

FAQ - BEING SEA-EU IN GDAŃSK

General Information

Who is the organiser?

The organiser of the “Being SEA-EU” event is the University of Gdańsk.

When and where will the event take place?

The event will be held from 15-17 September 2026 at the University of Gdańsk, Poland.

What is the official language of the conference?

The official language of the conference is English.

Contact with the Organizer

All communication with the Organizer shall be conducted via email seaeu.events@ug.edu.pl

Participation

Who can participate and present?

Participants and speakers may include students, PhD candidates, academic and administrative staff from SEA-EU partner universities, as well as specially invited guests.

Is there a participation fee?

Participation in the conference is free of charge.

Who covers travel and accommodation costs?

Participants are responsible for covering their own travel, accommodation, and subsistence costs.

How can I finance my travel?

Authors who submit abstracts will be informed via the conference platform and email whether their university will fund their mobility, as each SEA-EU university decides independently and supports only a limited number of participants.

Timeline

- **11 March – 30 April 2026** – Abstract submission and registration period for speakers
- **15 June 2026** – Announcement of abstract review results and mobility grants for speakers
- **15 June – 30 August 2026** – Final confirmation of participation by speakers and registration open for all participants
- **30 June 2026** – Preliminary programme published
- **6 September 2026** – Final programme published
- **15–17 September 2026** – Conference dates

Registration

How can I register?

Registration is carried out via a dedicated online platform. All communication with participants will be sent via the platform and by email. Each participant must:

- create an individual account,
- provide the required personal data,
- register using their official university email address.

When does registration open?

- Stage I (11 March – 30 April): Registration is open exclusively to participants submitting abstracts.
- Stage II (15 June – 30 August): Registration opens for participants without presentations, co-authors of abstracts, and invited guests.

Abstracts

How do I submit an abstract?

To submit an abstract, you must first register on the conference platform and log into your newly created account. The abstract may be submitted only by the First Author.

If there are additional co-authors, they must be added during the submission process.

What types of presentations are accepted?

Participants may present in one of the following formats:

- **Oral presentation:** the exact duration of the presentation will depend on the number of abstracts scheduled within the panel.
- **Online presentation:** technical details will be published at a later stage. The exact duration of the presentation will depend on the number of abstracts scheduled within the panel.
- **Poster presentation:** A0 format (841 × 1189 mm) – portrait orientation. The poster should include: the title of the paper, authors' names and affiliations, introduction, objective of the study, methods, results, conclusions, as well as graphics and charts in accordance with copyright rules. The poster must be delivered in a physical (printed) version for presentation. Participants are required to respect copyright and the intellectual property of third parties. All materials presented during the conference, including posters, must be entirely prepared by the author(s) and must not infringe the rights of third parties. Each poster should be clear, concise, and based on well-designed diagrams, tables, or illustrations that support the scientific message.

What does the abstract qualification process look like

Participation is limited and determined by the Conference Scientific Committee. All applications are reviewed based on formal requirements, relevance to the conference theme, and program capacity. The Committee's decision is final and not subject to appeal.

Abstract Requirements:

- Abstracts must be submitted in English.
- Main abstract describing the chosen topic (max 2,000 characters including spaces)
- Additional statement explaining how the abstract addresses the conference evaluation criteria (max 1,000 characters including spaces.)

What reviewers look for in your abstract

1. Relevance to conference objectives

State your selected thematic [area](#), and explain in one sentence why your submission fits.

2. Alignment with SEA-EU mission & shared goals

Link your topic to SEA-EU's shared priorities and show what it adds to the alliance (not only locally).

3. Collaboration & integration potential

Describe existing collaboration or concrete potential: who you will involve across SEA-EU and how joint work will happen.

4. Quality

Be specific: objective/problem + approach (methods/actions) + what exactly you will present (avoid vague claims).

5. Impact & added value

Indicate the outcome and a measure (e.g., publication, grant, programme, implementation) and the value beyond a single institution.

6. Future development (roadmap dimension)

Explain "what's next" in the next 6–24 months: next steps, required resources/partners, and key risks + how you will mitigate them.

RULES AND REGULATIONS OF PARTICIPATION IN THE BEING SEA-EU CONFERENCE

§1. GENERAL PROVISIONS

1. The provisions of these Rules and Regulations shall apply to the Conference Participants. The Regulations define the conditions of participation and organizational rules of the Being SEA-EU Conference organized by **the University of Gdańsk** with its registered office in Gdańsk, Maria Janion 7, 80-309 Gdańsk, NIP: 584-020-32-39, REGON: 000001330.
2. The conference will take place on **September 15-17, 2026** in **Gdańsk, at 7 Maria Janion Street, 80-309**.
3. The provisions of the Regulations are an integral part of the registration for participation in the conference and apply to all participants.
4. Submitting an application by filling in the Application Form is tantamount to accepting the Terms and Conditions.
5. Privacy Policy – defines the method of data processing. The Privacy Policy is Appendix No. 1 to the Terms and Conditions.

