Event and these Terms and Conditions of Participation in the Language Job Fair (hereinafter referred to as the "Terms and Conditions of Participation").

Registration of participation

1. In order to participate in the Event, the Organiser shall be supplied with a correctly completed ENTRY FORM sent by email to the following email address: biurokarier@uw.edu.pl (please write in the subject line of the message: LANGUAGE JOB FAIR 2025).
2. The entity submitting the aforementioned Entry Form will hereinafter be referred to as the "*Partner Organisation*".
3. Immediately upon receipt of a correctly completed Entry Form, the Organiser confirms by e-mail acceptance of the application and initiates promotional activities with regard to the Partner Organisation's participation in the Event.
4. If the available Packages are exhausted, the Organiser reserves the right to refuse to accept the application and admission to the Event.
5. The scope, terms and parameters of the Parties' individual benefits (Packages) are set out in the Entry Form and these Terms and Conditions of Participation.

Promotion

1. In connection with the Partner Organisation's participation in the Event, to enable the Partner Organisation to promote the Event, the Partner Organisation grants the Organiser a licence to use the Partner Organisation's logo and any graphic material sent by the Partner Organisation. Display and communication to the public of works in such a way that everyone can have access to it at a place and time of their own choosing; reproduction (including the production of copies of works by any technique), fixation, public display, display and communication to the public of works in such a way that everyone can have access to it at a place and time of their own choosing; The licence does not include the right to sub-licence. The licence is granted for the period from the date of delivery of the Entry Form to the Organiser until 15 March 2025.
2. The Organiser reserves the right to place the logo sent by the Partner Organisation in the graphic design chosen by the Organiser without the need for additional approval from the Partner Organisation.
3. Promoted job, apprenticeship or traineeship offers that are indicated for use in the advertising area must be forwarded by the Partner Organisation to the Organiser in A4 format on paper and delivered at least 3 working days before the Event. It is permitted to submit 2 offers for presentation in the

announcement area. The number of offers at the Partner Organisation's stand is not limited.

4. If the Partner sends a logo or submits offers in an inadequate format or size, the Organiser reserves the right to scale or convert (as far as possible, without any loss in quality) the submitted materials, provided it is technically possible.
5. Going beyond the designated stand for promotional purposes is not permitted (e.g. to distribute leaflets, hang posters etc.). Any additional promotional material (as above) may only be located at the Partner Organisation's stand.
6. In connection with the Partner Organisation's participation in the Event, to enable the Partner Organisation to promote the Event, the Organiser grants the Partner Organisation a licence to use the logo of the University of Warsaw. The licence is royalty-free, non-exclusive, non-transferable, territorially unlimited and is granted in the following fields of exploitation: reproduction (including the production of copies of works by any technique), fixation, public display, display and communication to the public of works in such a way that everyone can have access to it at a place and time of their own choosing; The licence does not include the right to sub-licence. The licence is granted for the period from the date of delivery of the Entry Form to the Organiser until 15 March 2025. The use of the University of Warsaw logo shall always be in accordance with the Logo Book. All materials with logos/mentions of the Organiser used by the Partner Organisation in the Event, its promotion and the promotion of the Partner Organisation require the prior approval of the Organiser.

Packages:

1. Partner Organizations are offered a choice of one of four paid packages:
 - 1) **Gold package**, which includes: a stand of 16 m², on 11 March 2025, with own stand construction, workshop, posting of offers, promotion of the company on the social media and website of the UW Career Office, and on posters, catering for 4 people;
 - 2) **Blue package**, which includes: a stand of 6 m², on 11 March 2025, with own stand construction, workshop, posting of offers, promotion of the company on the social media and website of the Career Office, and on posters, catering for 3 people;
 - 3) **Red package**, which includes: a stand of 4.5 m², on 11 March 2025, with own stand construction, workshop, posting of offers, promotion of the company on the social media and website of the Career Office, and on posters, catering for 2 people;
 - 4) **Green package**, which includes: a stand of 3 m², on 11 March 2025, a table with chairs, workshop, posting of offers, promotion of the company on the social media and website of the Career Office, and on posters, catering for 2 people.
 - 5) The **white package** includes a short 15 minutes presentation on 11 March 2025 on the company, to be held in the central point of the Language Job Fair exhibition space. The white package may be combined with other packages. However, the Partner Organisation who selects only this package has also the possibility of conducting a workshop.
2. The price of each package is specified in the Entry Form and **includes a non-refundable registration fee, representing 10% of the full gross value of the relevant package.**

