

5th International Conference Additive Manufacturing Meeting

Rules & Regulations

§1 General provisions

1. These are Rules & Regulations for participation in the 5th International Conference Additive Manufacturing Meeting, hereinafter referred to as “Conference”.
2. The Conference will be held on June 4-5, 2025, at the H-14 building of Wrocław University of Science and Technology, Wybrzeże Wyspiańskiego 27, 50-370 Wrocław, Poland.
3. The Conference is organized by the Department of Laser Technologies, Automation and Production Organisation, Faculty of Mechanical Engineering at Wrocław University of Science and Technology, Wrocław, Poland, hereinafter referred to as “Organizer”.
4. The program, registration, these Rules & Regulations and contact email for the Conference are available on the Conference’s Website: <https://3dmeeting.pl/>.
5. A Participant of the Conference, hereinafter referred to as “Participant” is any person who has registered for participation and satisfies the conditions set out in these Rules & Regulations.
6. The official language of the Conference is English.
7. All dates and times are provided in local time UTC+01:00 (Poland, Warsaw time zone).
8. The Organizer reserves the right to amend the program at its sole discretion without the requirement to provide a rationale

§2 Rules for Participation

1. Participation in the Conference is only possible on-site, with an expected attendance of 150 Participants.
2. Registration for Participants of the Conference can only be completed through the Conference’s Website.
3. Each Participant of the Conference needs to register and pay the Conference fee via the bank transfer, unless directly contacted and instructed otherwise by the Organizer. The rates and deadlines are available on the Conference’s Website. The bank account information is also listed

below. The payment is due within 7 days of the online registration. When delay is expected, a notification by email is required at amm@3dmeeting.pl.

4. Payments have to be done to the following account number:

■ **Registration Fees in EUR**

- Bank name: SANTANDER BANK POLSKA SA
- Bank account number: PL91 1090 2402 0000 0006 1000 0626
- SWIFT: WBKPPLPPXXX
- Title of the bank transfer: AMM 2025, Participant's name and surname
- Recipient: Wrocław University of Science and Technology

■ **Registration Fees in PLN**

- Bank name: SANTANDER BANK POLSKA SA
- Bank account number: PL37 1090 2402 0000 0006 1000 0434
- SWIFT: WBKPPLPPXXX
- Title of the bank transfer: AMM 2025, Participant's name and surname
- Recipient: Wrocław University of Science and Technology

The bank transfer fees are the responsibility of the Participant.

Payments by credit card are not accepted.

5. We only allow adult Participants of the Conference. The accompanying persons are not acceptable.

6. During the conference, a contest for the best poster presentation will be held, the rules of which are included in the appendix 1 to the Rules & Regulations.

7. The following data are collected upon registration: name and surname, title (optional), country, affiliation, email address, dietary restrictions (optional), special requirements (optional), selected social events (optional), invoice details, and consent for processing of personal data by the Organizer (and his subcontractors).

8. After registration, an email with payment instructions is sent to the provided address. Registration is considered complete once the payment has been successfully processed.

9. To make any changes to your data after submitting the registration form, please contact the Organizer via email at amm@3dmeeting.pl.

9. The registration fee of the Participant of the Conference covers:

- 5th International Conference Additive Manufacturing Meeting.

- Information materials and participant badge (only individuals displaying their personal badge may attend the Conference and access the venues).
- Lunches and coffee breaks.
- Conference dinner on June 4th.
- Tour of Hydropolis.

10. The Organizer is not obliged to cover any costs beyond those specified above.

11. The Organizer reserves the right to close registration once the capacity of the Conference venues is reached.

12. The Organizer reserves the right to cancel accompanying events due to an insufficient number of Participants or force majeure.

13. By paying the fee, each Participant of the Conference authorizes the Organizer to issue a VAT invoice. The invoice will be sent to the email address provided in the registration form.

14. The payer (the recipient) of the invoice is the entity indicated by the Participant in the registration form.

15. Refunds of the Conference fee are possible only in the case of:

- a) the Conference cancelation, or
- b) change of the Conference date.

16. In other cases than given in paragraph 15, refunds of the Conference fee are not possible.

17. Failure to pay the Conference participation fee by the deadline specified by the Organizer entitles the Organizer to cancel the registration without liability for any damages.

