

Terms and Conditions of the 33rd EEGLAB Workshop

12-16 of September 2022 Lublin

GENERAL PROVISIONS

1. The following terms used within this document should be referred to:
 - 1.1. **Administrator** – Cortivision sp. z o.o., a company incorporated under the laws of Poland, having its head office at Lublin, al. Warszawska 47, 20-803 POLAND, registered in National Court Registry of Poland under the ID 0000778374; responsible for the local organization, financial settlement of the conference based on information provided by the organizer, contacting subcontractors in the area of catering and reimbursing travel expenses for the organizers of the workshop.
 - 1.2. **Conference** – EEGLab 2022 Lublin workshop held on 12-16 September in Lublin, Poland.
 - 1.3. **Main Goals:** The tutorial workshop will introduce and demonstrate the use of the EEGLAB software environment and EEGLAB-linked tools for performing advanced analysis of EEG and related data, with detailed method expositions and practical exercises. The main topics will be advanced methods for analyzing EEG and allied behavioral data, methods including spectral decomposition, independent component analysis, inverse source analysis, information flow, etc.. Some other parts of the workshop will require basic MATLAB scripting capabilities.
 - 1.4. **Main Organizer** - Swartz Center for Computational Neuroscience, University of California San Diego; the main organizer of the EEGLab workshop cycle, responsible for the programme of the event and the speakers.
 - 1.5. **Organizers** – Main Organizer and Administrator acting by common accord.
 - 1.6. **Patron** – entities hosting the event under their patronage: Polish Neuroscience Society (PTBUN) and Advances in Cognitive Psychology.
 - 1.7. **Workshop venue** – Lublin, Poland.
 - 1.8. **Workshop participant** - natural or legal persons, in particular students, doctoral candidates, employees, researchers, teaching and research staff, as well as representatives of a company or another organisation that meets all the conditions set out in the section “Terms and Conditions for Participation.”
2. The provisions of these Terms and Conditions shall be an integral part of the registration for participation and shall apply to all participants.
3. Submission of the registration via an electronic form to the organizers constitutes acceptance of these Terms and Conditions by the participant and constitutes a form of entering commitments between the parties.

TERMS AND CONDITIONS FOR PARTICIPATION

4. The conference will be held in stationary mode depending on the current epidemiological situation.
5. The EEGLab 2022 Lublin is a closed event which is open only to participants who have been accepted by the organizers after completing the electronic form (<https://eeglab2022lublin.com/>) and paying the conference registration fee.
6. The EEGLab 2022 Lublin is a fee-based event for participants. The conference fee varies according to the status of the conference attendee. Participation in the conference is subject to the following fees:
 - 6.1. Registration fee of 300 EUR – includes participation of students and post-docs,
 - 6.2. Registration fee of 350 EUR – includes participation in Faculty and other professionals.
 - 6.3. The conference fee must be paid by 15. 08. 2022 at the latest in accordance with the guidelines of the Administrator.

