



Academic Job Fair

APPLICATION FORM

27th April 2022





RULES AND REGULATIONS - ATP 2022

§ 1

1. The Academic Job Fairs 2022 (hereinafter referred to as ATP 202) will be held on April 27, 2022, from 10:00 to 17:00. ATP 2022 will be held online using a dedicated trade fair platform.
2. The online trade fair platform through which ATP is organized in an online form is available to Visitors only on the day and hours of the ATP online organization and only for their duration.
3. Accompanying events of ATP 2022 (e.g. training) may take place in a mixed / hybrid form, i.e. partly online / partly in-house or only online, depending on the current conditions related to the announced SARS-CoV-2 epidemic state.

§ 2

1. The organizers of ATP 2022 (after receiving a fully completed application form) undertake to fulfill the obligations resulting from the ATP 2022 participation option selected by the Exhibitor, in accordance with the ATP 2022 Participation Offer.
2. The application form should be delivered to the Organizers no later than January 28, 2022. **The date of submission of the Application Form is the date of its receipt by the Organizers.**
Delivery of the Application Form to the ATP 2022 Organizers may take place in one of three acceptable forms
 - a) by post to the headquarters of the Careers Office of Lodz University of Technology and / or the Academic Careers Office of the Medical University of Lodz;
 - b) via electronic means to the e-mail address: atp@adm.p.lodz.pl
 - c) by fax to the number 42 631 27 39Sending the Application Form (and receiving an official confirmation from the Organizers) in one of the three above-mentioned forms is understood by the Organizers as an official application.
3. The number of Exhibitors is limited (the order of applications decides).
4. The organizers reserve the right to refuse to accept the application or not to qualify the Exhibitor to participate in ATP 2022 without giving a reason.

§ 3

1. The Exhibitor undertakes to:
 - a) Follow the instructions and guidelines received from the Organizers.
 - b) Present and offer students and graduates the possibility of: employment and / or internships and / or internships and / or volunteering.
 - c) Familiarize students and graduates with the requirements and expectations of future employees as well as recruitment procedures.
 - d) Present the demand for workers with specific skills and present specific job and/or internship and/or apprenticeship offers.
 - e) Follow the instructions and guidelines received from the ATP Organizers.
 - f) Use the platform used to conduct ATP online in a manner consistent with the law and morality, with respect for personal rights as well as copyrights and intellectual property of the Organizers and third parties.
 - g) Enter data consistent with the facts.
 - h) Send materials (logo, business card to the fair catalog and other required information) to February 4, 2022, advertising for the catalog February 4, 2022 and delivery of materials for dedicated information scenes by March 18, 2022. The submitted materials must not contain content generally considered socially inappropriate and morally reprehensible, and must be consistent with the meaning of the Academic Job Fair. The organizers are not responsible for the quality of materials sent by Exhibitors in formats other than those specified in the documents relating to the fair. Failure to send the above-mentioned materials by the Exhibitor within the specified time limit is understood as the Exhibitor's resignation from advertising in the fair catalog.
 - i) An advance payment of 40% of the full participation cost by February 4, 2022





- j) Complete the e-folder until 04/20/2022.
2. It is absolutely and absolutely forbidden to:
 - a) Conduct any commercial, canvassing, advertising, promotional or fund-raising activities by Exhibitors, as well as activities that are inconsistent with applicable law;
 - b) send to other ATP online Participants, including other Exhibitors, any content not related to ATP online;
 - c) record in any form ATP online or any part thereof, including Participants, Exhibitors, persons acting on behalf of Exhibitors, Organizers, any third parties;
 - d) use the exhibition platform for any purpose other than Participation in ATP online in accordance with the guidelines and instructions of the Organizers, the provisions of these Regulations and applicable law;
 - e) provide any illegal content;
 3. In the event of a breach by the Exhibitor of the rules applicable during ATP online, the Organizers reserve the right to immediately block and / or remove the Exhibitor from ATP online and prohibit re-access, and in the event of a breach of applicable law - report the incident to the competent authorities.
 4. The ATP online exhibitor is fully responsible for his actions and omissions related to the damage caused by him, in particular related to non-compliance with the above provisions, failure to comply with the Organizers' instructions and breach of applicable law.

