

REGULATIONS

LEAPS Meets Advanced Materials for Energy Conference 2025,

May 18 – 23, 2025

(hereinafter referred to as the „Regulations“)

§ 1 Organizer, date and duration of the Event

1. These Regulations define the rights and obligations of the Participants of the stationary event **SOLARIS National Synchrotron Radiation Centre Users on behalf of LEAPS** hereinafter referred to as the **“Event”** which will take place on **May 18 – 23, 2025**.
2. The Event is organized by the **Jagiellonian University** – hereafter **“JU”** or **“the Organizer”**, Gołębica 24, 31-007 Kraków, Poland hereafter **“the Organizer”**.
3. Scientific supervision over the course of the Event is provided by the **Organizing Committee** (hereinafter referred to as the **“Scientific Committee”**).
4. The Regulations are made available to the Participants on the Event website **https://indico.solaris.edu.pl/e/Advanced_Materials_for_Energy** (hereinafter referred to as the **“Event Website”**), in English, in a way that enables its downloading. Recordings and photos may be available at the dedicated web service (hereinafter referred to as the **“Platform”**), that URL will be defined later on and will be published on the Event Website.
5. Participants acknowledge that participation in the Event or access to the buildings and area of the Event shall be equivalent to accepting these Regulations.
6. The Organizer reserves the right to amend the Regulations *inter alia* due to a change in generally applicable law and the need to adapt the Regulations to this change. The amendment to the Regulations will come into force upon its publication on the Event Website.
7. The Organizer reserves the right to change the date of the Event if its performance within the time limit referred to in section 1 above will be impossible or excessively difficult for reasons beyond the control of the Organizer, in particular due to restrictions, orders and bans related to the pandemic state. The change of the date of the Event will be immediately announced on the Event Website.
8. The Organizer reserves the right to change the manner of holding the Event (stationary) if holding the Event in the manner referred to in section 1 above is impossible or excessively difficult for reasons beyond the Organizer's control, in particular due to restrictions, orders and bans connected with the pandemic state. The change of the manner of holding the Event will be immediately announced on the Event Website.
9. The Organizer reserves the right to make changes to the program of the Event, including the right to change the time schedule and the order of appearances. In the event of changes, the Organizer will inform about them immediately on the Event Website.

§ 2 Registration of participation in the Event

1. Participation in the Event requires registration through the electronic system provided on the website: **https://indico.solaris.edu.pl/e/Advanced_Materials_for_Energy** hereinafter referred to as the **“Registration System”**, in which a person wishing to participate in the Event will be required to provide the following data:
 - a. name and surname, email address, affiliation, academic title, country of origin, nationality,
 - b. telephone number (optional for facilitating contact),
 - c. year of birth, gender (optional for statistical purposes),
 - d. data necessary to issue an invoice (for the conference fee).

2. The deadline for submitting the applications is published on the webpage:
https://indico.solaris.edu.pl/e/Advanced_Materials_for_Energy
3. Completing registration into the Registration System shall be preceded by the Participant's acceptance of the Regulations and granting the authorizations, permits and licenses referred to in the Regulations. Granting all the authorizations, permits and licenses referred to in the Regulations is free of charge.
4. In the event of resignation from participation in the Event, the Participant is obliged to immediately inform the Organizer by sending relevant information to the email address: solaris.pr@uj.edu.pl. The Organizer is not responsible for any incorrect or untrue data provided by the Participant, when registering for the participation in the Event.
5. If Event is held stationary:
 - a. Participation in the Event takes place at the Event Site: Sopot Marriott Resort & Spa Bitwy pod Płowcami Street no. 59, 81-731 Sopot, Poland.
 - b. The provisions of the Regulations are binding upon the Participants of the Event.
 - c. Participants shall be obligated to follow the security rules, health and safety regulations, and fire safety regulations applicable at the Event Site. Participants are also obliged to follow the instructions given by employees, collaborators, and subcontractors of the Organizer, or officers in charge of order and security. In addition, each participant must adhere to the following rules:
 - during the event, each participant is required to have an ID badge.
 - d. Participation to the Event can only take place in the allocated premises and areas, in line with the agenda of the Event. Staying outside the allocated Event premises shall be prohibited.
 - e. JU shall not be liable for items left and lost during Event, and for items left in the clothing or backpacks left at the cloakroom, or at other places generally available at the Event.
 - f. The provisions of Section above shall apply, respectively, to bicycles, cars, and other vehicles remaining at the JU premises.
 - g. JU shall be authorized to inspect luggage and use metal detectors to mitigate the risk of bringing dangerous tools to the Event premises. This right is intended to assure safety to Participants, and refusal of consent to JU to exercise this right with respect to a given person shall be equivalent to resigning from participation to the Event.
 - h. When participating to the Event, Participants cannot have or bring in the following to the Event:
 - any weapons, ammunition and items considered dangerous (e.g. knives),
 - explosive, flammable and/or toxic materials or substances,
 - long umbrellas,
 - animals, except for guide dogs accompanying the disabled.
 - i. Persons under influence, or behaving in a manner that could pose a threat to safety of other Participants and JU, distort the agenda of the Event, or violate generally accepted standards of behavior in public, shall be prohibited to enter the Event premises. Employees, collaborators, and subcontractors of the Event Organizer shall have the right to commit the persons referred to in the previous sentence to leave the Event premises.
 - j. In the event where a Participant distorts public order, employees, collaborators, and subcontractors of the Event Organizer shall have the right to:
 - ask for the Participant's ID to determine one's identity,