- 6.4. If you would like to receive an invoice for attending the conference, you must tick this option on the registration form with the details of the exhibition, or tick this fact with the details of the conference to e-mail: eeglab2022@gmail.com
- 6.5. Each participant who has submitted the registration form correctly and paid the registration fee on time has the access to: 8x coffee breaks, 4x lunch, admission to the workshop, participation in an integration meeting and an excursion to the Lublin Village Museum, possibility of presenting the poster in the poster session, possibility of publishing the poster in the special excursion Advances in Cognitive Psychology, the possibility to submit the manuscript to the special issue Advances in Cognitive Psychology and its publication free of charge in the event of a positive pass of the review.
- 6.6. Participants will be expected to bring laptops with MATLAB software installed so as to be able to participate in the practical sessions. The tutorial workshop will introduce and demonstrate the use of the EEGLAB software environment and EEGLAB-linked tools for performing advanced analysis of EEG and related data, with detailed method expositions and practical exercises.
- 6.7. The language used during the workshop is English.
- 6.8. The copyright for all presentations, contributions of speakers, materials (hereinafter referred to as "presentations") held in connection with the EEGLab 2022 Lublin or made available to the participant belongs to the Organizers and is therefore intended solely for the personal use of the participant.
- 6.9. It is forbidden to reproduce, market, distribute in any way, lend, perform or make available to the public the presentation.
- 6.10. The Organizers will endeavour to ensure that the detailed programme of the Conference is published to the participants about one month before the Conference, but no later than 1 September 2022.
- 6.11. If a participant decides to terminate his or her participation in the EEGLab2022 Lublin, he or she should inform the person in charge thereof by sending a notice to the e-mail address of the person in charge: sales@cortivision.com with the note "Cancellation of participation in the EEGLab 2022 Lublin." In the event of withdrawal of the participant, the Administrator reserves the right to deduct the costs of conference servicing from the conference fee. The cost of the conference service will be charged individually depending on the cancellation date. If cancelled within 14 working days or less (to the conference start), the conference fee will be charged in full.
- 6.12. By registering to participate in the Conference, you agree to record the proceedings of the Conference as well as the image, voice and statements of the participants by means of sound or video recording equipment, as well as the dissemination and use of the image recorded on the film/photos by the organizers and their dissemination for information, education, advertising and marketing purposes.
- 6.13. The Organisers reserve the right to:
 - 6.13.1. indefinite, repeated and free of charge reproduction of recorded material
 - 6.13.2. to make the stored materials available to the event partners for use for information, education and marketing purposes.
 - 6.13.3. Use of the image for various forms of electronic image processing, fixation, editing, copying, cutting and composition without any obligation to accept the final product, but not in offensive or generally considered unethical forms.
- 6.14. At the same time, the Organizers declare that all activities related to the provision of the stored materials will be carried out in compliance with the applicable legislation on the protection of personal rights, including personal data.

7. PERSONAL DATA MANAGEMENT

- 7.1. The Administrator is a managers of the participants' personal data accordingly to the privacy policy available at <https://www.cortivision.com/privacy-notice/>

- 7.2. The contact person for questions relating to the processing of personal data by the organizers is the Administrator's representative (info@cortivision.com).
- 7.3. The personal data of the participants (name, title/degree, e-mail address, contact telephone, name of the institution represented, position) are processed:
 - 7.3.1. for the purposes necessary for the organisation of the conference, including verification of compliance with the requirements described in these Rules of Procedure in accordance with Article 6 (1) (b) and Article 6 (1) (f) of Regulation (EU) 2016/679 of the European Parliament of 27 April 2016 on the protection of natural persons in the context of the processing of personal data and the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", and
 - 7.3.2. for the purposes necessary to fulfil the legal obligations of the Administrator pursuant to Art. 6 para. 1 lit. RODO.
 - 7.3.3. for marketing purposes based on the consent of the data subject in accordance with Article 6. Para. 1 letter a) RODO.
- 7.4. The personal data of the participants will be stored/processed for the following time:
 - 7.4.1. with regard to participants whose participation has been confirmed by the organizers, the data will be processed for the period necessary for the proper conduct of the conference,
 - 7.4.2. for persons taking part in accompanying events paying an additional fee, for a period of five years from 1 January following the day of participation in the event;
 - 7.4.3. Data processed for marketing purposes – for 3 years from 1 January after the date of consent.
- 7.5. The participant has the right to access his/her personal data, to rectification, erasure or restriction of processing, to object to the processing of personal data and to lodge a complaint with the supervisory authority in the area of personal data protection. The Participant also has the right to revoke consent to the processing of personal data (with respect to personal data processed on the basis of consent – the Participant may revoke consent to the processing of personal data at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent prior to the revocation. The revocation of consent may take place in the same form in which the consent was given.)
- 7.6. The provision of personal data is voluntary, but necessary for participation in the Conference. Failure to provide data prevents participation in the conference.

8. CONCLUSIONS

- 8.1. The workshop will be held in Lublin. The exact location of the workshop will be announced on the website of the conference - <https://eeglab2022lublin.com/>
- 8.2. The Organizers reserve the right to change the program of the conference, in particular to change the speaking time, to change the moderators or to change the venue, to change the format of the online event, to change the date of the organization or to cancel. The organizer is not liable for any damages incurred by the participant or the reporting body in connection with the events mentioned in the preceding sentence.
- 8.3. In the event of a change in the date of the conference, the participation fees will not be refunded. In the event of cancellation, conference fees paid by participants will be refunded.
- 8.4. These Terms of Use apply from the date of their posting on the website <https://eeglab2022lublin.com/>. The Administrator reserves the right to change the rules at any time, provided that the changes apply from the date of their publication.