§ 4

1. The Exhibitor, in return for the performance by the Organizers of ATP 2022 of the services resulting from the selected option of participation in ATP 2022, undertakes to pay 40% of the fee until February 4, 2022 and the rest (60%) on the basis of an invoice issued by the Organizers after ATP 2022 by transfer to the bank account indicated in the invoice. The date of payment is understood as the date when the funds are credited to the bank account indicated by the organizers. Exhibitors who purchase the Main Sponsor and Sponsor package are required to pay 100% of the amount before ATP 2022 on the basis of the invoice issued.
2. An exhibitor who applies after the deadline, i.e. January 28, 2022, is obliged to cover the total costs before ATP 2022.
3. In the event of failure to pay the invoice or the bill for participation in the Academic Job Fairs by the date specified in the invoice issued after ATP, the ATP 2022 Organizers shall charge contractual penalty interest in the amount of 0.25% of the amount in arrears for each day of delay in payment.
4. Payments are made in Polish zlotys. The prices given in the ATP 2022 application form are net prices.
5. Exhibitors using the Standard package are entitled to a 100% refund of the participation costs in ATP 2022, provided that the order is canceled by February 11, 2022. At a later date, the Exhibitor bears the entire cost of participation in ATP, as all costs related to his participation in ATP 2022 will already be covered by the organizers. In the event of cancellation of an order, a written form is required.
6. An exhibitor who applies after the specified deadline, i.e. January 28, 2022, and withdraws from participation in ATP after the specified date, i.e. February 11, 2022, bears the entire cost of participation in ATP 2022, which is non-refundable.
7. The Exhibitor using the Main Sponsor or Sponsor packages, in the event of resignation from participation in the Academic Job Fairs after official application, bears the entire cost of participation in ATP 2022, non-refundable.

§ 5

1. The quality of video and content offered during the Online Show and the timing of its presentation may vary and depend on: the device used by the Exhibitor, as well as many other factors, such as the location of the Exhibitor, the available bandwidth and/or speed of the Internet connection, the configuration of the Exhibitor's device.
2. The Exhibitor bears all fees related to Internet access on his own. In order to obtain information on potential charges for data transmission, the Exhibitor should contact his Internet provider.
3. ATP online organizers using electronic means of communication are not responsible for:
 - a) telecommunications problems caused by the actions or omissions of third parties;
 - b) failure or malfunction of third party software used by the Exhibitor, including the operation of computer viruses,
 - c) improper configuration of the equipment used by the Exhibitor to participate in the Event,





- d) defects of the Exhibitor's computer equipment,
 - e) lack or interruption of Internet access on the Exhibitor's side,
 - f) unauthorized use of the Exhibitor's account / equipment,
 - g) the so-called „identity theft“,
 - h) other circumstances that make it impossible or difficult to participate in ATP online, not caused by the actions or omissions of the ATP Organizers
4. In connection with the organization of ATP in the online form, the following rules are additionally established:
- a) The Exhibitor acknowledges that the Organizers of ATP may record the course of the Event - for information purposes - using sound or image recording devices.
 - b) The organizers of ATP may post the recorded recording or any part of it on the Internet, including in a social network of their choice and on their website.
5. The organizers of ATP 2022 shall not be liable for any errors or omissions in the content of the catalog entry, information and advertising materials prepared and sent by the Exhibitor.

§ 6

1. The organizers of ATP 2022 constantly supervise the proper technical functioning of the exhibition portal.
2. The organizers of ATP 2022 do not guarantee constant availability of all services and functionalities of the fair portal, as well as its flawless operation.
- Regardless of the exclusions indicated in individual paragraphs, the ATP 2022 Organizers do not respond to Exhibitors or third parties due to damage, harm, lost benefits that may arise in connection with:
- a) technical problems of the exhibition portal, including its updating, the activities of the Exhibitors themselves or third parties, the availability of all or individual functionalities of the portal;
 - b) technical problems or limitations in ICT systems used by mobile devices used by Exhibitors and which restrict or prevent Exhibitors from using the trade fair portal and the services offered through it;
 - c) using the portal by Exhibitors in a manner inconsistent with the law or the provisions of the Regulations, good practices and the principles of social coexistence;
 - d) breach by Exhibitors of personal rights, copyrights and related rights;
 - e) for the so-called third party "account theft".