§2. DEFINITIONS

For the purposes of these Terms and Conditions, the following definitions are specified:

1. **Regulations** – means this document containing a set of rules and conditions of participation in the Conference, available on the website at: <https://beingsea-eu.ug.edu.pl>,
2. **Organizer** – means **the University of Gdańsk** with its registered office in Gdańsk, Maria Janion Street, 80-309 Gdańsk
3. **Conference** – means the Conference organized by the Organizer under the name: Being SEA-EU, held in Gdańsk, at 7 Maria Janion Street, 80-309.
4. **Registration** – means notifying the Organizer of the willingness of a given natural person to participate in the Conference by filling in the Application Form.
5. **Application Form** – means the form available on the website: <https://beingsea-eu.ug.edu.pl> by means of which Registration is made.
6. **Registration Confirmation** – means a message sent by the Organizer to the e-mail address provided by the Participant in the Registration process, confirming the Registration.
7. **Participant** – means an adult natural person with legal capacity, who has been indicated in the Application Form.

§3. DATE AND PLACE OF THE CONFERENCE

1. The conference will be held on **September 15-17, 2026** from 8:00 a.m. to 9:00 p.m. in hybrid mode in Gdańsk, at 7 Maria Janion Street, 80-309.
2. The language of the Conference is English.
3. The Organizer will make every effort to ensure that the detailed program of the conference is sent to the participants and placed on the event's website 2 weeks before the Conference.
4. If, for reasons beyond the control of the organizer, it is impossible or difficult to conduct the conference in a hybrid mode at the designated place and date, the organizer reserves the right to cancel, change the place or date of the conference, after informing the Participants of this fact.

§4. CONDITIONS OF PARTICIPATION

1. The condition for participation in the Conference is:
 - a. Registration of the Participant via the application form available on the Conference website at: <https://beingsea-eu.ug.edu.pl>
 - b. acceptance of the provisions of these Terms and Conditions,
2. Registration of the Participant takes place after receiving a confirmation from the organizer to the Participant's e-mail address indicated in the application form.
3. The Participant submits an application to a specific thematic section, but the Organizer reserves the right to qualify the application for a different thematic section than the one declared by the participant.

4. The Organizer reserves the right not to accept the submitted presentation, in particular when its subject matter differs from the subject of the Conference or when the content of the extended abstract does not guarantee the expected scientific level.
5. The number of places available to the Participants of the conference organized in the stationary mode is limited, after the limit of places is exhausted, it will be impossible to register the Participants.
6. The Organizer will immediately inform by means of a message placed on the Conference website if the number of applications exceeds the organizational capacity. In such a situation, the Organizer reserves the right to suspend further registration of applications.
7. In the case of a conference organized in hybrid mode, an individual link to the online broadcast of the Conference will be sent by e-mail one day before the start of the Conference on September 14, 2026.

§5 TECHNICAL REQUIREMENTS

1. Registration of the Participant and browsing the Conference website requires an Internet connection using a computer or mobile device that allows access to web browsers.
2. Due to the hybrid format of the conference, participants presenting online will be asked to share their presentation live via screen sharing during their session.
3. Participation in a conference carried out in a hybrid mode takes place using electronic means of communication and requires the Participant to have at their disposal:
 - a. a computer or mobile device with a stable Internet connection,
 - b. speaker, microphone and/or headphones.

§6. OBLIGATIONS OF PARTICIPANTS

1. The participant is obliged to provide correct data in the registration form. Providing incorrect participant data may prevent participation in events taking place during the conference.
2. The Participant is obliged to read the Regulations.

§7. RESIGNATION

1. A Conference Participant may resign from participation in the event by submitting a resignation from Participation in the Conference no later than August 30, 2026.
2. The application for resignation from participation in the Conference should be sent to the Organizer's e-mail address indicated on the Conference website.
3. The absence of a participant or the lack of remote participation in the Conference is not tantamount to resignation from participation in the Conference.

§8. COMPLAINTS

1. Any complaints of the Conference Participants against the Organizer should be submitted in writing via e-mail or to the address of the Organizer's registered office and should include: the name and surname of the complainant, correspondence address, e-mail address, subject of the complaint, date of the event, indication of the circumstances constituting the basis for the complaint.
2. A Conference Participant may submit a Complaint no later than within 3 days from the date of the end of the Conference.
3. After the expiry of the above-specified period, no complaints will be taken into account.
4. The Organizer shall consider the complaint within 14 working days from the date of submission of the complaint and shall forward its position to the entity submitting the complaint in the form in which it submitted the complaint.

§9. LIABILITY

1. The Organizer declares that it exercises due diligence in selecting speakers for the conference in order to ensure the highest possible substantive level.
2. The Organizer reserves that it is not responsible for the content of the speeches of the speakers and other participants of the conference and the consequences of the application by the listeners of any advice or positions formulated by the speakers and other participants of the conference.

