



# COHESION AND EUROPEAN BORDER DEVELOPMENT FORUM

**28 OCTOBER 2025, BIAŁYSTOK**

## **RULES OF PROCEDURE**

### **§1 General provisions. Definitions**

1. These Rules of Procedure (hereinafter referred to as "the Rules of Procedure") lay down the terms and conditions for the organisation and participation in the Cohesion and European Border Development Forum (hereinafter referred to as "the Forum"), which shall be conducted in a physical form.
2. The Forum is organised by Podlaskie Voivodship (hereinafter: ("Organiser"), established at: at ul. M. Curie-Skłodowskiej 14, 15-097 Białystok and the City of Białystok (hereinafter: "Organiser"), established at Słonimska 1, 15-950 Białystok.
3. The Cohesion and European Border Development Forum aims to assess the impact of the conflict in Ukraine and the parallel hybrid warfare on the eastern border regions of the European Union. It is a key response to the urgent need to integrate defence policies into development investments and to strengthen the resilience of these areas in the face of dynamic geopolitical changes.
4. Access to the Forum shall be free of charge and only on presentation of an identity document authorising the receipt of an identifier issued by the Forum organiser.
5. The Forum will take place on 28 October 2025 in The Stanisław Moniuszko Podlasie Opera and Philharmonic - European Art Centre in Białystok, at ul. Odeska 5, 15-406 Białystok.
6. The Organiser reserves the right to organise the Forum only online in the event of force majeure preventing the Forum from being organised in physical form. In particular, future and uncertain events, which are beyond the Organiser's control, constitute force majeure, in particular: martial law, state of emergency, state of natural disaster, state of epidemic, pandemic (or introduction of another state by the competent state authorities), introduction of restrictions and restrictions on the organisation and participation in conferences, congresses and meetings by the competent authorities of the State (referred to as: "higher force").

7. The official website of the Forum can be found at: [forum.investinpodlaskie.pl](http://forum.investinpodlaskie.pl).
8. The terms used in the Rules shall have the following meanings:
  - a. The website is the [forum.investinpodlaskie.pl](http://forum.investinpodlaskie.pl) website, which provides information about the Forum.
  - b. The Application Form means the registration form for the Forum. The Notification Form is available on the website of the [Forum.investinpodlaskie.pl](http://forum.investinpodlaskie.pl).
  - c. The site is the place where the Forum will take place, i.e. The Stanisław Moniuszko Podlasie Opera and Philharmonic Podlaska – European Art Centre, at: ul. Odeska 5, 15-406 Białystok.
  - d. A participant is any individual who has registered a participation in the Forum and has received confirmation of attendance electronically from the Organiser. A participant shall also be a person who, with the consent of the Organiser, may participate in the Forum without completing the Application Form, in particular: media, exhibitions, speakers or other special guests.
  - e. GDPR: 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).

## **§2 Declaration of participation and conditions for participation**

1. Participation in the Forum shall be submitted by filling in and sending the Application Form available on the Website.
2. Sending the Form means granting the necessary approvals, accepting the provisions of the Rules of Procedure, as well as compliance with the rules of procedure and any other arrangements made between the Participant and the Organiser.
3. In reply to the submitted form, the Organiser sends a confirmation of attendance or refusal electronically.
4. Registration at the Forum shall end on 24 October at 23:59 or at the time of registration of the maximum number of persons set by the Organiser. The Organiser reserves the right to change the registration deadline.
5. Receipt of confirmation of participation in the Forum entitles you to receive an identifier.
6. Participants in the Forum shall be required to keep the badge provided to them throughout their stay on the site and shall always be required to produce it at the request of the representative of the Organiser or the law enforcement service.
7. The times at which the Forum will take place will be indicated in the Forum's agenda. It is only with the prior approval of the Organiser that it is permitted to stay outside the schedule. The Agenda will be made available on the Internet site.
8. When invited guests are admitted to the site, the Organiser shall have the right to request a document confirming the identity of the notified participants, especially in case of doubt as to the identity or the particulars provided by the Organiser.
9. If false or incomplete information is provided, and in other justified cases, the Organiser may refuse to participate in the Forum.

10. In the event of withdrawal from the Forum, the Participant shall report this to the Organiser without delay.
11. In the event of an appeal by the Forum, the Organiser will inform each Participant accordingly.

