



# Road to Warsaw Security Forum: Western Balkans Program

## Terms and Conditions

This program is organized by the Casimir Pulaski Foundation and co-financed by the Ministry of Foreign Affairs of the Republic of Poland as part of the public diplomacy 2020 grant scheme.

The content of this program expresses only the views of the authors and cannot be equated with the official position of the Ministry of Foreign Affairs of the Republic of Poland.

### I. Definitions

In this document, unless the context otherwise requires, the following terms and expressions shall have the following meanings:

1. **Terms and Conditions** or **T&C** – these Terms and Conditions of Participation in the Road to Warsaw Security Forum: Western Balkans Program.
2. **Organizer** – the Casimir Pulaski Foundation, headquartered at 6 Oleandrow Street, 00-629 Warsaw, Poland, registered under KRS No. 0000233247, holding Tax Identification Number (NIP): 9512164270, REGON: 140339112.
3. **Program** – The Western Balkans Program that is part of the Road to Warsaw Security Forum initiative organized by the Organizer scheduled to take place between October and December 2020.
4. **Applicant(s)** – Any person that applies for participation in the Program.
5. **Application Form** – An application form to be filled in by Applicants available at <https://warsawsecurityforum.org/wbp-application-form>.
6. **Participant(s)** – Any person accepted to the Program by the Organizer.

7. **Event** – Any online meeting, activity, e-workshop, webinar, roundtable, panel discussion or other organized within the framework of the Program by the Organizer.
8. **Speaker** – Any person appointed by the Organizer to conduct/lead an Event.
9. **Agenda** – A detailed agenda of the Program available at <https://warsawsecurityforum.org/western-balkans-program>.

## **II. General Provisions**

1. These Terms and Conditions are an integral part of the application process for participation in the Program.
2. Participants shall be bound by the Terms and Conditions upon applying to the Program and are advised to read and understand them carefully before registering.
3. Participants are obliged to respect the rights and personal dignity of all other Participants. Participants are under no conditions allowed to harass other Participants. The Organizer reserves the right to exclude from the Program, at any time, any Participant that engages in any form of harassment against other Participants.
4. The following acts are considered harassment: offensive verbal, visual or written remarks regarding gender, gender identity, age, sexual orientation, disability, physical appearance, body size, race, ethnic background, nationality, religion, deliberate intimidation, victimization, inappropriate physical contact and unsolicited sexual attention. Furthermore, it is prohibited to use words or symbols commonly recognized and known as inappropriate, including profanity or terms that might offend someone's religious or worldviews, or those that are considered discriminatory.
5. Any Participant failing to oblige by the T&C may be removed from the Program.

## **III. The Program**

1. The Program is addressed to 20 opinion-influencers and opinion leaders: journalists, publicists, bloggers, socio-political activists, etc. that hold the nationality of one of the following Western Balkan countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, North Macedonia and Serbia.
2. The Program is a series of entirely online Events and consists of:
  - a. Two (2) e-workshops which will be available exclusively to the Participants;
  - b. Two (2) webinars open to the Participants, recorded and made available to the general public afterwards;
  - c. One (1) Program relevant panel/expert discussion open to the general public organized within the Belgrade Security Forum 2020 on October 27<sup>th</sup>, 2020.
  - d. One (1) Program relevant panel/expert discussion open to the general public organized within the Road to Warsaw Security Forum 2021 scheduled to take place on November 18, 2020.

3. The Program is scheduled to take place between October and December 2020. The overall length of the Program shall not exceed 20 hours. The Events will be held on Friday afternoons and Saturdays, however there may be instances where a full day's commitment is required. The Program Agenda, available at <https://warsawsecurityforum.org/westernbalkans-program> contains detailed information on the Events. The Organizer reserves the right to change dates, times or speakers for any Event at its absolute discretion. If that is the case, the Participant shall immediately be informed of the change. The Organizer will not refund any damages incurred by the Participant as a result of any Agenda changes.
4. The official language of the Program is English; therefore Participants are required to communicate only in English during Events.
5. The Program aims to further enhance interest in Poland's efforts to promote Balkan EU enlargement, intensified by the Polish presidency of the Berlin Process in 2019. The second objective is to support activities within the framework of the Polish presidency of the Visegrad Group starting on July 1, 2020 which has made relations with the Western Balkans one of its priorities.

#### **IV. Financial Arrangements**

1. Participation in the Program is free of charge for Participants.
2. As the Program is held entirely online, the Organizer does not cover any costs incurred by Participants, including but not limited to: transportation, accommodation and catering costs. The same rule applies to issuing invitation letters and visa sponsorship. Participants are not required to travel.
3. Participants are obliged to equip themselves with electronic devices (computer, laptop, etc.) as well as an Internet connection in order to participate in the Program. The Organizer does not provide any technical equipment and bears no responsibility for the quality of the broadcast on the Participant's end.

#### **V. Admission**

1. In order to be admitted to the Program, Applicants are required to fill in the Application Form available at <https://warsawsecurityforum.org/wbp-application-form>.
2. The application process shall begin on September 7<sup>th</sup>, 2020 and end on October 4<sup>th</sup>, 2020. Applications sent after the closing date shall not be considered.
3. The Admission Committee, composed of at least three (3) Organizer's representatives, is responsible for Participants selection.
4. The selection will be made based on the documents provided and an interview with the candidate, if necessary.

