



PARTICIPATION RULES AND REGULATIONS

GiLE4Youth International Conference '22
“The Development of Competencies for Employability”

2 June 2022

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I

GENERAL PROVISIONS

1. The Organiser of the “GiLE4Youth International Conference ‘22, 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, (“GiLE Foundation”, as the official English name), 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 students, academics, (early career) researchers, invited guests, representatives of companies, and natural persons 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 an 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 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-application/>.
2. As part of the application process, applicants are required to provide personal data, such as their first name, last name, e-mail address, nationality, country of residence, university or affiliated institution, 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 four (4) types of participants:
 - presenter (with a presentation or talk and a chance to submit a full paper);
 - round-table panellist;
 - attendee (without a presentation or talk and without a submitted full paper);
 - supporting company (whose logo is associated with the event before, during and after it).
4. Presentations and submitted papers may have a maximum of three (3) authors.
5. Only registered authors can participate in the conference; co-authors have to register separately.
6. Presenters, who plan to prepare a presentation are obliged to mention the title of their presentation, upload their abstract, and provide keywords in the online application form.
7. The language of the conference is English.
8. The abstract of presenting academics must be written in English and cannot exceed 250 words. The abstract should contain a description of the study, the methods that

were used in the study and the main findings. The abstract should include a minimum of 2, to a maximum of 5, keywords.

9. The Talk Proposal must be written in English and cannot exceed 250 words. The Talk Proposal should contain a description of the thematic scope of the study, the methods that were used in the study and the main conclusion, if applicable. The Talk Proposal should include a minimum of 2, to a maximum of 5, keywords.
10. The application is complete after receiving a confirmation email with information about the acceptance or rejection of the topic. If the applicant did not receive a confirmation email by the 15th of April 2022, they should contact the Organiser at the following email address: conferences@gile-edu.org.
11. The full paper's length should be minimum of 2500 words and maximum of 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.
12. The manuscripts must adhere to the Author's Guide for the general manuscript format and style accepted by GJSD (downloadable from [here https://www.gile-edu.org/wp-content/uploads/2021/11/GJSD-Authors-Guide.pdf](https://www.gile-edu.org/wp-content/uploads/2021/11/GJSD-Authors-Guide.pdf)).
13. Authors must sign an Open access and copyright agreement before the paper is published. Authors can retain copyright (Creative Commons CC BY 4.0).
14. 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). It is the discretion of the Editor-in-Chief of GJSD to accept papers for publication without participation in special cases/in emergency.

III

CONFERENCE RULES

1. The deadlines for the Conference are as follows:
 - a) Abstract or Talk Proposal submission and application deadline for all participants (for presenters, round-table panellists and student presenters with a speech: **30th March 2022**;
 - b) Application deadline for Attendees/Observers (no talk given) **25th May 2022**;
 - c) Application deadline for supporting companies (no talk given but existing promotional online content showcased on Howspace their logos displayed on the conference website before, during and after the event) **25th May 2022**;
 - d) Full paper submission (where applicable) is **23rd June 2022**.
2. After 30th March, online applications will not be available, unless the GiLE Foundation extends the application 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 presenter shall bear full responsibility for all materials and information presented, including any name, logo, banners, presentations and advertising materials.

IV

FEES

1. Participation at the Conference as a presenter (with a presentation speech, or a case-study or story-telling presentation is 50 euro/20.000 HUF.
2. The “supporting company” ticket price is 50 EUR (20.000 Ft). Companies that purchase this ticket - and thereby support student participation at the conference - can have their existing promotional online content showcased on Howspace and have their logos displayed on the conference website before, during and after the event.
3. Participation in the Conference as an attendee without a presentation or talk given and without submitting a paper is 25 euro/10.000 HUF.
4. Participation in the Conference as a student without a presentation or talk given and without submitting a paper is 25 euro/10.000 HUF However, students can attend the event for free if they fill in a questionnaire upon registration. The free ticket can be purchased by using the coupon code they get on submitting the questionnaire. Students can participate in all the sessions at the conference.
5. Those who purchase tickets and who contribute content may participate in all other sessions at the conference, alongside attendees.
6. Contributors of the GiLE Foundation may participate free of charge. Submitting an application is required: <https://www.gile-edu.org/gile4youth-application/>
7. As the GiLE Foundation is tax-exempt, all prices do not include Value Added Tax (“VAT”) and therefore are not charged to the Participant.
8. Payment of the registration fee for presenters is due on the 30th of April 2022. Payment of the registration fee for attendees is 25th May 2022.
9. The GiLE Foundation reserves the right to offer special discounts and support to any individual, student or organisation to the extent that such an arrangement is concluded in a separate agreement by the relevant parties.

V

CANCELLATION AND REIMBURSEMENT

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. If the Participant wishes to cancel their registration, the following charges will be incurred by the Participant:
 - For written cancellations received on or before 5th May 2022, 90% of the registration cost will be refunded.
 - For written cancellations received on or before 15th May 2022, 50% of the registration cost will be refunded.
 - No refunds will be made for cancellations received after 15th May 2022.

- All refunds - including those for students should this prove possible - are further subject to 5 Euro (2.000 HUF) in 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 Parties shall comply with the relevant Data Protection Legislation and the provisions of the GiLE Foundation Privacy Policy which can be found here: <https://www.gile-edu.org/privacy-policy/>
3. The Conference Organiser shall not transfer, sell or lend the Participants' personal data collected during the application/registration process, to other persons or institutions.
4. 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.
5. 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.
6. The Participant's personal data contained in the application 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.
7. 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.

8. The Participant's personal data will not be transferred to other data controllers without his knowledge and approval.
9. 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.
10. 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/2021/09/Code-of-Conduct_GiLE.pdf

IX.

FORCE MAJEURE

The Organiser or the GiLE Foundation (the Publisher) shall have no liability to the Participant under these Conference Rules if it is prevented from, or delayed in, performing its obligations under these Conference Rules, or from carrying on its activities, by acts, events, omissions or accidents beyond its reasonable control, including, without limitation, strikes, lockouts, or other industrial disputes (whether involving the Contributors of the GiLE Foundation, failure of a utility service or telecommunications network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, fire, flood, storm or default of suppliers or sub-contractors, provided that the Participant is notified of such an event and its expected duration.

X.

GOVERNING LAW

These Conference Rules, and any dispute or claim arising out of, or in connection with it, shall be governed by and construed in accordance with the laws of Hungary. The Parties irrevocably agree that the courts of Hungary shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with these Conference Rules, its subject matter or formation.

XI.

INFORMATION

The publisher of GJSD (Organiser of the Conference) is “GiLE Foundation”, or “GiLE” which are trading names of GiLE Oktatási Alapítvány.

Court registration number: 01-01-0012919

Legal form: Alapítvány (translated as “Foundation”)

VAT number: 19239998-1-42

Registered seat: 1072, Budapest, Klauzál tér 16.

Contact email address: conferences@gile-edu.org