§ 7

1. Exhibitor using packages: The Main Sponsor, Sponsor and Standard package: may conduct training during ATP 2022. To this end, in the PARTICIPANT APPLICATION part, should provide the title of the workshop and the approximate duration of the workshop. All information regarding the training (e.g. number of participants, title, target group, description) must be sent to the Organizers by February 11, 2022, otherwise the training will be canceled.
2. The total number of all training courses organized during ATP 2022 is 30. Including the Main Sponsor, it is possible to conduct a maximum of 2 training courses, the Sponsor - a maximum of 1 training, and the Standard Package Exhibitor - a maximum of 1 training. The duration of a single training course cannot exceed 2 clock hours. The order of applications decides about the possibility of completing the training. After receiving the Application Form, the organizers inform the Exhibitor whether his training can be carried out. This decision cannot be appealed.
3. After the Organizer confirms the training, the Exhibitor will receive the training regulations from the organizer.

§ 8

1. The organizers of ATP 2022 are not responsible for non-performance or improper performance of their obligations under the ATP 2022 participation option selected by the Exhibitor, in accordance with the ATP 2022 Participation Offer, if it was the result of extraordinary events beyond the control of the Organizers, arising after receiving the Application Form.
2. Force majeure is considered to be external events, the occurrence of which was not foreseeable at the time of the conclusion of the Agreement, such as in particular but not exclusively: earthquake, flood, fire, transport disaster, war and hostilities, state of emergency, general strike, acts of state power, epidemics, mass diseases.





3. In the event of a force majeure event, the ATP 2022 Organizers reserve the right to:
 - a) discontinue all or part of the services;
 - b) suspend the provision of all or part of the services - for the duration of the force majeure event;
 - c) reschedule the Online ATP;
 - d) cancel the Online ATP;
 - e) introduce replacement forms for all or part of the services provided;- of which the Exhibitors will be informed as soon as a decision in this respect has been made.
4. Each time, the Organizers of ATP 2022 are obliged to immediately inform the Exhibitors about the occurrence of a force majeure event and its consequences described in section 3 above. The information will be sent by the Organizers in the form of an e-mail to the address provided by the Exhibitors in the Application Form.
5. In the event of a force majeure event resulting in the actions described in paragraph 3, the ATP Organizers shall not be liable in any way for failure to comply with the Agreement and decisions made in this regard.
6. The organizers of ATP shall not be liable for non-performance or improper performance of their obligations arising from the option of participation in ATP selected by the Exhibitor, if it was the result of an event beyond its control, other than force majeure.
7. An event beyond the control of the ATP Organizers is considered to be events of an objective nature, which could not be prevented (taking into account rational economic expenses) and the occurrence of which could not be influenced by the Organizers, their employees or subcontractors, even if they could be foreseen when concluding the Agreement.
8. In this case, the provisions of sections 3-5 shall apply accordingly.

§ 9

1. All dates included in the ATP 2022 Regulations, Application Form and Participation Offer and other documents related to ATP 2022 are not to be exceeded.
2. The organizers reserve the right to postpone the ATP date or cancel it in the event of circumstances beyond the control of the organizers.
3. The organizers reserve the right to change the ATP 2022 Regulations. They will inform about a possible change by making an entry on the website www.atp.lodz.pl.
4. The Parties declare that the data provided in the Application Form are up-to-date and undertake to inform each other about changes in this regard.
5. In matters not covered by the provisions of Polish law, in particular the Civil Code. Disputes are settled by the court competent for the seat of the ATP 2022 Organizers.





APPLICATION FOR PARTICIPATION IN ATP 2022

The fair takes place on April 27, 2022.

Please send your application by January 28, 2022 at the latest.