- inspect the Participant's luggage and clothing, particularly if they suspect the person may hold items referred to in § 2 point 11,
 - call upon the Participant to behave appropriately,
 - request leaving the Event premises and apply all available measures, including detention until the Police arrives, if the Participant continues behaving in a manner interfering with safety and order of the Event despite prior call to behave appropriately.
- k. Participants shall be fully liable for damage to property and injury to persons being employees, collaborators, and subcontractors of the Event Organizer, as caused by themselves or persons remaining under their custody. The same liability as above shall be applicable with respect to other Participants.
 - l. In order to assure safety and security at the Event premises, JU may apply CCTV monitoring covering the entire Event premises, as well as particular fragments thereof. Rules for using the monitoring have been determined in the Annex to Regulation No. 34 of the JU Rector of 16 May 2019.
 - m. If any threat to Participants' life and health is detected, the Participant must immediately report such a threat to the staff in charge of the Event.
6. During the Event, it is prohibited to manifest one's ideological views, particularly political views. JU prohibits any commercial, promotional, or advertising activities at the premises of the Event, except for situations where particular entities have obtained a separate permit from JU for such activities.
 7. JU shall not be liable for events being a consequence of the Users' failure to follow the Regulations, JU guidelines, or instructions from the employees, collaborators, and subcontractors of the Event Organizer, as well as officers in charge of order and security.

§ 3 Rights and obligations of the Event Participants

1. Participants shall accept the agreed rules of the Event and its agenda, and commit not to affect the change thereof or to distort the course of the Event.
2. JU plans to have a photo and video report from the Event for documentation purposes (e.g. reports and statements), information purposes (available at the Event website and other JU websites with information about the Event and the course thereof), promotional purposes (e.g. at the Event website and other JU websites, JU social media profiles), and for archiving purposes (as regards recordings and photo reports).
3. By participating in the Event, Participants agree to recording and using their image for purposes stipulated in section 2 above, without any right to compensation related thereto. The consent shall include JU's distribution of an image recorded in relation to participation in the Event through i. a.: recording, multiplication using any technique, distribution, use, marketing, making available, public performance, exhibition, display, playing, broadcasting, making available to the public, and archiving, in particular including at JU websites, JU social media profiles, and JU promotional events.
4. The detailed information about the Event and the complete program of the Event is available on the Event Website.
5. The Event is to be conducted in English.
6. In case of hybrid or online event the Organizer will provide Participants with a recording of the Event on the Platform website (hereinafter referred to as "**Event Report**"), which Participants may access upon logging in to the Platform. **The Event Report will be available for at least one year or for the same period as the Event Webpage will be available.**

7. The Organizer of the Event, by providing the Participants with the conference materials, (hereinafter referred to as the **"Conference Materials"**), pays special attention to the necessity to respect intellectual property rights by the Participants. Participants undertake to use the materials provided to them by the Organizer only for their own personal use. Modifying, copying, sending, public performance and any use of these materials for commercial purposes requires prior written Organizer's or another authorized entity's consent. Participants are fully liable for any damage caused as a result of their infringement of the above restriction.
8. Participants accept the established rules for the course of the Event and its program, and undertake not to change it or disrupt the course of the Event. The Organizer is entitled to exclude the Participants who violate the provisions of the Regulations from participation in the Event, in particular:
 - a. disrupt the course of the Event;
 - b. undertake actions that are inconsistent with the law, morally or against the legitimate interests of third parties;
 - c. take actions aimed at circumventing or indicating an attempt to circumvent the Regulations or the rules of holding the Event;
 - d. take actions that violate the legitimate interests of the Organizer or harm its image.
9. The Organizer of the Event is not responsible for:
 - a. incorrect or faulty operation of the software used by the Participant;
 - b. lack of or interruptions in access to the Internet for reasons attributable to the Participant;
 - c. defectiveness of the computer equipment used by the Participant;
 - d. incorrect operation of the Platform by the Participant;
 - e. other circumstances preventing or hindering participation in the Event, not caused by the actions or omissions of the Organizer.

§ 4 Speakers

1. The Organizer reserves the right to indicate which Participants will present the Lecture as part of the Event. They will be hereinafter referred to as the **"Speakers"**. Their original Lecture (hereinafter referred to as the **"Recording"**) may be shared with other Participants after the Event and furthermore recorded and multiplied together with the other Lectures in the form of Event Report, which will be provided for the logged-in Participants of the Event **for at least one year or for the same period as the Event Webpage will be available**.
2. The Participant's submission of the Lecture to be presented as part of the Event is tantamount to granting the Organizer a non-exclusive license to use the Lecture and the Recording in accordance with the conditions specified in § 5-7 of the Regulations for the purposes of making the decision on qualifying the Participant as the Speaker, as well as for the purposes of organizing and conducting the Event.
3. Delivering a Lecture as well as granting the Organizer the authorizations, permits and licenses referred to in § 5-7 of the Regulations in all fields of use indicated therein is free is for the statutory purposes of the Organizer.
4. Granting the Organizer the authorizations, permits and licenses referred to in § 5-7 of the Regulations is voluntary, but necessary for a Speaker to deliver a Lecture.

