

REGULATIONS FOR PARTICIPANTS of 8TH MRW MICROWAVE AND RADAR WEEK

§ 1. General provisions

1. **8th MRW 2018 Microwave and Radar Week** hereinafter referred to in the Regulations as the Conference, shall be held on May 14-17, 2018 in Poznań at Międzynarodowe Targi Poznańskie (Poznań International Fair), ul. Głogowska 14, 60-734 Poznań.

2. Conference Programme Organizer, responsible for the conference programme, is Fundacja Mikrofal i Radiolokacji „MIKON” , based in Warsaw, ul. Nowowiejska 15/19, 00-665 Warszawa, KRS (National Court Register Number) 0000558655, REGON (National Business Registry Number) 361558604, NIP (Tax Identification Number) 7010485008.

3. Conference Technical Organizer, responsible for the registration and service for conference participants, is Międzynarodowe Targi Poznańskie, based in Poznań, ul. Głogowska 14, 60-734 Poznań, KRS (National Court Register Number) 0000202703, REGON (National Business Registry Number) 004870933, NIP (Tax Identification Number) 777-00-00-488.

4. Conference participants may be researchers, academics, students and other persons professionally associated with the topic of the Conference, as well as the representatives of entities operating in the sectors related to the topic of the Conference.

5. As part of the Conference, research, teaching and educational sessions will be held, together with an exhibition of companies operating in the sectors related to the topic of the Conference.

6. Upon request, a participant may receive a certificate of attendance to the conference.

7. The official website of the Conference is available at: <http://mrw2018.org> .

§ 2. Participation in the Conference

1. The conditions for the participation in the Conference are as follows:

a) in order to attend the research, teaching and educational sessions of the Conference and visit the exhibition – one needs to fill in the application form online, which will be available on the Conference website during the registration period, along with making the appropriate payment no later than on 10. May 2018; After that date, the registration form, along with the payment, shall be possible to submit during the Conference, in person at the Conference reception desk made available by the Technical Organizer at Międzynarodowe Targi Poznańskie (Poznań International Fair);

b) in order to include a research paper in the Conference agenda and Conference materials, all of the following should be fulfilled:

- the paper should be submitted before the deadline shown in the “Call for papers”,
- the paper must obtain a positive decision of the Technical Program Committee,
- a Copyright Transfer Form regarding the paper must be submitted along with final version of the paper not later than 06. April 2018
- at least one author needs to register the participation online, using the form available on the Conference website along with making the appropriate payment no later than on 06 April .2018; one person registration may be attributed to no more than three papers.

The submission of the paper to the IEEEExplore digital library will be done after the Conference by the Organizers upon the following conditions:

- the paper fulfills the formatting requirements set forth by the Conference

- the electronic version of the paper conforms with the requirements of IEEEExplore digital library
- the paper has been presented by one of the authors at the conference.

c) in order to present a company or product at the exhibition – one needs to send a scan of a completed and signed exhibition package order form to mrw2018@mtp.pl or elzbieta.dubicka@mtp.pl, which is available on the Conference website, along with making the appropriate payment no later than on 06 April .2018. After that date, if the registration of the Conference participants is still in progress considering the maximum number of participants, the registration of participation, along with the payment, shall be possible to be made during the Conference, in person at the Conference reception desk made available by the Technical Organizer at Międzynarodowe Targi Poznańskie (Poznań International Fair).

2. The payment of the fees associated with the participation in the Conference, until 10. May 2018 shall be made by bank transfer to the bank account of the Conference Technical Organizer, i.e. Międzynarodowe Targi Poznańskie Sp. z o.o.:

a) EUR account for foreign entities, foreign and Polish conference participants:

Bank name: Bank Handlowy w Warszawie S.A. O/Poznań

Account number (EUR): PL66 1030 1247 0000 0000 5586 1358, SWIFT: CITIPLPX

b) PLN account - valid only for Polish entities (exhibitors, partners, sponsors):

Bank name: Bank Handlowy w Warszawie S.A. O/Poznań
Account number (PLN): 37 1030 1247 0000 0000 5586 1201

The payment of applicable fees after 10. May 2018, shall be possible at the reception of the Conference held by the Technical Organizer at Międzynarodowe Targi Poznańskie (Poznań International Fair) on 15-17. May 2018.

All costs must be covered by the ordering customer and free of charge for the receiver account. The name of the conference and delegate names and/or reference number must be clearly stated.

3. The fees for participation in the Conference are set out in § 3 of the Regulations.

4. The receipt of payment shall be confirmed by the Technical Organizer through a VAT invoice in accordance with applicable regulations.

5. The lack of the payment of the Conference participation fee until 11.May 2018, authorizes the Conference Technical Organizer to cancel the Participant's registration.

6. The acceptance of the registration form by the Conference Technical Organizer, subject to the receipt of applicable fees, shall be confirmed online. By sending the confirmation, the Conference Technical Organizer concludes an agreement with the Conference participant.

7. By registering the participation, the Participant accepts these Regulations.

8. By registering the participation, the Participant agrees:

- a) its data being processed by Międzynarodowe Targi Poznańskie for statistical and marketing purposes,
- b) for publication of registered materials in conference materials or other specialized publications.