### **§3 Principles for journalists**

1. Accreditations in the form of badges will be issued by the Organiser only on the basis of a valid press card or a certificate of cooperation with the editor.
2. The badge authorizes the presence on the Forum's premises, the documentation of the event on any medium in accordance with the provisions of the Copyright and Related Rights Act and the Press Law Act, the conduct and recording of interviews with Forum participants.
3. The use of photo, video, audio material collected on the Forum's premises for purposes other than information is not allowed.
4. Taking photographs, filming or recording from concealment is completely forbidden.
5. Accredited journalists are required to comply with the Rules of Procedure of the Forum as published on the Organiser's website, with the recommendations of the Forum Organiser and the law enforcement services regarding the place of operation, their time, lighting or other security-sensitive rules.
6. Accredited journalists are required to wear in a prominent place the badges provided by the Organiser throughout their stay on the site of the event.

### **§4 Responsibilities of the Participant**

1. Each Participant shall be required to consult and comply with the Rules of Procedure.
2. It is forbidden to promote content that is not permitted by law, is contrary to the principles of social coexistence, accepted principles of morality, cultural principles and the objectives of the Forum.
3. It is prohibited to market in-house or third-party services unless the Organiser has given its prior written consent.
4. Participants in the Forum shall respect order and the rights of third parties, including, but not limited to, representatives of the media, other participants, speakers and representatives of the Forum's organisers.
5. Participants in the Forum are required to comply with fire-fighting regulations, health and safety rules in force on the site where the Forum is organised, as well as organisational and technical instructions and instructions from the Organiser.
6. The organiser shall not be liable for items belonging to the Forum participants.
7. Participants in the Forum shall have full responsibility for any content, statements, presentations and conduct they present at the Forum.
8. Failure to comply with these Rules of Procedure, the instructions of the representatives of the Organiser and the inappropriate behavior of the Participant, including: conducting demonstrations that disrupt the Forum, carrying out alcohol, psychoactive substances, smoking of tobacco and e-cigarettes, any interference with the Forum, creating a risk situation, shall constitute the basis for disciplinary measures in the form of:

- a. reminders,
  - b. the immediate removal of the Participant from the site by representatives of the Organiser without the right to return and without being entitled to claim reimbursement of any costs or expenses incurred in participating in the Forum,
  - c. notifications to the competent law enforcement authorities.
9. The use of a disciplinary measure and its type shall be decided by the Organiser.
  10. The Organiser shall not be liable for damage caused by the participant's fault during the Forum. If a third party makes any claim relating to the damage caused by the Participant during the Forum, he or she will be required to pay any costs relating to the obligation to make good the damage.
  11. The participant shall bear full legal and financial liability for the damage caused by his or her fault.

## **§5 Responsibilities of the Organiser**

1. Subject to the provisions of the Rules of Procedure or separate agreements and within the limits permitted by law, the Organiser shall not be liable for any damage suffered by the Participant as a result of his participation in the Forum or his resignation. In particular, the Organiser shall not be held liable for the participant's inability to participate in the Forum in the cases referred to in Section 1. 7 or for reasons attributable to the Participant.
2. The organiser reserves the right to cancel, reduce, change the time limit or place in the cases referred to in §1. 7, or if there is a risk of regulation preventing the Organisation of the Forum, in the event of a risk to the life or health of the participants, or in other cases, without giving any reason.
3. In the above cases, to the extent permitted by law and subject to the provisions of the Rules of Procedure or a separate contract, the Organiser shall not be liable for any damage suffered by the Participants as a result of the cancellation or modification of the Forum's time limits, including for costs relating to transport or hotel bookings.
4. The Organiser reserves the right to make changes to the Forum Programme at any time, including the right to change the timing, order of speeches, changes of speakers and undertakes to publish up-to-date information on the Forum's website.
5. When making changes to the Programme during the course of the Forum, the Organiser will keep the Participants informed of these changes on the Internet site.