§ 5 License to use the Lecture

1. The Speaker is fully responsible for the form and content of the Lecture. The Speaker undertakes to prepare and present an original Lecture that will not infringe upon the rights

and personal rights of third parties, contain theses and views inciting hatred or discrimination against any people on the basis of race, culture, ethnicity, religion or gender. Moreover, it is unacceptable to propagate ideology and symbolism related to totalitarian systems and other ideologies prohibited by generally applicable laws in the content of the Lecture.

2. If any parts of the Lecture are legally protected, the rights to which will not be vested in the Speaker, the Speaker guarantees that it is entitled to use them to the extent necessary to deliver the Lecture and grant the Organizer licenses with the right to grant a sub-license referred to in this paragraph, without the Organizer having to obtain additional approvals and permits.
3. The Speaker grants their consent for the Recording of the Lecture to its multiplication and recording in compilation with other Lectures, in the form of the Event Report to be shared on the Platform until deadline specified in § 4 section 1 of the Regulations.
4. The Speaker grants the Organizer a free of charge, non-exclusive, temporally (sec. 6 below), territorially, quantitatively and qualitatively license with the right to grant a sub-license of the same scope as the license to use the Lecture – recorded in the form of the Recording – in whole or in part, independently, as well as part of a collective work, in combination with works and elements freely selected by the Organizer (including the Lectures of other Speakers as part of the Event Report and the so-called conference materials referred to in § 3 sect. 4 of the Regulations, the beginning and ending charts), with the right to exercise derivative rights – develop, adapt and use all materials, graphics, fragments, shots, documentation created both during and after recording of Event Report – for informational, educational and documentary purposes of the Event, including in particular its use, sharing on the Internet, Intranet, as well as part of any telecommunications services with the use of any systems and devices on other Organizer's websites.
5. The license referred to in sections 3-4 above (hereinafter referred to as the "**License**") is granted to the Organizer upon creation of the work and covers the use of the Lecture, in particular in the following fields of exploitation:
 - a. recording of the Lecture without any quantitative limitations, using any technique, including printing, digital, reprographic, electronic, photographic, optical, laser, through magnetic recording, on any medium, including electronic, optical, magnetic media, floppy disks, CD-ROM, DVD, paper;
 - b. multiplication of the Lecture without any quantitative limitations, in any possible technique, including printing, reprography, digital, electronic, laser, photographic, through magnetic, optical recording, on any medium, including electronic, optical, magnetic, floppy disks, CD-ROM, DVD, paper, within the on-line system;
 - c. placing the Lecture in computer memory and multimedia networks, including the Internet, internal networks (e.g. Intranet), without any quantitative limitations, as well as transmitting the work (Lecture) within the aforementioned networks, including on-line;
 - d. dissemination of the Lecture, including its marketing, in particular in print, as part of electronic products, including electronic databases, on magnetic, digital, optical and electronic media, also in the form of CD-ROM, floppy disk, DVD, as part of multimedia networks, including internal networks (e.g. Intranet) and the Internet, in the on-line system, by communicating on demand, by lending the Lecture;
 - e. lending, renting, leasing or exchanging the media on which the Lecture was recorded, fixed and multiplied in accordance with items 1 and 2, using any technique of making the Lecture available, in particular those specified in items 3 and 4;
 - f. publishing the Lecture in a manner allowing everyone to have access to it in a place and at a time chosen by them;

- g. using the Lecture and its fragments for informational purposes;
 - h. making or ordering third parties to make elaborations of the Lecture, including its abbreviations and summaries;
 - i. granting permission for disposal and use of the Lecture, including permission to develop it and perform translations;
 - j. combining the Lecture in whole or in part with other materials or other documents, and translating it.
6. The License is granted to the Organizer for a period of 6 years. After the expiration of the aforementioned period the license shall be continued as a license granted for an indefinite time period without the need for the Speaker to submit an additional statement to that effect. The Speaker shall have the right to terminate the agreement (License) in respect of the license granted upon 10 years' notice after the expiry of the 6 year period specified in the first sentence, effective at the end of the calendar year.
7. The License also includes the right to use the Lecture in its whole or in fragments, including its abridgement and combining it or its fragments with other content or materials - also statements of other persons, including images or sounds, providing its verbal (text) transcription, translation into foreign languages and the right to authorize the exercise of derivative copyrights (permission to exercise derivative rights), in the fields of use specified in section 5.
8. The Speaker authorizes the Organizer and entities acting on their behalf to exercise their moral rights to the Lecture, in particular the right to the inviolability of the content and form of the Lecture and its reliable use, to decide on the first release of the Lecture to the public, to supervise the use of the Lecture and to decide on the method of marking the author of the Lecture and undertakes not to exercise these rights towards the Organizer and entities acting on their behalf.
9. Upon delivering the Lecture, the Speaker grants the Organizer a free of charge, non-exclusive, unlimited territorially, quantitatively and qualitatively license for the time period specified in section 6 above, with the right to sub-license of the same scope as the License, for the use of the recorded Lecture, in the fields of use analogous to those referred to in sections 2-8 above. The provisions of sections 1-2 of this paragraph apply to the Lecture accordingly. In addition, the Speaker authorizes the Organizer and entities acting on its behalf to perform technical quality control (QC) of the recorded Lecture, including, among others, checking the accuracy of the file (container, codec, bitrate), its length, trimming the beginning and ending, adding a starting and/or an ending board.
10. The Participant's submission of a willingness to speak and the Participant's being selected as a Speaker is tantamount to the Participant's consent to grant to the Organizer the Licenses and permissions referred to in sections 5-9 of this paragraph.
11. In the event of claims by third parties in relation to the Organizer or entities authorized by them to use the Lecture, related to these works or their individual elements, the Speaker:
 - a. will release the Organizer and persons authorized by them to use the Lecture from the claims in question, to the extent that they were obliged to purchase from third parties the rights to legally protected elements, including proprietary and related copyrights to these works and individual their elements and to obtain from them the permits and authorizations referred to in this paragraph, and
 - b. will be fully liable for any damage suffered by the Organizer and persons authorized by them to use the Lecture, due to claims against them referred to in point a) above, including but not limited to only for damages related to a claim for damages for their unlawful use or unlawful use of their individual elements.

