

Regulations of participation in meetings within "Parking gets SMART" project

- 1) Whenever in the Regulations of participation in meetings organized within "Parking gets Smart" projects the following terms are defined, they should be understood as follows:
 - A. **Organizers:**
 - a. Infoshare Foundation with its statutory place of business at Grunwaldzka 472 building D, 80- 309 Gdansk, registered in the Gdansk North District Court in Gdansk VII Commercial Division – KRS: 0000374384, Tax Identification Number – NIP: 9571047732, and
 - b. Polish Union of Active Mobility (PUMA) with its statutory place of business at Jana Heweliusza 29, 80-861 Gdansk, registered in the Gdansk North District Court in Gdansk VII Commercial Division Register of associations, other social and professional organisations and public health service establishments – KRS: 0000412741, Tax Identification Number – NIP: 5833151961
 - B. **Meeting/Meetings within "Parking gets SMART"** - an event carried out by the Organizers in a standard way - stationary or remotely using platforms for online meetings, focused on topics related to smart cities or smart parking in which any person who meets the conditions for participation can participate according to the Regulations.
 - C. **Participant/Participants** - a natural person, an adult, working in public administration or any other organization connected to smart city domain or interested in the subject of smart cities, with full capacity to legal actions that voluntarily registered to participate in the Meeting and participated in the Meeting in a traditional way or after logging in to platform chosen for the remote Meetings by the Organizers. One or more Meetings can be attended.
 - D. **Platform** - tool chosen by the Organizers for the Meeting in a remote form requiring prior Application and logging into the Platform to get access to each of the Meetings.
 - E. **Application** - actions taken by each of the Participants to register for each Meeting (registration for each Meeting is separate) consisting of completing the Registration form and for remote Meeting to obtain login details for the Platform.

- F. **Registration form** - a form necessary to be completed by each of the Participants to take part in each Meeting, available at: <https://infoshare.pl/parking-gets-smart/>
- G. **Random events** - circumstances that, despite proper behaviour are unforeseeable for the Organizers and which cannot be prevented or resisted effectively and with due diligence, as well as the occurrence for which the Organizers had no influence, including circumstances dependent from the will and actions of third parties.
- H. **Regulations** - rules of participation in the Meetings within “Parking gets SMART” project.
- 2) The Regulations define the rules of participation in each Meeting.
 - 3) The prior Application is required for each Meeting. The condition of participation in each of the Meetings is presenting by the Participant the will to participate in it through correct completion of the Registration form.
 - 4) The Application can only be made electronically (online) by the Registration form, assigned to a specific date of the Meeting, available at <https://infoshare.pl/parking-gets-smart/>
 - 5) By applying to participate in each of the Meetings, the Participant is obliged to express and agree to the processing of his/her personal data by the Organizers and accept the Regulations, which he/she undertakes to follow.
 - 6) Participation in each of the Meetings is free of charge.
 - 7) The Organizers declare that the number of places provided for each of the Meetings in specific locations is limited. In case of the remote Meeting number of places can be limited due to the maximum number of participants that can take part in it. The Organizers reserve the right to close the Application at the moment of reaching the limit of places for a given date of the Meeting.
 - 8) The Participants will receive confirmation of participation in each of the Meetings by e-mail, at the e-mail address indicated in the Registration form immediately after signing up to the indicated Meeting. For the remote Meeting the Participant will also receive the necessary information to log into the Platform.

- 9) The Organizers reserve the right to verify the people who will appear at the place of the Meeting in order to participate in terms of whether they have made the Application in accordance with the Regulations.
- 10) The Organizers reserve the right to change the program of each Meeting. Current program will be available on the website: <https://infoshare.pl/parking-gets-smart/>.
- 11) In case of a random event, the Organizers allow the possibility of changes in the way of how the Meetup will be organized, including the date and place or in the case of the remote Meeting including date and the Platform. In this case, the Organizers undertake to inform the Participants about the introduced changes by electronic means, by sending an e-mail to the Participants' e-mail address provided in the Registration form.
- 12) The Organizers are not responsible for lost items left by the Participant during the Meeting in person at the place where the Meeting was organized.
- 13) Without the agreement with the Organizers it is forbidden to film and record any of the Meetings regardless of their form.
- 14) The Participants cannot personally address others Participants, Speakers and the Organizers in a way that violates their dignity or is contradictory to general social coexistence.
- 15) The Participants are required to behave in a way that does not disturb others Participants and also in a non-threatening manner to the safety of other Participants, not disruptive and non-violent to the generally accepted norms of behaviour in public places and also not violating the rules of personal culture.
- 16) The Participants during the remote Meeting have access to the Platform on which chat functionality will be implemented. It enables the exchange of information with the Speaker and other participants. The chat will be moderated by the Organizers. The Participant taking part in the remote Meeting will be informed in advance, that if he/she uses the chat functionality, i.e. post his/her own statements, entries from the chat window along with the data of the Participant as Meeting participant may be disseminated along with the recording of the entire Meeting or a screen from the recording on the Internet, in particular on the official Organizers Youtube channel and in official profiles on social media.