3. During the Event, the Partner Organisation is entitled to use the cloakroom, toilets and the space indicated by the Organiser, and located at the Venue.
4. The Organiser does not provide parking spaces. Unloading/loading of equipment, materials, trade fair construction elements may only take place directly from Wiślana Street, from generally available parking spaces.
5. The Partner Organisation is obligated to use the fair space with respect for the rights of persons using other premises located at the Venue.
6. Each package includes a stand, the location of which is determined by the Organiser on the basis of plans dedicated to the Event. The location of the stand is determined by the type of the package selected and the application deadline.
7. Rules of assembly and dismantling:
 - 1) each time any construction elements are placed (packages including own construction of stands), or promotional materials higher than 2m, requires separate approval from the Organiser;
 - 2) during the assembly or disassembly of any materials, the Partner Organisation or the assemblers representing it, are obliged to strictly comply with all of the Organiser's guidelines communicated before or during installation and to observe the highest rules of personal conduct;
 - 3) any deviation from the previously agreed conditions is only possible with the written consent of the Organiser (electronic means are permitted);
 - 4) during assembly, the Organiser reserves the right to expel selected persons or the entire team working on the construction the Partner Organisation's stand in the event of gross negligence or failure to comply with the Organiser's instructions. The Partner Organisation is not entitled to any claims against the Organiser on this account;
 - 5) while performing the assembly (or dismantling) works, it is forbidden to hinder the implementation of other Exhibitors' works (in particular by storing stand elements on other stands). The Partner Organisation should maintain cleanliness and tidiness while performing assembly and disassembly works, and upon their completion, dispose of any rubbish only in the containers designated by the Organiser. In the event that elements of stand construction, rubbish or other items are left behind by the Partner Organisation after the Event, these items will be treated as abandoned by the Partner Organisation and the Organiser will be entitled to remove them at the Partner Organisation's expense. The Partner Organisation undertakes to cover the cost of the Organiser's removal of the aforementioned items by the date specified by the Organiser in the request for payment;
 - 6) the assembly of the stands begins on 10 March 2025, from 17:00 till 21:00, while dismantling must be completed by 19:00 on 11 March 2025;
 - 7) after completion of assembly and disassembly works, the Partner Organisation, or the assemblers representing it, are obliged to obtain acceptance of the completed work by the Organiser.
8. The Organiser is not responsible for any Partner Organisation materials or equipment left behind.

9. The Organiser is not responsible for the safety of the Partner Organisation's employees or other persons representing it and employed in the organisation of the Event or participating in the Event.
10. The Organiser shall not be liable for any fortuitous events, accidents or damages arising in connection with the Partner Organisation's activities and participation in the Event.
11. The Organiser is not responsible for power and water supply interruptions.
12. The Partner Organisation undertakes to use the fair space with due care.
13. The Partner Organisation shall be liable for any costs arising from damage to or destruction of the Organiser's property. In particular, the Partner Organisation shall be liable for damage caused to the Organiser by the Partner's employees and other persons acting on its behalf or for its benefit, as well as by persons at the Venue in connection with the Partner Organisation's activities.
14. The Partner Organisation undertakes not to carry out any works at the Venue which will affect its current state of repair.
15. The Partner Organisation undertakes to familiarise itself and comply with the health, safety and fire safety rules applicable at the Venue.
16. The Partner Organisation undertakes to familiarise itself with the Organiser's internal regulations, available on the Careers Office website: www.biurokarier.uw.edu.pl/jezykowe-targi-pracy/ and the UW Monitor: www.monitor.uw.edu.pl.

Fees

1. All amounts indicated in the Entry Form are given in net value, in PLN, thus the applicable VAT will be added.
2. The Partner Organisation is obliged to pay 100% of the fee (net price + VAT) resulting from the participation in the Event within the selected Package no later than 10 days before the Event. The Partner Organisation registering its participation 10 days or less before the Event pays 100% of the fee resulting from participation in the Event by the date indicated by the Organiser.
3. 20 days before the Event, the Organiser will issue a VAT invoice. If the Partner Organisation's participation in the Event is notified 20 days or less before the Event, a VAT invoice will be issued after the Event, within the following 14 days.
4. The fee should be paid to the Organiser's bank account held at the Millennium bank, the account number: 87 1160 2202 0 0 6085 54. The Partner Organisation is obliged to provide the Organiser with the order number before it is issued, if this is to be included on the invoice.
5. The VAT invoice will be sent by post to the correspondence address indicated by the Partner Organisation in the Entry Form or delivered electronically to the e-mail address from which the application was made.
6. In the event of cancelling the participation in the Event by the Partner Organisation, declared no later than 10 working days before the Event, the Partner Organisation will be obliged to pay the Organiser only the registration fee defined in the part "Packages", point 2. If, prior to resigning from the participation in the Event, the Partner Organisation paid the fee resulting from participation in the Event. The Organiser will refund the fee to the Partner Organisation after deduction of the registration fee.

7. Failure to participate in the Event without prior cancellation or cancellation at a later date than indicated in section 6, does not result in the Organiser being obliged to refund the fee paid by the Partner Organisation; however, failure to make payment does not relieve the Partner Organisation from paying the fee in accordance with the provisions enclosed in sections 1 to 4.