§ 6 Consent to use the image

1. The Organizer may record the course of the Event with sound and image recording devices – for educational, informational and reporting purposes and documentation of the Event.
2. Participation in the Event in a stationary manner at Event Site is tantamount to granting the Organizer permission to record the Participant's image in an Event Report that will be shared on the Platform until deadline specified in §4 section 1 of the Regulations, without the right to remuneration for the aforementioned, under the terms specified in this paragraph. Consent is granted for the period specified in § 5 section 6.
3. The Participant's consent referred to in section 2 above includes the Organizer's dissemination of the Participant's image recorded in the Event Report due to participation in the Event through: recording, multiplication using any techniques, dissemination, use, marketing, lending, public performance, display, reproduction, broadcasting, publishing on the Platform in such a way that each logged-in Participant of the Event may access it at a time and place of their choice during the period specified in § 5 section 6, using all available techniques, including use on the Internet, Intranet and other computer networks for the purposes referred to in section 1 above.
4. Regardless of the provisions above, upon delivering the Lecture, in accordance with the provisions of § 4 section 1 of the Regulations, a Participant who is a Speaker gives, free of charge, unlimited territorially, quantitatively and qualitatively consent to: recording the image or the voice of the Speaker in the Event Report and using the recording, processing, copying and distributing the image or the voice of the Speaker recorded in the aforementioned way without the necessity of their approval each time, to the extent and in the manner analogous to that specified in § 5 sections 4 and 5 of the Regulations and for the period specified in § 5 section 6, including, in particular, on the website of the Platform, for the purposes referred to in § 6 section 1 above.
5. The Participant/Speaker is aware that the Event Report will be shared online on the Platform and will be accessible to logged-in Participants of the Event.
6. In connection with the use of the image (voice) the Speaker/Participant will not exercise the right to control and approve the use of the image (voice) each time, including the right to approve the final form of the Event Report in which it was used, and the right to indicate themselves as a person shown in above Event Report, and in particular indicating their name and surname, subject to sections 7 and 8 below.
7. The Speaker will be marked in the Recording and Event Report by providing their personal data – first name, last name and affiliation. At the same time, the Speaker agrees to be marked in the manner indicated above. The Speaker declares that such a designation complies with their wishes and does not infringe their rights.
8. The Participant will be marked in the Event Report by providing their personal data – first name, last name and affiliation. At the same time, the Participant agrees to be marked in the manner indicated above. The Participant declares that such a designation complies with their wishes and does not infringe their rights.
9. The event may only be recorded by the Organizer. It is forbidden to record and take photos by Participants during the Event without the prior consent of the Organizer.
10. The organizer has the right to authorize other entities to use the image or the voice on the terms specified in this permit.

§ 7 Processing of personal data

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 the "General Regulations"), the Organizer reports that:

1. Your personal data shall be co-controlled by the Jagiellonian University (address: ul. Gołębia 24, 31-007 Krakow, represented by the Rector of the JU and the Polish Synchrotron Radiation Society.
2. A Data Protection Officer (DPO) was appointed at the Jagiellonian University. Contact details: ul. Czapskich 4, Office number 25, 31-110 Kraków, e-mail: iod@uj.edu.pl, tel. +48 12 663 12 25 Monday – Friday 8:00 – 15:00.
3. Personal data of the Conference Participant will be processed in order to properly carry out the services of the Organizer:
 - a. performance of the contract, the subject of which is participation in **"LEAPS Meets Advanced Materials for Energy Conference 2025"** as well as in order to register at the Event, organization of Event (including booking of hotels, tickets, etc.), selection of Speakers, i.e. pursuant to Art. 6 sec. 1 let. b GDPR, on the basis of agreement concluded by accepting the Event Regulations.
 - b. conducting the Event, reporting from the Event and for educational, information, reporting and documentational purposes of the Event – with regard to the personal data of Participants and Speakers in the form of an image – based on their consent, i.e. pursuant to Art. 6 sec. 1 let. a GDPR.
 - c. the JU reserves right to contact the Participant (via e-mail) to inform about important events and news.
4. Providing data by the Participant is voluntary, but if you don't provide it, it won't be possible to register for the Event organized by the PDA. Providing personal data with respect to the image is voluntary.
5. The Participant's personal data may be made available to entities authorized to receive them on the basis of generally applicable law.
6. The personal data of the participant will be entrusted under the personal data entrustment agreement pursuant to Art. 28 GDPR, to the relevant IT services Suppliers of the JU. The personal data may be shared with co-organizers of the Event in order to organize and conduct the Event.
7. Participants' personal data will not be transferred to third countries (outside the European Economic Area) or to international organizations. Although in case of booking and purchasing the ticket for selected Participants their data will be transferred to the contractor that will be distinct Personal Data Administrator and may transfer data to third countries in order to deliver booking and purchasing service to the Organizer.
8. Personal data of Participants will be kept for the duration of the organization of the Event and until the final settlement and closing of the Event, as well as until the claims that may arise from the performance of the contract referred to in point 3 let. a), and to the extent indicated in point 3 let. b above – until you withdraw your consent to the processing of data.
9. Personal data of the Participant in the form of name, surname, name of the parent entity, image may be recorded in the Report from the Event and processed on the Platform's pages in a way that allows logged in Participants of the Event to access it, for information, educational and documentation purposes of the Event, including the need for coverage of the Event – in accordance with § 6 of the Regulations.
10. If the Participant is a Speaker, his personal data in the form of image, first name, last name and the name of the parent entity will be processed as part of the Report from the Event on the Platform's websites until the consent to their processing is withdrawn, and in the case of other Participants, personal data in the form of image, first name, the names and names of the parent entity will be processed as part of the Event Report on the Platform's websites until consent to their processing is withdrawn.