18. These Rules & Regulations are made available to the Participants on the Conference Website and come into force on the date of their publication on the aforementioned website. The information clause regarding the processing of personal data of the Participant, and other Attendees, is included in the appendix 2 to the Rules & Regulations.

19. Acceptance of the Rules & Regulations, registration for the conference and payment of the fee constitutes confirmation of the conclusion of the agreement between the Organizer and the Participant, for which the personal data provided during Registration are necessary. Acceptance of the Rules & Regulations is also a confirmation of receipt of the clause, which can be stored indefinitely for the purpose of the Organizer's settlement of the fulfillment of its legal information obligations.

20. The clause informing the Participant about the processing of their personal data constitutes Appendix 2 to the Rules & Regulations and constitutes an integral part thereof. The Organizer may ask (in particular during registration at the reception) for confirmation of receipt of the content of the information clause on the processing of personal data – in order to document that it has fulfilled its legal obligation to provide information. A change in the content of the clause does not constitute an amendment to the Rules & Regulations.

§3 Final Provisions

1. The Organizer is not responsible for belongings of Participants that are lost, damaged, or stolen during the Conference.

2. Each Participant of the Conference bears full financial and legal responsibility for any damage they cause during the event.

3. The Organizer is not liable for any damage caused to the Participant as a result of force majeure. Force majeure is defined as an event, combination of events, or circumstances beyond the Organizer's control that significantly hampers or prevents the fulfillment of the Organizer's obligations and could not have been anticipated, prevented, or overcome through due diligence.

4. The Organizer reserves the right to change the date or cancel the Conference for reasons beyond their control. In the event of cancellation, the Organizer will refund the entire fee paid by the Participant to the bank account used for the payment.

5. The Organizer reserves the right to change the format of the Conference to an online event if circumstances prevent holding it in person. In such a case, the complete procedure, including options for cancellation and refunds, will be communicated to the registered Participants. The Organizer will immediately inform about the cancellation of the Conference on the Conference Website. The Organizer will not be liable to the Participants for any compensation or damages on this account, nor for any reimbursement of costs incurred to participate in the Conference, except for the refund of the Fee.

6. Participants are required to comply with the Organizer's instructions during the Conference, particularly in terms of maintaining order and security.

7. The Organizer holds the exclusive right to provide a binding interpretation of the Rules & Regulations.

8. These Rules and Regulations take effect upon acceptance by registering through the Conference's Website.

9. In accordance with Article 81, paragraph 1 of the Act of February 4, 1994, on Copyright and Related Rights (Journal of Laws, 2019, item 1231, as amended), the Conference Participant agrees

to the free, noncommercial use of their image by the Organizer (or on the Organizer's behalf) in connection with their participation in the Conference. This includes any available format, such as photography and film, without territorial or time limitations, across the following fields of exploitation: copying, reproduction, dissemination, lending, and broadcasting, including via the Internet at the Conference and university webpages, social media platforms like Facebook and LinkedIn, for advertising and informational purposes.

10. The law applicable to the interpretation of the agreement of participation in the Conference concluded by accepting the Rules & Regulations is the Polish law. In matters not regulated by the Rules & Regulations, the generally applicable provisions of Polish law shall apply. Any potential disputes will be settled amicably, otherwise by a common court according to Polish law with jurisdiction over the Organizer's registered office.

11. These Rules & Regulations have been drawn up in two language versions – Polish and English, in case of interpretation discrepancies, the Polish version shall prevail.

Appendix 1

Rules of the Contest for the best poster presentation given by a Student or Young Scientist

§1

1. During the 5th International Conference Additive Manufacturing Meeting 2025 hereinafter referred to as the “Conference”, a contest will be held with prizes for the best poster presentation hereinafter referred to as “Work”, given by a young scientist.
2. The contest is organized by Wroclaw University of Science and Technology, 27 Wybrzeze Wyspianskiego st., 50-370 Wroclaw, POLAND hereinafter referred to as “Organizer” of the Conference.
3. The contest is addressed to Young Scientists, students and members of student scientific groups, actively participating in the Conference, hereinafter referred to as the “Contestants”.
The Young Scientist is defined in accordance with the provisions of Article 360 (2) of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text Journal of Laws of 2024, item 1571), as a person conducting scientific activity who:
 - 1) is a doctoral student or academic teacher – and does not hold a doctoral degree, or
 - 1a) prepares a doctoral dissertation in the extramural mode and does not hold a doctoral degree – if no more than 4 years have elapsed since the date of appointment of the supervisor or supervisors or the supervisor and assistant supervisor, or
 - 2) holds a doctoral degree within 7 years of obtaining it and is employed in a higher education institution that is part of the higher education system.
4. The aim of the contest is to promote outstanding achievements in the field of additive manufacturing techniques.
5. The 3 best Works will be awarded a prize.
6. The founder of the prize is the organizer of the Conference.
7. The market value of single prize is lower than 2000,00 PLN (two thousand zlotys).