☐ Main Sponsor Package

PLN 10,000 net

☐ Sponsor Package

PLN 6,000 net

☐ Standard Package

PLN 2 250 net

Full name of the company:			
Company name on the fair platform:			
Company address for invoice:		NIP (tax identification number):	
Address for correspondence:			
Name and surname of the contact person:			
Contact person's e-mail address:		Contact person phone number:	
Conducting training during ATP 2022	<input type="checkbox"/> Yes <input type="checkbox"/> No	Training subject:	

Additional possibilities

Full-page advertisement in the catalog	1 500 net	
Half-page page in the catalog	750 net	
"Scene" advertising variable cycle	1,000 net	
		SUM

Announcement

We kindly inform you that the event you will participate in will be reported online. They will be published by the Organizers of Academic Job Fairs in information and promotional materials regarding ATP, as well as partners and sponsors. Any objection to being captured in the photo should be submitted to atp@adm.p.lodz.pl within 14 days of publication.

ADDITIONAL INFORMATION

In connection with the cyclical ATP (Academic Job Fair) event, information on how to register for participation and implement the event will be posted and updated on the website at: www.atp.lodz.pl. Contact with the registered Exhibitors will be made individually by e-mail to the contact e-mail address indicated in the form and by telephone.

PROCESSING OF PERSONAL DATA

The organizers inform that in connection with the performance of the obligations related to the ATP 2022 event, the data of natural persons may be processed. Providing personal data is necessary to ensure participation in the event, on the terms set out in the Regulations. Personal data of natural persons will be processed in accordance with 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 (hereinafter the GDPR Regulation) and other provisions of general law.

We indicate below entities that are joint controllers of personal data of natural persons (joint controllers):

- Lodz University of Technology (PŁ) with headquarters in Łódź, at ul. Żeromskiego 116 is responsible for: acquiring exhibitors, settling ATP, coordinating all activities related to the organization of fairs, collecting volunteer data and conducting promotional activities, therefore TUL is responsible for accounting for ATP, acquiring exhibitors, collecting volunteer data and conducting promotional activities and in this area for the processing of personal data obtained by them.
- The Foundation for the Medical University "FUMED" with its seat in Łódź, Plac Hallera 1, has obligations in the field of acquiring exhibitors, conducting promotional activities, collecting volunteer data, accounting for ATP and organizing a competition for the best ATP stand,



Academic Job Fair



therefore FUMED is responsible for acquiring exhibitors, collecting data volunteers, conducting promotional activities and organizing a competition for the best ATP stand, and in this regard for the processing of personal data obtained by them.

- BEST PŁ with headquarters in Łódź at Al. Politechniki 3A has obligations in the field of ATP settlement, acquiring exhibitors and conducting promotional activities, therefore BEST is responsible for settling ATP, acquiring exhibitors and conducting promotional activities, and in this respect for processing personal data obtained by it.

- ESN-EYE Łódź with headquarters in Łódź at ul. Żwirki 36, in terms of acquiring media patrons, collecting volunteer data, acquiring exhibitors and conducting promotional activities, therefore ESN-EYE Łódź is responsible for acquiring media patrons, collecting volunteer data, acquiring exhibitors and conducting promotional activities and in this respect for processing the data obtained by it personal

-KN Experience operating at the Department of Management Systems and Innovation of the Faculty of Management and Production Engineering, TUL with headquarters in Łódź at ul. Piotrkowska 266 in terms of acquiring exhibitors and conducting promotional activities, therefore KN Experience is responsible for acquiring exhibitors and conducting promotional activities, and in this area for the processing of personal data obtained by it.

The joint controllers have established a common point of contact for the purposes of contact regarding the processing of personal data of natural persons:

email address - atp@adm.p.lodz.pl

fax 42 631 27 39

mailing address - al. Politechniki 3a, 90-924 Łódź

The leader also has a personal data inspector appointed at Lodz University of Technology, available at the email address: - rbi@adm.p.lodz.pl.

LIABILITY OF JOINT ADMINISTRATORS FOR BREACH OF RULES

The information obligation towards persons whose data is processed in this event is carried out by the co-administrators separately, each of them using this statement, showing the arrangements made between the co-administrators and data subjects.

The joint controllers ensure the full exercise of the data subjects' rights listed below without the need to notify the leader.

In the event of claims, the data subject (natural person) directs them against any of the joint controllers who assume responsibility for the entire damage. Compensating for the damage, it may request the appropriate part of the amount paid to be returned from the other administrators.

