



PARTICIPATION RULES AND REGULATIONS

GiLE4Youth International Conference '21
“The Development of Competencies for Employability”

29 April 2021

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I

GENERAL PROVISIONS

1. The Organiser of the “GiLE4Youth International Conference ‘21, The Development of Competencies for Employability” (hereinafter “Conference”) is the GiLE Journal of Skills Development (hereinafter “GJSD”), a scientific journal published by GILE Oktatási Alapítvány, translated as “GiLE Foundation”, a non-profit organisation with a registered seat in Budapest (Hungary) and registration number 01-01-0012919 (hereinafter collectively referred to as the “Organiser”).
2. Participants of the event may be academics, researchers, students, invited guests and representatives of companies who meet all the requirements of Part II of the Participation Regulations.
3. These Regulations constitute an integral part of the application and registration for participation in the Conference and they apply to all participants.
4. Sending the application to the Organiser is important if a prospective Participant is to be accepted into the Conference.
5. Acceptance by the Participant of these Regulations and is a form of entering into obligations between the parties.

II

TERMS OF PARTICIPATION

1. In order to participate in the conference, it is obligatory to complete the application form, available at: <https://www.gile-edu.org/gile4youth-conference/>
2. As part of the application process, applicants are required to provide personal data, such as their name, surname, e-mail address and additional necessary information. All personal data will be managed in terms of the EU’s GDPR regulations and the Organiser’s Privacy Policy which can be located here: <https://www.gile-edu.org/privacy-policy/>
3. The Conference allows for three (3) types of participants:
 - i. A Participant with a presentation or poster and article for publication;
 - ii. A Participant with a presentation or poster but without an article for publication;
 - iii. An attendee without any presentation or poster and without an article for publication
4. Presentations and articles may have a maximum of four (4) authors. Only registered authors can attend the Conference; co-authors have to register separately.
5. The abstract cannot exceed 150-200 words. The abstract should contain a description of the thematic scope of the study, the mentioned methods that were used in the study and the main conclusion, if applicable. The abstract should include maximum 5 keywords in alphabetical order.
6. The registration is complete after receiving a confirmation e-mail with information about the acceptance or rejection of the topic. If the applicant did not receive a confirmation e-mail by the 17th of March 2021, they should contact the Organiser at the following email address: conference@gile-edu.org.

7. Participants, who plan to prepare an oral speech (presentation), a pre-recorded speech or a poster presentation are obliged to register the title, abstract and keywords in the application form.
8. Presentations / papers may have maximum 4 authors. Only the registered author can attend the Conference; co-authors have to register separately.
9. The full paper's length should be minimum 2500 words and maximum 6000 words (all inclusive). The text, images or any other material included in the manuscript should contain no violation of any existing copyright and does not infringe any rights of third parties. All listed authors participated in the work in a substantive way and are prepared to take public responsibility for the work. The manuscripts must adhere to the Author's Guide for the general manuscript format and style accepted by GJSD.
10. Full papers of registered authors who do not attend the Conference will not be published in the Conference Proceedings. These authors should de-register (see Part V of the Participation Regulations).

III

CONFERENCE RULES

1. The deadlines for Conference are as follows:
 - a) Abstract submission and registration deadline for all participants (for Participants with a speech or poster): **9th March 2021**;
 - b) Abstract submission and registration deadline for all participants (for Participants without speech): **9th March 2021**;
 - c) Full paper submission (where applicable) is **23rd May 2021**.
2. After 9th March, online registration will not be available, unless the Organiser extends the registration deadline.
3. Academics, researchers, students, invited guests, representatives of companies and other natural persons who were accepted and who paid the registration fee can attend the Conference.
4. The Organisers reserve the right to make changes to the Conference programme, even on the day of the Conference, including the right to change the order of presentations and training sessions of the Conference.
5. The participant shall bear the full responsibility for all materials and information presented, including any name, logo, banners, presentations and advertising materials.