- 17) In the case of the remote Meetings, the Participant cannot:
1. Share on the chat window any records that contain harmful content, including viruses, Trojan horses, bots, spyware, or other files programs that are designed or intended to be disrupting, damaging, intercepting, or misappropriating of service, system, program, information or personal data, limiting the functionality of any software, hardware, devices, or are designed to damage, obtain unauthorized access to data or other information of a third person.
 2. Impersonate another person or entity
 3. Use any devices or software designed to damage or disrupting the proper and timely functioning of the Platform or capturing data or personal data from the Platform
 4. Take any actions that result in exceeding the set limits of the Platform within the framework
 5. Share access to the remote Meeting on the Platform with third parties
 6. Publishing any offensive content on the chat, content that violates the personal rights of third parties, including other Participants, profanity, racist, pornographic content, threatening in any way the rights and freedoms of others.
- 18) The Participant is obliged to behave in a non-threatening manner to other Participants. Particularly, to the health and safety regulations, fire regulations, and provisions of the Regulation, follow the instructions of the Organizers and the security services. In case of inappropriate behaviour during the Meeting in person, the Participant may be removed from the meeting place. For remote Meetings access to the Platform on which the meeting takes place the Participant may be blocked or have limited access to individual functionalities (e.g. the possibility to use the chat functionality).
- 19) The Participant bears full responsibility for the damage he/she has made on the premises of the facilities where the Meetings will be held and for actions taken contrary to the prohibitions indicated in section 16 of this paragraph. The Participant is obliged to repair the damage caused by him/her to its full extent. The Organizers reserve the right to change the provisions of the Regulations in every time.
- 20) By accepting the Regulations, the Participant agrees that in the event of activating during the Meeting his/hers camera device, his/her image may be available to other Participants of the Meeting, Speakers, Partners, the Organizers and the employees and associates of the Organizers organizing the Meeting.

- 21) In case the Organizers acquire materials, where the Participant's image has been recorded (in a photo or video), the Participant agrees to the recording of his/her participation and distribution of the recordings from the Meetings, which may contain his/her image by the Organizers or by other people on behalf of the Organizers for advertising, promotional, and marketing purposes, including copies on which this image has been recorded and on reproduction of the image with all available techniques and methods, disseminating and publishing, including images of other people.
- 22) Meetings within "Parking gets SMART" are closed meetings and are not a mass event in meaning of the Act of 23 March 2009 on the safety of events mass (Journal of Laws 2018.870, i.e., item 504).
- 23) By participating in the Meeting, the Participant expresses consent to the processing of personal data by the Organizers for the purpose of the Meetings. Personal data will be processed in accordance with the purpose for which they were obtained and the appropriate information clause, i.e. in the purpose of the Participant's in the Meeting (also online), with the possibility of its identification in accordance with the notified registration (i.e. in connection with the performance of the contract by Organizers) and other purposes indicated in clause.
- 24) Additionally, by applying to participate in the Meeting, the Participant expresses during the registration process consent to the processing of personal data by the Organizers for marketing purposes which will be processed in accordance with the "Information clause".
- 25) The Organizers reserve the right to deprive the right to participate in the Meeting the Participant who will not comply with the provisions of the Regulations or will be under the influence of alcohol and / or drugs.
- 26) The Regulations are available on the website <https://infoshare.pl/parking-gets-smart/> and enters into force on 15.03.2021.
- 27) The Organizers reserve the right to change the provisions of the Regulations at every time when it is needed. The changes come into force within 5 days from their date posting on the website dedicated to the Meetings <https://infoshare.pl/parking-gets-smart/>.