11. Under the terms of data protection laws, you have the right to access your personal data and the right to rectify, delete or limit data processing, the right to object to the processing and the right to data transfer. In addition, you have the right to lodge a complaint to the President of the Office for Personal Data Protection when you feel that the processing of personal data violates the provisions of the GDPR.
12. To the extent that the processing takes place on the basis of consent, the Participant also has the right to withdraw consent at any time without affecting the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.
13. The consent can be withdrawn via a statement in an e-mail sent to: iso.synchrotron@uj.edu.pl or by traditional mail to the following address: ul. Czerwone Maki 98, 30-392 Kraków, Poland or withdraw in person by putting at the headquarters of NCPS SOLARIS UJ, ul. Czerwone Maki 98, 30-392 Kraków, Poland
14. The Participant's personal data will not be subject to automatic decision making or profiling
15. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you decide that the processing of your personal data is in breach of GDPR.

§ 8 Final provisions

1. These Regulations are made available to the Event Participants on the Event Website and shall enter into force on the day they are posted on the above-mentioned website.
2. The Organizer reserves the right to cancel the Event, change its program and formula. The Organizer will immediately announce the cancellation of the Event on the Event Website. The Organizer will not be obliged to the Participants and the Speakers to any compensation in this respect, or to reimburse the costs incurred in order to participate in the Event and to deliver the Lecture.
3. In matters not covered by the Regulations, generally applicable provisions of Polish law shall apply.
4. The court competent to settle disputes between the Organizer and Participants is the Polish court competent for the seat of the Organizer.

Regulations of Hotel Sopot Marriott Resort & SPA

Thank you for reading and complying with the Hotel Regulations of Sopot Marriott Resort & Spa, which is designed to ensure a peaceful and safe stay at the hotel.

Reservation rules

Guests can book accommodation on the following terms and conditions in person, by phone, email or through the website www.sopotmarriott.pl or www.marriott.com. It is also possible to book accommodation through intermediaries, e. g. booking.com, expedia.ie, hotelbeds.com, according to the terms of their offers. The price includes access to the swimming pools, saunas and jacuzzi area. In exceptional cases it may be that a guaranteed room is not available. In such situations, the Hotel will provide alternative accommodation of a similar standard and will cover the cost of transportation to a nearby hotel. The company will not be entitled to any other compensation for this.

Types of reservation

a) flexible offer - with the possibility of free cancellation until 12. 00 pm one day prior arrival. In order to guarantee a reservation we require a prepayment or pre-authorisation of funds on the credit card equal to the cost of the first night, made within three days after making the reservation. In case of cancellation before 12. 00 pm one day prior arrival, the advance payment will be returned and the pre-authorization will be cancelled. The prepayment that wasn't made on time or a declined preauthorization will result in a reservation cancellation.

b) non-refundable offer - without the possibility of changing or cancelling at no cost. In order to guarantee a reservation, a 100% prepayment is required, made within three days after the reservation is made. The reservation that is not guaranteed with the prepayment will result in cancellation.

Hotel Check-in and Check-out time

Check-in: from 3 pm
Check-out:
until 11:00 am

If the guest does not check out till 11.00 am and does not arrange the late check out with the hotel reception desk, the guest will be charged 100 PLN for each additional hour prior their check out.

Cancellation and no-shows

In the case of a non-guaranteed reservation (i.e. without prepayment or a pre-authorisation) and no show by 4 pm on the the day of the arrival, the Hotel reserves the right to release the room without informing the Guest about it.

Reservations in the flexible offer: in case of non-arrival or cancellation by the guest after 12.00 pm the day before arrival, the Hotel has the right to charge the guest for the first booked day of the stay. Non-refundable booking: in case of no-show or cancellation by the Guest, the Hotel has the right to charge the Guest for the entire booked period of their stay.