IV

FEES

1. Participation at the Conference (with a real-time or pre-recorded presentation, poster and full paper – if applicable) is 50 euro/20.000 HUF. This amount is inclusive of optional participation in workshops and training sessions that will be offered during the Conference.
2. Participation in the Conference as an Attendee (without a presentation and paper) is 30 euro/12.000 HUF. This type of participation and amount allows for optional

participation in only one of the workshops and training sessions that will be offered during the Conference.

3. Payment of the registration fee is due on the **29th of March** 2021.

V

CANCELLATION OF PARTICIPATION

1. The Participant may decide to cancel their registration and participation in the Conference.
2. All cancellations must be submitted to the Conference Organisers in writing at conference@gile-edu.org
3. For written cancellations received on or before 12th April 2021, 90% of the registration cost will be refunded. No refunds will be made for cancellations received after 12th April 2021. All refunds are subject to 5 euro (1600 HUF) standard processing fees to cover the cost of the bank transfer and other fees.

VI

CONSENT TO THE USE OF THE IMAGE

1. During the Conference, the Organiser may take photos and record videos for the purposes of documentation, promotion and advertising of the Conference and the Organiser.
2. The Organiser may process images, videos and voice that is captured during our official in-person or online events, workshops, training sessions and conferences.
3. The Organiser processes personal data for promotional purposes pertaining to the goal(s) of the Organiser. Such activity includes the creation of promotional material, both printed and for digital marketing platforms, as well as for making promotional videos.
4. By attending the event, the data subject consents to the recording of their image and/or voice by the Organiser. The Organiser may use the captured recording for the purposes set forth in this Section without any temporal, geographical or any other limitations.

VII

PERSONAL DATA

1. The Administrator of the Participants' personal data is the Organiser.
2. The Conference Organiser shall not transfer, sell or lend the Participants' personal data collected during registration process, to other persons or institutions.
3. The purpose of data processing is to conduct a screening and selection process of the applicants, for general administration and communication related to the conference that they registered for, as well as feedback surveys.

4. Personal data provided by the Participant are treated as confidential information and are used only for the purpose of communication between the Participant and the Conference Organiser.
5. The Participant's personal data contained in the application/registration form are processed in order to conduct the Conference in accordance with the provisions of these Regulations, including the creation of a list of Participants, a Book of Abstracts and a Book of Proceedings.
6. By registering, the Participant agrees to the processing of his personal data for the purposes of conducting the Conference in accordance with the provisions of the Regulations.
7. The Participant's personal data will not be transferred to other data controllers without his knowledge and approval.
8. Providing personal data is voluntary but necessary to participate in the Conference. Personal data subjects have the right to access their personal data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
9. The Organiser takes all appropriate security measures in accordance with the law, as well as generally accepted principles to protect the confidentiality of information.

VIII.

CODE OF CONDUCT AND ETHICS

1. All Participants of the Conference are required to give their consent to the following requirements concerning the code of conduct and ethics of the Conference.
2. All submitted papers should be original and unpublished. Do not copy anything from other publications, because the paper will be checked by plagiarism detection software, and it will indicate if there are copied parts. If the paper is not original, and it is not the authors' own work, or was submitted to another conference or journal, or a copy of another paper, then the paper will be removed at once. Everything that is not the author's own work needs to be properly cited including the author's own previously published work.
3. All Participants shall treat all individuals with respect and tolerance and without any distinction to sex, gender, gender identity, expression, religion, language, race, ethnicity, disability or physical appearance.
4. If any Participants violate this code of conduct, the Organisers reserve the right to take adequate actions against the person.
5. By applying and registering to attend the Conference, Participants of the Conference are agreeing to this code of conduct and the principles set out in the GiLE Foundation's Code of Conduct and Ethics Policy, which can be located here: <https://www.gile-edu.org/wp-content/uploads/2020/12/GiLE-Code-of-Conduct-and-Ethics-Policy.pdf>