3. In the case of participation in a conference carried out in a hybrid mode, the Organizer shall not be liable to the Participant for:
 - a. non-operation or malfunction of third-party software used by the participant, including the operation of computer viruses,
 - b. improper configuration of the equipment used by the Participant to participate in the conference,
 - c. defects in the Participant's computer equipment,
 - d. lack or interruption of Internet access on the part of the Participant,
 - e. improper operation of the application enabling participation in the Conference by the Participant.
4. The Organizer is also not responsible for other circumstances preventing or hindering participation in the Conference not caused by the Organizer's actions or omissions.
5. In the event that the Conference does not take place for reasons solely attributable to the Organizer, the Organizer will immediately inform the Participant of this fact.
6. The Organizer reserves the right to make changes to the Conference program, change the speakers, as well as to cancel the Conference in the event of random events beyond the control of the Organizer. In the event of cancellation of the Conference, information about this fact will be provided to the registered Participants, and the fees paid for participation will be refunded by bank transfer.

§10. RULES FOR THE USE OF IMAGE, VOICE AND EXPRESSION

1. The Organizer declares, and the Participant agrees, that participation in the conference carried out in a hybrid mode is associated with electronic transmission of sound and video using electronic telecommunication tools.
2. In order to limit the transmission of audio and video, the User should ensure that the devices enabling such transmission (microphone and camera) are turned off on their device.
3. The Organizer declares, and the Participant agrees, that the course of the Conference will be recorded in the form of an audiovisual recording and photographs, and the works created in this way may be used for purposes for documentation, informational or promotional purposes of the Organizer, including in particular by:
 - a. publications on the Organizer's websites,
 - b. publications in social media communication channels (Meta "Facebook", LinkedIn, YouTube, Twitter)
4. The Participant authorizes the Organizer to use his/her image and voice, as well as the content of the statement made during the lecture discussion to disseminate for the purposes listed in paragraph 3 above, and hereby grants a non-exclusive and free-of-charge consent, without time or territorial limitations, to their use by the Organizer and any entities authorized by the Organizer in the fields of exploitation specified above.

§11. FINAL PROVISIONS

1. The Organizer reserves the right to make changes to the Conference program, in particular by changing the hours of presentations, changing the hosts or changing the location of the Conference, as well as to change the formula of the Conference from stationary/hybrid to an online event, change the date of organization or cancel the Conference.
2. The Organizer shall not be liable for any damages incurred by the Participant in connection with the changes referred to in §11.1
3. These Terms and Conditions are effective from the moment of their publication on the Organizer's website.
4. The Organizer reserves the right to change the Regulations at any time, with the reservation that the changes made are effective from the moment they are made public. The version of the regulations from the date of registration of the participant is binding.

Privacy Policy

In accordance with the General Data Protection Regulation of 27 April 2016, hereinafter referred to as GDPR, we inform you that:

1. The administrator of your personal data is the University of Gdańsk with its registered office in (80-309) Gdańsk at Maria Janion 7 Street.
2. The Personal Data Controller has appointed a Data Protection Officer, who can be contacted by phone at (58) 523 31 30 or by e-mail: iod@ug.edu.pl. The Data Protection Officer can be contacted in all matters related to the processing of personal data and the exercise of rights related to their processing.
3. Your personal data will be processed for the following purposes:
 - a. necessary for the implementation of the Conference, including verification of compliance with the requirements described in these regulations,
 - b. necessary to fulfil the legal obligations incumbent on the Organiser,
 - c. implementation of other legitimate interests of the administrator, i.e. determining, pursuing and defending against claims, for statistical purposes,
4. The legal basis for the processing of your personal data is:
 - a. Article 6(1)(a) of the GDPR (consent of the data subject),
 - b. Article 6(1)(b) of the GDPR (processing is necessary for the performance of a contract to which the data subject is a party or to take action at the request of the data subject prior to entering into a contract),
 - c. Article 6(1)(c) of the GDPR (processing is necessary in connection with the fulfilment of obligations arising from the provisions of law),
 - d. Article 6(1)(f) of the GDPR (processing is necessary for the purposes resulting from the legitimate interests pursued by the controller).
5. Your personal data will be stored for the period necessary to achieve the purposes indicated in paragraph 3, as well as the archiving obligation resulting from the provisions of law. In addition, the Administrator reserves the right to store your personal data for the period necessary to establish, pursue or defend against claims, but not longer than until the expiry of the limitation period.
6. The recipients of your data may be entities having the right to access data on the basis of applicable law, and entities cooperating with the Data Controller, in particular IT service providers, in accordance with the applicable provisions of law in the field of personal data protection.
7. Providing your personal data is voluntary, but necessary and conditional for participation in the Conference.
8. You have the right to access the content of your data and to rectify it, correct it, delete it, limit its processing, the right to transfer data, the right to withdraw your consent at any time without affecting the lawfulness of processing.
9. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if he or she considers that the processing of his or her personal data violates the provisions of the General Data Protection Regulation of 27 April 2016 (GDPR).
10. Your data will not be profiled and processed in an automated manner, and will not be transferred to third countries (outside the EEA).