The cribs for children

The cribs for children up to 3 years of age with duvet, pillow, sheet and mattress are provided free of charge on request. The rental of the duvet and the pillow to the crib has to be proceeded with a signed agreement upon guest's arrival. In order to guarantee the availability of the crib, please submit your request in advance.

Family stays

The price of the room includes accommodation for children (aged 12 years or younger) who are sleeping in beds that are included in the room amenities. There will be an additional charge for extra beds.

Rules for registration in rooms

Early arrival

We will be happy to check in our Guests before 3 pm in case of early arrival, depending on the availability of rooms. Please let us know about your early arrival as soon as possible, however please be aware that in order to guarantee early check-in, the room should be booked for the previous night.

Early departure

Guests leaving the hotel before the scheduled departure date may be charged a fee for early departure. The fee can be up to 100% of the value of the booked or confirmed stay, depending on the selected stay offer. For further information, please contact the hotel.

Requirements for identity cards

For security reasons, a valid photo ID must be presented at check-in. Accepted documents are as following: driver's license, passport, identity card. Identity document with a photo should correspond to the Guest's data given in the booking.

Late check -out

If you wish to extend your stay beyond the period indicated in the booking or on the day of arrival, please report it to the reception desk by 10.00 am on the day when the reservation expires. The hotel will consider the extension of your stay, as soon as it is possible.

We are happy to offer the possibility of late check -out on request, if the room is available.

The hotel check-out time is 11.00 am. In case of a check out up to 4pm, a fee will be applied equal to the half price of an additional day stayed at the hotel. In case of check-out after 4.00 pm, the full room fee will be applied.

If the guest stays in the room after 11.00 am, without arranging a later check-out with the reception desk, an additional fee of 100 PLN per hour will be charged to the guest's final invoice.

Refusal to register

The Hotel may refuse to accept a Guest who during their previous stay has grossly violated the Regulations, in particular by causing damage to hotel property or property of other Guests, as well as causing personal injury to the Hotel employee or other people staying at the Hotel. The Hotel can refuse to register juvenile and person under the influence of alcohol or drugs.

Opening of a hotel account

A Guest's hotel account gives a guest a possibility of transferring additional charges to the open credit. The account can be opened only on the basis of credit card blockade (pre-authorization) in the additional amount of 200 PLN per day of stay. If the amount used for additional services exceeds the amount of the blockade, the system will automatically increase the pre-authorization. The card is charged at checkout. The blocked funds which are not charged at the check -out should be released in:

- credit cards- two to five working days
- debit cards- between five and ten working days

Please keep in mind that the time of the release depends on the bank's decision.

Guest responsibility

Children under 13 years of age should be supervised by their parents or guardians. Parents or guardians are financially liable for any damage caused by their children's actions.

Hotel Guests are fully responsible for any damage or destruction of equipment and technical devices of the Hotel, caused by their fault or the fault of their visitors. The Hotel reserves the right to charge the Guest's credit card, if there was any damage found in their room after departure.

In case of violation of these Terms and Conditions, the Hotel may refuse to provide services to the person who violates them. Such a person is obliged to immediately comply with the Hotel's requests, to pay for previous services, to pay for any damage and to leave the Hotel.

Each time you leave the room, for safety reasons, you should turn off the TV, turn off the lights, turn off the taps and make sure that the door to the room is closed.

The Hotel shall have a statutory right of pledge on items contributed by the Guest to the Hotel in the event of late payment for the stay or non-payment for services provided.

For safety reasons it is forbidden to use skates, roller skates, scooters, bicycles, skateboards, segways, etc. while being inside of the hotel.

Responsibility of the hotel

The Hotel shall be liable for loss of or damage to items brought in by people using its services to the extent specified in the provisions of the Civil Code.

The Guest should notify the Reception about the occurrence of damage immediately after its discovery. The Hotel shall only be liable for the loss or damage to the money, securities, valuables or objects of scientific or artistic value if these items have been deposited in the hotel's depository. The Hotel reserves the right to refuse to deposit high value items, significant amounts of money, items that are unsafe and large size items.

The Hotel shall not be liable for damage or loss of a car or other vehicle belonging to the Guest, items left in it and live animals, regardless of whether these vehicles have been parked in the hotel car park or outside the Hotel. During check-in at the hotel, the guest is obliged to provide the registration number of the vehicle parked in the hotel car park.

Return of the personal belongings

Personal belongings left in the hotel room will be sent back to the address indicated by the guest, if required by the guest, at their cost. If you do not receive instructions to return the items that were left behind, the Hotel will keep the items for a period of one year, afterwards the items will become the property of the Hotel.

Complaints

Guests have the right file a complaint in the event of noticing deficiencies in the quality of services provided. All complaints are accepted by the Reception Department. A complaint should be filed immediately after noticing any deficiencies in the standard of services provided.

Principles of safety and health at work

All rooms in the hotel are non-smoking, that includes both cigarettes and e-cigarettes. Smoking is not allowed on the premises (both cigarettes and e-cigarettes). A cleaning fee of 770 PLN will be charged to each Guest in whose room tobacco products or e-cigarettes were smoked.

If the fire detector turns on in the room due to the guest's fault - by smoking cigarettes, e-cigarettes, or other inappropriate behavior, the Guest will be charged with a fine issued by the fire department. Dangerous belongings such as weapons and ammunition, flammable, explosive and illumination materials cannot be stored in hotel rooms.