Personal data

1. Processing of the personal data of the Partner Organisation, its representatives, proxies or members of the Partner Organisation's bodies provided in the Entry Form, shall be performed pursuant to the principles set out in 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 (General Data Protection Regulation).
2. The Partner Organisation declares that it has familiarised itself with the information on the processing of personal data by the University of Warsaw, annexed to the Terms and Conditions of Participation.

Miscellaneous:

1. If, due to force majeure or other circumstances beyond the Organiser's control, it is not possible to hold the Event on the scheduled date, The Organiser is entitled to unilaterally change the date or cancel the Event. In this situation, the Partner Organisation is obliged to perform the duties of dismantling and cleaning the stand, as defined in these Terms and Conditions of Participation. The Partner Organisation is not entitled to any claims against the Organiser due to a change in the date of the Event. In the event of cancellation of the Event, the Partner Organisation will be obliged to pay the Organiser only the registration fee. If, prior to the cancellation of the Event, the Partner Organisation has paid the fee resulting from participation in the Event, the Organiser will refund the fee to the Partner Organisation after deduction of the registration fee.
2. The Organiser's liability to the Partner Organisation for any reason is limited to half of the net value of the package selected by the Partner Organisation.
3. In matters not covered by the Terms and Conditions of Participation, the provisions of Polish law shall apply, including the Act of 23 April 1964. - Civil Code.
4. Any disputes in connection with the Partner Organisation's participation in the Event will be resolved amicably in the first instance by the Partner Organisation and the Organiser. In the event that this proves impossible, these disputes will be referred to the court having jurisdiction over the Organiser's registered office.

Appendix:

GDPR clause

Information on personal data processing

Event: "Language Job Fair"

In connection with the taking of photographs and recordings of the Language Job Fair event, your image may be captured in the form of a recording or photograph.

Data controller

The data controller of your personal data processed as part of your participation in the event called: the "Language Job Fair" is the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warsaw.

The data controller can be contacted:

- by mail: the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warsaw (indicate the organizational unit to which correspondence is addressed); or
by phone: 22 55 20 000.

Data Protection Officer (DPO)

The data controller has appointed a Data Protection Officer who can be contacted in all matters relating to the processing of personal data at: iod@adm.uw.edu.pl.

You can contact DPO in all matters concerning the processing of your personal data by the University of Warsaw and the exercise of your rights related to the processing of personal data.

The tasks of the DPO do not include the implementation of other matters, such as providing information on the event, conditions for participation and information on the event programme.

Purpose and basis of personal data processing

Your personal data will be processed on the grounds of the above mentioned consent ^[1] in connection with the Controller's tasks performed in the public interest ^[2] and compliance with a legal obligation to which the Controller is subject ^[3].

You can withdraw your consent at any time by sending an e-mail to: biurokarier@uw.edu.pl

Data recipients

Access to data will be granted to authorized employees of the Controller, who must process personal data as part of their professional duties and tasks.

Your data recorded at the conference may be published at the following websites: Of the Career Office of the University of Warsaw or of the University of Warsaw, and in other post-event material, i.e. posts and publications about the "Language Job Fair".

Data recipients may also be entities commissioned by the controller to carry out specific activities, i.e. to prepare recordings of the event, to take photographs.

Data transfers outside of the European Economic Area (EEA)

Your data in the form of your image will be published at www.facebook.com. To read more about data processing by Facebook, visit: <https://pl-pl.facebook.com/business/gdpr>

Your data in the form of your image will be published at www.instagram.com. To read more about data processing by Instagram, visit: <https://pl-pl.facebook.com/business/gdpr>

Your data in the form of your image will be published at www.linkedin.com. To read more about data processing by LinkedIn, visit: <https://privacy.linkedin.com/pl-pl/gdpr>

The above means that your data may be stored on servers located both in the European Union and in the United States of America.

Personal data processing period

We will store your personal data until we complete the task, for the purpose of which the personal data was collected, or until you withdraw your consent to further processing, unless we have legitimate grounds for the further processing of your data.

Rights of data subjects

According to the principles set forth by the GDPR, you have the following rights:

- the right of access to the data,
- the right to erasure when data processing does not take place in order to fulfil obligations resulting from regulation and/or as a part of public interest,
- the right to restriction of processing;
- the right to object to the processing of your data;
- the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the personal data protection laws.

Obligation to provide data and consequences of failure to provide data

Providing data is voluntary. If you do not want your image to be recorded, you should not participate in the event.

[1] Article 6(1)(a) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27/04/2016

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 (General Data Protection Regulation) (Official Journal of the EU L 119 of 04.05.2016, p. 1, as amended (hereinafter referred to as the "GDPR"),

[2] Article 6(1)(e) of the GDPR;

[3] Article 6(1)(c) of the GDPR – legal obligation results from the Higher Education and Science Act dated 20 July 2018 (Polish Journal of Laws of 2018, item 1668).