By exchanging the collected personal data, the co-administrators obtain a confidentiality statement from their employees who process this data.

PURPOSES AND BASIS OF PROCESSING

Personal data of natural persons will be processed in order to provide the service of the Academic Job Fair 2022.

It will be done on the basis of art. 6 (1) (B) and (C) of the GDPR. Thus, personal data of natural persons may be processed by the Co-administrators, inter alia, for the purpose of preparing financial documents, contracts, reports on the implementation of the program, presenting multimedia presentations, organizing competitions promoting companies and possible invitations to appear during the planned workshops and training courses for students and graduates who will be organized and implemented during ATP 2022, including for sending an invitation to participate in the next edition of ATP.

PERSONAL DATA RECIPIENTS

Personal data may be made available to employees and associates of the Co-administrators, entities providing the Co-administrators with services, in particular accounting, IT and telecommunication services in order to properly perform the obligations arising from the operation of ATP 2022. Personal data may also be made available to Partners and Sponsors in order to organize other accompanying events organized under ATP 2022.

DATA STORAGE PERIOD

Personal data will be kept for the period necessary to fulfill the purpose for which they were collected, i.e. to carry out ATP 2022:

- for a period of three years after the end of the fair edition only for the purpose of preparing summary documentation, including the final report, sending invitations to participate in the next edition of ATP
- for the period until the expiry of the limitation period for claims under the terms of the common law

RIGHTS OF PERSONS WHO THE DATA CONCERNS

Pursuant to the GDPR regulation, the data subjects are entitled to:

- a. the right to access your data and receive a copy of it;
- b. the right to rectify (correct) your data;
- c. the right to delete personal data;
- d. the right to limit data processing;
- e. the right to object to the processing of data - for reasons related to its particular situation
- f. the right to lodge a complaint to the President of the Personal Data Protection Office (to the address of the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw)

**Application for participation is also understood
as acceptance of the regulations of the
Academic Job Fair 2022**

Filing date

Representative's signature
and company stamp





INFORMATION PAGE OF THE FAIR CATALOG - FORM *

Business card template - please complete the business card in both Polish and English and send the scan or the completed Word file to the following address: atp@adm.p.lodz.pl. Additionally, please send your company logo (along with the specification attached to it).

Company name for the ATP directory:	
Industry:	
Website address:	
Headquarters / branches:	
Typical positions offered to candidates:	
Requirements for candidates:	
Place of work, apprenticeship or internship:	
Date of internship:	
Application deadline:	
Application method:	
Contact (address, e-mail, telephone):	

- * Please provide a brief and specific description. Compliant with the specification ("Packet information" document), the number of characters is approximately 620 characters. The Organizer also understands a space as a "sign". If the description is too long to fit in the business card, it will be shortened in such a way as not to change its meaning. In the event of incomplete information, these spaces will remain empty, although the graphic department will make every effort to present your offer in the best possible way. The maximum height of the logotype is 13 mm. The logotype should be sent in vector form. Corrections are possible until February 4, 2022.

ATTENTION

Due to the great interest in the fair by foreign students. During ATP 2022, the e-Catalog will be published in 2 languages: Polish and English. If the company resigns from the English version of the catalog, we will ask you to notify the Organizers immediately, The ATP 2022 Exhibitor is responsible for translating the business card and advertisement into the catalog into English.





INFORMATION PAGE OF THE FAIR CATALOG - FORM (ENGLISH VERSION) *

Company name:	
Industry	
Website address:	
Headquarters/ departament :	
Typical positions offered to applicants:	
Requirements for candidates:	
Place of work, internship or internship:	
Date of internship:	
Application deadline:	
Application method:	
Contact (address, e-mail, telephone):	

- * Please provide a brief and specific description. Compliant with the specification ("Packet information" document), the number of characters is approximately 620 characters. The Organizer also understands a space as a "sign". If the description is too long to fit in the business card, it will be shortened in such a way as not to change its meaning. In the event of incomplete information, these spaces will remain empty, although the graphic department will make every effort to present your offer in the best possible way. The maximum height of the logotype is 13 mm. The logotype should be sent in vector form. Corrections are possible until February 4, 2022.