## **§6 Recording and recording of the Forum**

1. The Organiser may record and maintain the Forum for documentation, reporting, advertising and promotional purposes also in future years.
2. The conduct of the Forum may be recorded and recorded in any form by the Organiser or entities acting on its behalf, including by means of image and sound recording devices, online and subsequently disseminated for documentation, report, advertising and promotion of the Forum and the Organiser also in future years.
3. The recording and other documentary evidence of the Forum may be subject to: electronic processing, humanisation and composition, and be combined with other recordings and materials, supplemented by an accompanying commentary, cut, assembled, modified, added to other materials produced for documentation, reporting, advertising and promotional

purposes. Participation in the Forum shall mean that the Participant authorises the Organiser to record, transmit and disseminate the Participant's image free of charge, without time or territorial limitations, for the purposes of documentation, report, advertising and promotion of the Forum and the Organiser in future years, in all known fields of exploitation, including the fields of exploitation referred to in Article 50 of the Copyright and Related Rights Act of 4 February 1994 (Journal of Laws 2021, item. 1062 c.t.).

4. Recordings and other material depicting the Forum may be published by the Organiser or entities acting on its behalf, in particular dissemination on the Internet (including on the social networks LinkedIn, Facebook, Twitter, YouTube, Instagram, etc. as part of the profile or pages maintained by the Organiser and the co-organiser) and live transmission via the Internet, and be used in any known fields of exploitation, including the fields of use referred to in Article 50 of the Copyright and Related Rights Act of 4 February 1994 (Journal of Laws 2021, item 1062 c.t.).
5. Recording (recording of sound and image) by the Forum participants by any audiovisual means is not permitted without the prior consent of the Organiser.

## **§7 Protection of personal data**

1. The controller of the personal data of the participants in the Forum is the Voivodship of Podlaskie, represented by the Marshal and the Executive Board of Podlaskie Voivodship, based at: ul. M. Curie-Skłodowskiej 14, 15-097 Białystok, Phone: +48 (85) 6654 172, e-mail: kancelaria@podlaskie.pl, <https://bip.wrotapodlasia.pl/>.
2. In matters concerning the protection of personal data, please contact the Data Protection Officer available at: [iod@podlaskie.pl](mailto:iod@podlaskie.pl)
3. Personal data are processed only for the purpose of registration, organisation and participation in the Forum. The collected personal data will be stored on the server for three months after the end of the Forum.
4. The controller collects the following personal data: name, function, institution, e-mail address, telephone number. Data processed on the basis of consent is the processing of a participant's image.
5. Data will be processed on the basis of Article 6 paragraph. 1 (a) and (c) GDPR. The provision of personal data is voluntary but necessary for participation in the Forum.
6. Every data subject has the right of access to data, rectification, erasure or restriction of processing, the right to object, to appeal at any time, and to lodge a complaint with the President of the Personal Data Protection Office against unlawful processing of personal data.
7. The Organiser reserves the right to make personal data available to authorised entities on the basis of legal provisions to the extent and for the purpose required by them, including: law enforcement, public administration.
8. In addition, the Organiser entrusts personal data to entities which cooperate with it to prepare and run the Forum, including other entities, in particular as regards: ICT solutions used, administrator legal support, accounting, legal and marketing services.
9. The controller does not transfer personal data outside the European Economic Area (EEA).

## **§8 Intellectual property rights**

1. Rights to the title and agenda of the Forum, the website, layout, logos, graphics, photos, audio

video files and any other material used to promote the Forum shall be vested in the Organiser or a third party (if so indicated) and shall be protected by law.

2. The above markings and materials may not be used without the written consent of the Organiser or of the third party holding the rights.
3. It shall be prohibited to remove or modify copyright information or other indications relating to intellectual property rights contained in any of the Forum material.

## **§9 Final provisions**

1. The Organiser reserves the right to amend the Rules of Procedure and undertakes to inform the Participants thereof without delay via the Internet site. The amendment of the Rules of Procedure shall not affect the rights and obligations of persons who became Participants to the Forum before the amendment of these Rules of Procedure.
2. Should any provision of the Rules of Procedure prove to be contrary to mandatory rules of law or invalid, the other provisions of the Rules of Procedure shall remain in force. Provisions of the Rules of Procedure which are contrary to mandatory legal provisions or which are invalid shall be replaced by the provisions of the law in force.
3. In cases not governed by the Rules of Procedure, the relevant provisions of the Civil Code shall apply.
4. The final interpretation of the Rules of Procedure lies with the Organiser.
5. Any dispute that may arise in connection with the organisation and participation in the Forum will be settled by the court with jurisdiction over the seat of the Organiser.