5. Within the Program, the Organizer aims to provide a safe, respectful, and harassment-free environment for everyone involved regardless of age, sex, gender, gender identity and expression, sexual orientation, (dis)ability, physical appearance, race, ethnicity, nationality, marital status, military status, veteran status, religious beliefs, dietary requirements, childbirth- and pregnancy-related medical conditions or childcare requirements. For these reasons, Participants will be selected by the Admission Committee from among the Applicants only on the basis of meeting the Program eligibility criteria and merit, experience, the quality of their work and its potential for multiplying the project's objectives.
6. The Admission Committee's decision on admission to the Program will be sent to the e-mail address provided by the Applicant in the Application Form.
7. The Admission Committee decision on participation in the Program is final. No appeal process is available.

## **VI. Publication Requirement**

1. By applying to the Program, each Applicant, if admitted to the Program, commits him/herself to publishing online in English two (2) short article/policy paper/essay/commentary/entry on the *Western Balkans EU integration process* (one of which is at least 500 characters) in the form of a blog post, interview, podcast, video, entry on social pages, etc. by December 4th, 2020 and to informing the Organizer about such publications promptly by sending an appropriate link to: [WSF@pulaski.pl](mailto:WSF@pulaski.pl).
2. The abovementioned publication requirement constitutes a *sine qua non* condition of having the Organizer issue a certificate of participation in the Program to a Participant.
3. By applying to the Program, Applicants hereby give their consent to the Organizer to re-publish the publications indicated in point VI. 1 above.

## **VII. Program Completion Requirements**

1. The completion of the Program is confirmed by the issuance of an appropriate certificate (hereinafter: Certificate) by the Organizer.
2. The Certificate will be sent by regular mail to each Participant that successfully completes the Program.
3. In order to complete the Program the Participants are required to:
  - a) regularly and actively participate in all the Events;
  - b) comply with the publication requirement as indicated in point VI above.
4. Absence during an Event may be excused and justified only on a case-to-case basis and on the grounds of a certificate, on a formal legally accepted form, signed by a medical practitioner.

## **VIII. Participation Withdrawal**

1. Withdrawal from participation in the Program (concluded on the date of receipt of the "Confirmation of Participation") shall require a written form, to the correspondence address of the Organizer: Casimir Pulaski Foundation ul. Oleandrów 6, 00-629 Warsaw, Poland or electronically to the email address: [WSF@pulaski.pl](mailto:WSF@pulaski.pl) at least seven (7) days before the commencement of the first Event on the Agenda.

## **IX. Image, Voice and Speech Use**

1. During the Program, the Organizer is authorized to save and distribute the proceedings of the Events, both in audiovisual (for news purposes, interviews, marketing as well as artistic purposes or music videos) and visual form (photographic and artistic) for purposes of documentation, as well as promotional purposes or advertising. For this reason, the image of Participants, as well as their first name and family name (surname) may be saved without charge, and, following this, may be disseminated for the reasons mentioned above, at any time. This is a fact that the Participant agrees to upon Application.
2. The Organizer is also authorized to have the Events filmed, photographed, transmitted and recorded on different audio-visual devices, as well as on radio devices, online and through other types of public transmission that falls under new technical recording methods.
3. By applying to the Program, Participants agree to the use, alteration/modification and distribution of their image, voice and speech by the Organizer for promotional purposes related to project's marketing, without local restrictions. Consent is not burdened with time in which the acquired materials may be used. Consent is unequivocal to the fact that photographs, films or recordings made during the Program may be placed on the websites and social media accounts managed by the Organizer, and used in promotional materials issued by them also disseminated for this purpose, through printing, visual media or sound. Pictures and recordings of the Participants during the Program are taken free of charge and without the further consent of the Participants.
4. Participants hereby waive all claims (current and future), including also the remuneration by the Organizer for the use of their image, voice and speech for the purposes stated above.

## **X. Privacy Policy**

1. The entity acting as the Controller of personal data collected during the Program is the Organizer: FUNDACJA IM. KAZIMIERZA PUŁASKIEGO, with its registered office at ul. Oleandrów 6, 00-629 Warsaw, under No. KRS 0000233247, holding Tax Identification Number (NIP): 9512164270.
2. All information concerning the processing of personal data by the Organizer, in relation with the Program, has been provided in the Privacy Policy available on the website [www.warsawsecurityforum.org/privacy-policy/](http://www.warsawsecurityforum.org/privacy-policy/) which constitutes an integral part of the Program Terms and Conditions.

## **XI. Complaints**

1. Any claims against the Organizer shall be submitted in writing by registered letter with acknowledgement of receipt to the correspondence address of the Organizer: Casimir Pulaski Foundation, 6 Oleandrów Street, 00-629 Warsaw, Poland.
2. Any complaints regarding the Program shall be sent, not later than within 14 days after the end of the Program. After the deadline the complaints shall not be considered.

## **XII. Final Provisions**

1. All matters not regulated in the Terms and Conditions shall be governed by universally applicable provisions of Polish law.
2. In the event of circumstances beyond the Organizer's reasonable control, the Organizer retains the right to cancel or reschedule the Program.
3. The Organizer reserves the right to make any changes to the Terms and Conditions at any point. Participants will be notified of any changes made to the T&C via an announcement on the site: <https://warsawsecurityforum.org>. In the case that a Participant does not agree to the changes made in the T&C, he or she should inform Organizer of that fact. Lack of consent regarding changes to the T&C is seen as withdrawal from the contract mentioned in art. 384.1 of the Polish Civil Code, and is effective the day that the contesting of changes to the T&C is received. Until that time, the Participant must abide by the current resolutions.
4. These Terms and Conditions for the Program come into force on September 1<sup>st</sup>, 2020.
5. Any inquiries regarding the Program shall be addressed to the following e-mail: [WSF@pulaski.pl](mailto:WSF@pulaski.pl)