It is forbidden to conduct acquisitions and sales on the premises of the Hotel.

It is forbidden to make excessive noise on the Hotel's premises, cause unpleasant smells or other behavior that interferes with, harms or irritates other Hotel Guests or makes it difficult for them to use the Hotel's offer.

In the case of inappropriate behavior of hotel guests towards other guests or employees of the hotel, the use of obscene vocabulary, verbal threats or physical violence hotel reserves the right to shorten the stay

of guests and check them out from the hotel. Guests are required to leave the Hotel premises immediately.

Guests are not allowed to make any changes to the hotel rooms and their furnishings, except for a slight adjustment of furniture and furnishings, which does not affect their functionality and safety of use.

For reasons of fire safety, it is forbidden to use in rooms heaters, electric kettles and other similar devices which are not provided in the hotel room. This prohibition does not apply to chargers and power supplies for electronic equipment.

On the inner part of the door in each room there is an evacuation plan.

The evacuation plan of the entire hotel can be found at the Security Officer and at the Hotel Reception Desk.

The entire facility is monitored at all time.

Quiet hours

The hotel is quiet from 10:00 pm to 7:00 am.

General principles

Information on accessibility for people with disabilities

The lobby, conference area, public areas and all restaurants are wheelchair accessible. We offer two rooms accessible for disabled guests. Please contact the hotel directly for more information.

Rules on alcohol consumption

In the Lobby Bar and hotel restaurants, guests may only consume alcohol purchased at the hotel. It is forbidden to bring your own alcohol or drink.

Beverages can be served to people over 18 years of age (with a valid identity card). The hotel reserves the right to refuse to sell alcohol to people under the influence.

Principles of childcare

The hotel does not offer its own childcare services. However, it may provide a telephone number to a local childcare facility where guests can call to arrange childcare.

Rules of use of the facility

The use of the fitness center of the hotel is available only for hotel guests.

The use of the Hotel's swimming pool and sauna area by Hotel Guests is included in the room price. Guests using the swimming pool and sauna area are obliged to familiarize themselves in advance with the Rules and Regulations for using swimming pools and saunas, which is located in the given area. For people that are not staying at the hotel, the use of the swimming pool and sauna area is possible under additional charge in accordance with the price list and terms of service.

As a spa hotel, we serve hotel guest in bathrobes in the lobby area only.

The use of the swimming pool and bar on the roof of the hotel is possible only for hotel guests, in accordance with the applicable rules and regulations. Children younger than 16 years old are not permitted to enter this zone.

The guests' visitors that are not registered in the hotel can stay in the hotel room from 7.00 am to 10.00 pm.

Rules for the residence of animals

The hotel accepts dogs and cats weighing less than 18 kilograms. Other animals can be accepted at the hotel's discretion. A maximum of two animals per room is allowed. Please inform the hotel reservation department about your pets' arrival in advance.

The fee per animal is 100 PLN per day. When registering, an agreement must be signed concerning the stay of animals on the premises of the facility.

Animals must not be in a dining area or in the fitness center and swimming pool and sauna area.

These rules do not cover guide dogs, which are considered service animals.

The dog must be kept on a leash and be wearing a muzzle in the public areas of the hotel. Staying with your pet is allowed in the hotel lobby, but not on sofas or armchairs.

Guests are obliged to place on the external handle of the door the following sign: "Pet in the room".

The Hotel reserves the right to refuse to carry out cleaning service if the animal in the room behaves aggressively and may pose a threat to the Hotel's employee.

SOM Child Protection Standards

Having regard to the legal obligation arising from the provisions of the Act of 13 May 2016 on Counteracting the Threat of Sexual Crime and the Protection of Minors and the content of the United Nations guidelines on business and human rights, recognising the important role of business in ensuring respect for children's rights, Sopot Marriott Resort & Spa adopts the Minor Protection Standards (also "SOM", "Standards"). In connection with the above, adults traveling with children will be asked to present a document during registration that allows for verification of the child's identity, indicating kinship, such as an identity card, school ID, MOBYWATEL or Internet Patient Account, civil status certificate, court ruling, notarial consent of the parent for a given person to travel with the child or consent signed by the child's parent together with the indication of the child's data, address of residence, telephone contact to the parent and the ID document number/PESEL number of the person to whom the parent has entrusted care of the child. In the event that the adult does not have such a document, signing a declaration during the registration process.

The Standards of Protection of Minors are available at the Hotel Reception.

If you have a reasonable suspicion that a child staying in the facility is being or has been harmed, you should immediately notify the SOM Coordinator (if the coordinator is unavailable, go to the Reception Desk and report the suspicion)

Contact to the SOM Coordinator: Reception Manager, tel. 722 103 227

Payment rules

Acceptance of cheques

The hotel does not accept cheque payments.

Credit/debit card

Debit and credit cards will be authorized upon check-in at the hotel and will be debited with the amount equal for the stay and the deposit, which may be increased if the room bill exceeds the value of the deposit. Authorization will cause the funds to be blocked until check-out, when the card will be actually charged with the amount due. Authorized funds will be released by a bank or financial institution within a maximum of 30 days after departure. The Hotel shall not be liable for any resulting fees or commissions.

Fluctuations in exchange rates

Currency conversions by banks or credit card companies during payment processing are not controlled by the hotel and are subject to exchange rate fluctuations.