9. The cost of travel and accommodation shall be covered by the Conference Participant.

10. Visa invitation letters are sent on request and only to participants registered and paid.

11. Conference participants are recommended to insure the movable property brought to the site of the Conference for the duration of the Conference. This applies, in particular, to Conference participants presenting hardware and other exhibits at the exhibition, scientific publishing companies, etc.

§ 3. Payment for participation in the Conference

1. The payment should be made together with submitting participation application forms, as the payment of fees is a precondition of acceptance the Conference participation application.

2. Standard fees for participation in the Conference:

	Early Bird (until 16. Apr 2018)*	Regular (17. Apr.-13. May.2018)*	On-site (14-17.May 2018)*
Standard	480	580	650
Member of IEEE/ EuMA/ PAN	420	520	580
Student**	270	320	350

* gross price includes VAT

** Bsc, MSc and PhD (or equivalent) students below age of 35

The participation fee includes:

- possibility to participate in MRW 2018 sessions and visit the exhibition,
- printed conference agenda and USB with conference materials (proceedings)
- lunches and coffee breaks on 15-17 May 2018.

Standard and Member fees include also participation at Gala Dinner.

Student fee includes participation at "beer evening".

Cost of additional ticket for Gala Dinner: 75 EUR.

3. Exhibition and Partnership Package

STANDARD OFFER		
		NET COSTS*
EXHIBITOR	1 table with cloth, 4 chairs, 1 socket (230 V/16A), 1 delegate registration and Gala Dinner Ticket, logo on the website and all published materials, insert to participants bag, raw space of 6 m2, carpeting, car entry card	950,00 EUR
BRONZE PARTNER	1 delegate registration and Gala Dinner Ticket, logo on the website and all publisher materials, insert to participants bag, presentation during partners session, raw space of 9 m2, carpeting, 1 table with cloth, 4 chairs, 1 socket (230 V/16A), car entry card	1 450,00 EUR
SILVER PARTNER	2 delegates registration and 2 Gala Dinner Tickets, ½ page adv in programme, logo on the website and all published materials, insert to participants bag, presentation during partners session, raw space of 12 m2, carpeting, 1 table with cloth, 4 chairs, 2 sockets (230 V/16A), car entry card	3 200,00 EUR
GOLD PARTNER	plenary conference partnership, logo on lanyards,	4 750,00 EUR

(MAX .1)	dedicated newsletter after conference, 3 delegates registration and 3 Gala Dinner Tickets, 1/1 page adv in programme, logo on the website and all published materials, insert to participants bag, presentation during partners session, raw space of 20 m2, carpeting, 1 table with cloth, 4 chairs, 2 sockets (230 V/16A), car entry card	
Additional ticket for Gala Dinner		75,00 gross EUR / 1 pc
Additional Conference registration		from 420,00 gross EUR / 1 pax

* Settlements with Polish entities (exhibitors, partners) are possible only in PLN and are performed by Międzynarodowe Targi Poznańskie in accordance with an average Euro exchange rate quoted by the National Bank of Poland to be in force on 02. March 2018.

4. The fee for participation in the Conference referred to in Item 2 and Item 3 includes the cost of liability insurance and accident insurance at the site of the Conference for the duration of the Conference.

§ 4. Cancellation of participation in the Conference

1. The Participant may cancel their participation in the Conference. The Conference participant's cancellation needs to be made in writing.
2. In case of the Participant's cancellation from participation in the Conference the participation fee paid shall not be returned to the Participant.

§ 5. Complaints

1. Any claims of Conference Participants against the Organizer shall be submitted in writing by registered letter with acknowledgement of receipt, to the correspondence address of the Technical Organizer: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań, Poland.
2. The complaints of Conference Participants shall be made in writing, not later than within 14 days after the end of the Conference. After the deadline the complaints shall not be considered.

§ 6. Final provisions

1. If the Conference does not take place for reasons attributable solely to the Programme and/or Technical Organizer, the Technical Organizer shall immediately reimburse the fees paid by the Participants to the indicated bank accounts.
2. If the Conference does not take place for reasons beyond the control of the Conference Programme Organizer and Conference Technical Organizer, due to the so-called "force majeure" (e.g. flood, hurricane, snowstorm, etc.), the Participant shall not be entitled to a reimbursement of any fees associated with participation in the Conference.
3. The organizers shall not be responsible for the items left or lost by the Participants at the location of the Conference.
4. Personal data of the Conference Participants, gathered during the registration process, shall be handled in accordance with the Law on Personal Data Protection dated 29 August 1997 (Journal of Laws No. 133 of 29 October 1997, Item 833) for the purpose of concluding a Conference Participation Agreement, implementation of services related to participation in the Conference, possible complaint procedure, as well as direct marketing of Conference Technical Organizer and Conference Programme Organizer.

5. In matters not covered by the Regulations the provisions of Polish law shall apply, in particular the Civil Code.
6. For the settlement of any disputes with foreign fair participants, the text of the Regulations in Polish shall prevail, and the law applicable to the interpretation of the Regulations is the Polish law.
7. Any disputes that may arise between the Conference participant and Conference Programme Organizer and/or Conference Technical Organizer shall be settled by the court competent for the seat of a given Organizer.
8. These Regulations shall enter into force on the day of their posting on the website <http://mrw2018.org>
9. The Organizer has the right to change the Regulations. The changes shall be published at <http://mrw2018.org>.

As on: 27 October 6 July2017