

## GENERAL CONDITIONS

For participation in the biannual academic conference of the Faculty of Economics at Trakia University

The present document establishes the relationships between Trakia University and the participants in its academic conference, and explains the processing of personal data. This document may be subjected to changes, of which the participants are encouraged to inform themselves in due time.

IN ORDER TO BECOME A PARTICIPANT, ONE SHALL:

- Properly fill in and send the registration form uploaded on the website
- Receive confirmation by Trakia University for the receipt of the candidate's registration form
- Send their presentation and text, formatted according to the requirements listed on the website by the final deadline
- Pay the full amount of the relevant participation fee by the stated deadline
- Familiarize themselves with all other conditions listed on the website and agree to meet them

PARTICIPANTS SHALL BE AWARE THAT:

- Their personal data will be stored and managed by Trakia University
- All submitted articles and presentations will be stored, managed and published by Trakia University
- They will appear on pictures taken during the event, and a selection of the photo and video materials will be published on Trakia University website, social media and elsewhere.
- The distribution of advertising material in any form during the event is strictly prohibited, unless Trakia University specifically agrees to it.
- The duration of the conference depends on the number of applications, as well as on the number of presenters.
- The planned social activities will take place depending on the number of candidates and the meteorological conditions
- The order for presenting reports in the preliminary programme may be changed if necessary by Trakia University
- Each report must be presented personally. This may not be done by a substitute, unless Trakia University has given its official approval.
- The presentation form may be changed by Trakia University if the candidate does not confirm their participation. Corrections shall then be included in the conference programme.
- They cannot present their report in a form different from the indicated in the registration form, unless Trakia University has permitted it.
- They can bring only one accompanying person whose names should be stated in advance on the registration form
- The accompanying persons (co-authors or others) are not participants. They will not receive conference materials.
- Invoices are sent only by email
- In order to receive a company invoice, the name of the charged firm or organization should be written on the registration form. Otherwise, the invoice will be issued to the physical person, mentioned in the form.
- Certificates of participation are sent only by email to all participants who have attended the event in person and have presented their reports.
- For oral presentations, please hand the report in on CD or USB stick at least 30 minutes prior to the start of the conference
- For poster presentations, please check the paper size listed on Trakia University website. The poster should be attached on the boards provided in the halls 30 minutes prior to the start of the poster session.
- The event is open to academics and professionals and can admit up to 300 participants.

- Once paid, the participation fee cannot be refunded, unless Trakia University cancels the event
- The entire correspondence between participants and Trakia University is confidential. It may not be publicly announced or presented to third parties.
- Underage persons (less than 18) will not be allowed to participate.

**PARTICIPANTS SHALL GUARANTEE THAT:**

- Their personal data is true and current.
- Their articles and presentations are original work, or that they have at least received the permission of the authors/ co-authors to be presented.
- They take full responsibility for the contents of their own articles and presentations, and their possible publishing.
- They have read and agreed with the present conditions described in this document.

**TRAKIA UNIVERSITY IS NOT RESPONSIBLE FOR:**

- Problems with issuing visas, travel, accommodation, or any other related to participants' stay
- Changes in prices and/or conditions for accommodation in the hotels listed on Trakia University website
- The content of the articles and presentations delivered by the participants, neither for the possible outcomes of publishing them.
- Any changes in the preliminary programme of the event, made because of the absence of a participant, or other circumstances
- A failure to deliver one's presentation due to changes in the conference schedule

**TRAKIA UNIVERSITY MAY DENY ACCESS TO THE CONFERENCE TO PERSONS WHO:**

- Refuse to present a valid ID card or passport
- Refuse to present a valid document confirming that they have met all conditions for participation
- Distribute advertising material in any form, unless this has been permitted by Trakia University
- Disturb the normal order of the event
- Are apparently drunk or breach the public norms
- Compromise the image and/or the name of Trakia University, the participants, other persons or organizations

**TRAKIA UNIVERSITY MAY CANCEL THE DELIVERY OF PRESENTATIONS WHICH:**

- Do not meet the requirements for presenting listed on the website
- Have no connection to the topic of the conference
- Have unclear or unregulated copyright
- Compromise the image and/or the name(s) of third parties or organizations
- Have provided files or software that may harm the technical equipment of the university

**TRAKIA UNIVERSITY MAY REFUSE PUBLISHING ARTICLES WHICH:**

- Do not meet the requirements listed on the website
- Are not related to the topic areas of the journal
- Have unclear or unregulated copyright
- Compromise the image and/or the name(s) of third parties or organizations