Gift voucher/gift card

To purchase or redeem a gift voucher, please contact the hotel directly.

Payments

The credit card used to make the reservation must be valid throughout your stay. The guest is obliged to present this credit card at the hotel at the time of check-in. If you make a reservation on behalf of another person, please contact the hotel directly in order to agree on the issue of an invoice.

Supplementary services

On request, the Hotel provides the following services free of charge: information related to the stay and travel, wake up call at a specified time, storage of valuables and money in a safe during the guest's stay at the hotel, the storage of luggage of guests registered in the hotel and guests waiting for a room and check-out, board games rental for children, games for xbox.

Additional paid services offered by the hotel include: parking (50 PLN/day, in the underground garage or in front of the hotel), ordering taxi, flowers, balloons, etc., renting deckchairs, bicycles, electric scooters, and segways or cars. All requests from guests are fulfilled depending on the organizational possibilities of the additional services.

INFORMATION ON PERSONAL DATA

1. Administrator of hotel guests' personal data

The administrators of personal data in the Hotel Sopot Marriott Resort & Spa, Bitwy pod Płowcami 59, 81 - 731 Sopot are:

1. Legend Hotels with its registered office in Sopot, at Bitwy Pod Płowcami 59.

The following information applies to the processing of personal data by Legend Hotels.

2. Marriott International Inc with its registered office at 10400 Fernwood Road Bethesda, MD 20817 USA

Full information about the processing of personal data by Marriott is available at the following address: <https://www.marriott.com/about/global-privacy.mi>

2. The requirement to provide personal data

The provision of personal data such as name, ID number, address, email address, in the case of online reservations, telephone contact number, age of the child, in the case of a stay at a hotel with the child, and vehicle registration number, in the case of parking on hotel premises, is a prerequisite for the conclusion of a hotel service contract.

An employee of the Hotel is obliged to verify the data provided by the guest with a proof of identity. Failure to provide personal data shall prevent the Hotel from concluding a hotel service contract.

3. Purposes of the processing of hotel guests'; personal data

Personal data are processed for the purpose:

- a. reservation of accommodation, and the provision of hotel services;
- b. provide the highest quality service to hotel guests;
- c. documentation of the provision of services for tax purposes;
- d. hotel marketing;
- e. ensuring the safety of property and persons (monitoring, parking lot service);
- f. asserting or defending itself against any claims;

4. legal basis for the processing of personal data

In accordance with the GDPR, the basis for the processing of Guest's personal data collected by the Hotel is:

- a. Article 6 RODO point 1(b) " is necessary for the performance of a contract to which the data subject is a party or to take action at the request of the data subject prior to the conclusion of the contract";;

- b. b. Article 6 RODO point 1(f) " is necessary for legitimate interests pursued by the controller . . . '.
- c. c. Article 6 of the FODO(c) processing is necessary for the fulfilment of the legal obligation incumbent upon the controller";;
- d. d. Article 6 RODO points 1(a) and (f) " data subject has given his or her consent to the processing of his or her personal data for one or more specified purposes";;
- e. e. Article 6 RODO point 1(f) " is necessary for legitimate interests pursued by the controller . . . '.
- f. f. Article 6 RODO point 1(f) " is necessary for legitimate interests pursued by the controller . . . '.

5. the entities to which personal data may be transferred The hotel transfers personal data to the following categories of entities:

- Companies providing hotel IT support services and IT software; - Accounting companies providing accounting services;
- Transport and taxi companies in case of an order by a Guest of transport or shipment;

- Law firms (law firms) providing legal advice and legal representation services;
- Companies providing marketing services for the hotel.

6. the period of processing of personal data Personal data:

- tax claims or civil law claims of the Hotel or Guest, whichever is the later,
- obtained on the basis of consent for marketing purposes will be processed during the period of validity of the consent for marketing purposes,
- obtained in connection with monitoring will be processed for a maximum of 21 days from the date of recording, and then permanently removed.

7. the rights of the guest with regard to the processing of personal data

The guest has the right to access the data, correct them, the right to transfer the data, and the right to receive copies of personal data processed by the hotel. In addition, the right to withdraw consent at any time, to request the restriction of their processing, deletion, and the right to be forgotten in the case of processing of personal data for marketing purposes.

8.the possibility of lodging a complaint in relation to the processing of personal data Each Guest has the right to lodge a complaint in connection with the processing of their personal data to the supervisory authority, which is the President of the Office for the Protection of Personal Data, with the registered office in Warsaw, Stawki 2 00-193 Warsaw.

9.Automated decisions on the basis of personal data, including profiling

The hotel does not make automated decisions on the basis of personal data, including profiling.

10. Processing outside the EEA

Hotel Sopot Marriott Resort&Spa is part of the international hotel chain Marriott Inc. and guest data is processed outside the EEA in accordance with EU and FAMILY requirements. Marriott Inc. has certified accordingly.

Full information is available at the following address: <https://www.marriott.com/about/global-privacy.mi>

11. Contact with the controller of personal data

Contact with the Administrator or a person appointed by the Administrator is possible through the hotel reception or via e -mail ado@sopotmarriott.com

In the case of Marriott Inc. contact is possible by e-mail privacy@marriott.com,
or at Marriott International, Inc. Global Compliance, Privacy
10400 Fernwood Road Bethesda, MD 20817 United States of America.