§2

1. The competition for the award is open to Works by Contestants, concerning in particular:
 - scientific research, contributing to the development of additive manufacturing techniques,
 - works, constituting a creative adaptation of solutions in the field of the use of additive manufacturing techniques, as well as
 - all other achievements contributing to the development of additive manufacturing techniques.
2. By submitting a Conference poster to the Conference by a Contestant is equivalent to submitting a Work to the contest.

3. During registration at the conference reception, the Contestant confirms by signing the statement that he or she meets the requirements set out in the definition of Young Scientist, thus formally admitting the Work to participate in the Contest.

§3

1. By submitting a poster for the conference, the Contestant confirms that he/she is the author or co-author of the Work and is entitled to full copyrights, both economic and personal, to this work, and that the Work does not violate any rights or personal rights of third parties or applicable law.
2. Contestants retain full copyright to their Works.
3. By entering the contest, the Contestant confirms that he/she grants the Organizer a free, non-exclusive, unlimited in time and territory license to use the Work and its elements for the purpose of promoting, implementing and settling the Contest, without limitation to the number of copies:
 - a) in the field of recording and reproduction - production of copies of the work using a specific technique, including printing, reprographic, magnetic recording and digital techniques;
 - b) in the scope of trading in the original or copies – marketing, lending or renting the original or copies;
 - c) in the scope of dissemination in a manner other than specified in letter b) - public performance, exhibition, display, reproduction, broadcasting and rebroadcasting, as well as making it available to the public in such a way that anyone can have access to it in a place and at a time chosen by them
4. At the same time, the Contestant allows the Organizer to exercise derivative rights to the Work and its results, in particular in the fields of exploitation specified in paragraph 3, to adapt, modify, combine with other works, develop, build and manufacture according to the design included in the subject or to use it in any other way in order to make the idea come true. In this respect, the Participant also transfers to the Organizer the right to allow the exercise of derivative copyrights to the Work and its results.

§4

1. The Works submitted to the contest are evaluated by the Committee, whose composition is determined by the Organizer.
2. The Committee consists of 4 members determined by the Organizer.
3. Each Committee member selects the 3 best Works from among the submitted Works, awarding the 1st best Work 3 points, the 2nd 2 points and the 3rd 1 point. The author of the Work that receives the most points will be the winner of the prize. In the event of an equal number of points, the order is determined by the greater number of first places. If in this case there is no decision, an additional vote will be held covering only the Works that received the same number of points.

4. If any Committee member considers that there is a conflict of interest in connection with the contest, he/she shall be excluded from the Committee or from participation in the decision-making process in respect of the Conference presentation and poster to which the conflict of interest relates.
5. The award decision is based on the following criteria:
 - having the status of a student or a Young Scientist,
 - contribution to the development of additive techniques,
 - originality,
 - educational and popularizing values,
 - aesthetics in research presentation,
 - utility.
6. The decision of the Committee on awarding the prize is final.
7. Written report signed by all members will be prepared from the work of the Committee.

§4

The winners of the Awards will be selected during the Conference, and the award ceremony will take place during the closing ceremony of the Conference.

Appendix 2

Information clause regarding the processing of personal data

In accordance to Article 13 of 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, hereinafter referred to as "GDPR"), Wrocław University of Science and Technology informs that:

1. The controller of the personal data of the Conference Participants is Wrocław University of Science and Technology, located at Wybrzeże Wyspiańskiego 27, 50-370 Wrocław, (address for electronic delivery: AE:PL-90232-41299-GTBVI-12). Wrocław University of Science and Technology has appointed a Data Protection Officer, who can be contacted by e-mail: iod@pwr.edu.pl
2. The Participant's personal data will be processed for the purpose of:
 - a) dissemination of the image of Participants who voluntarily consent to it (in connection with the legal basis set out in Article 6(1)(a) of the GDPR);
 - b) performance of the agreement (concluded by accepting the Terms and Conditions), the subject of which is participation in the 5th Conference AMM2025, including for the purpose of registering participation in the Conference, accepting applications of Participants ready to deliver a Lecture/Poster presentation (in connection with the legal basis specified in Article 6(1)(b) of the GDPR);
 - c) to perform the Organizer's legal obligations regarding archiving, preparation of financial and accounting documentation, to ensure the safety of the Organizer's property and employees and the Participants (in connection with the legal basis specified in Article 6(1)(c) of the GDPR);
 - d) preparing photographic documentation and conducting a Photo report from the Conference for documentation, information, educational, didactic, advertising and promotion purposes of the Organizer, and the Conference itself, as well as for pursuing claims if justified (in connection with the legal basis specified in Article 6(1)(f) of the GDPR);
3. In order to ensure safety at the Conference area, the Organizer uses video surveillance covering the Conference area. The rules for the use of monitoring are specified in the internal ordinance No. ZW 50/2018 of 8 June 2018 of the Rector of Wrocław University of Science and Technology. The monitoring regulations are available on the website <https://dokumenty.pwr.edu.pl/432-hasla/d/1031/5/?tc=342> (Select Anonymous login).
4. Providing personal data by the Participant is necessary to conclude and settle the contract, for the Organizer to prepare participation in the Conference, to prepare the Abstract and to organize the conference presentation/presentation of the Poster. However, it is voluntary to grant individual permission for the dissemination of the image by the Organizer and entities authorized by him. You can revoke your authorisation at any time, but this will not affect the lawfulness of any data processing carried out up to that point.
5. The Participant's personal data may be made available to entities authorized to do so on the basis of generally applicable law, and the recipients of the Participant's personal data may be entities providing IT, legal, publishing and organizational support necessary to organize the Conference.
6. The Participant's personal data will be processed by the Organizer and will not be transferred to third countries (outside the European Economic Area) or to international organizations. This also applies to correspondence sent to the following address: amm@3dmeeting.pl. The use of the personal addresses of the Organizer's employees and electronic communication tools provided by external providers of such services could lead to the transfer to third countries. Since July 10, 2023, data transfers from the EU to organizations in the U.S. that are listed in the "List of Data Protection Frameworks" are based on an adequacy decision (Data Privacy

Framework). The list of entities covered by it is available on the website: <https://www.dataprivacyframework.gov/s/participant-search>. We recommend that you use the services of the providers on this list to communicate with you.

7. The Participant's personal data will be stored for the period necessary to organize the Conference and until the final settlement and closure of the Conference in accordance with the provisions on accounting documents or until the statute of limitations for claims expires (whichever occurs later); Data from the video monitoring system may be processed for the period specified in the relevant regulations of the Organizer. The Participant's personal data in the form of an image may be made available indefinitely (on photos from the Conference, on the Organizer's Websites and social media profiles). This will allow any third party to access this data.
8. If the Participant has expressed the willingness to deliver a Lecture/Poster presentation, his/her personal data voluntarily included in the content of the conference presentation/Poster will be processed on the Conference Website for information purposes and to document the content of the event.
9. The participant has the right to request:
 - a) obtain information about what data concerning him or her is processed by the Organizer,
 - b) rectify the content of the data,
 - c) erasure of personal data in the event of withdrawal of consent/consent or when the data will not be processed on a legitimate legal basis,
 - d) restriction of processing and objection to processing – in the cases and under the conditions specified in the GDPR,
 - e) transfer data processed by automated means.
10. The Participant's personal data will not be used to profile the Participant.
11. The Participant has the right to lodge a complaint with the President of the Office for Personal Data Protection if they believe that the processing of their personal data violates the provisions of the GDPR.

Content of the permission to disseminate the Participant's image

1. The Organizer may apply to the Participant for permission to disseminate the image in connection with the purposes specified in the Regulations - with at least the following content.

„I give voluntary permission for the dissemination of my image free of charge by the Wrocław University of Science and Technology for the promotional purposes of the University and the Faculty – in particular for the purpose of informing about the "Additive Manufacturing Meeting Conference" in the media (including social media) and on the Internet. The authorisation covers the fixation and reproduction using available techniques (without territorial or time limitations).”

2. Granting permission to disseminate the image is voluntary and does not condition participation in the Conference itself. A change in the content of the distribution permission does not constitute an amendment to the Terms and Conditions.