

Rules of the "CITY FOR ITS RESIDENTS – RESIDENTS FOR THEIR CITY" competition

§ 1

Organiser of the Competition

1. The organiser of the competition, "**CITY FOR ITS RESIDENTS – RESIDENTS FOR THEIR CITY**" (hereinafter referred to as the "**Competition**"), is the City of Poznań (postal code: 61-841 Poznań), address: plac Kolegiacki 17, NIP No: 209-000-14-40, REGON No: 000514199 (hereinafter referred to as the "**Organiser**").
2. The Competition is a part of the City Development Forum held under the "Gen-Y City – Get into the swing of the City!" project in Poznań on 6-7 December 2017. The City of Poznań is the beneficiary and leader of the project.
3. Technical support for the Competition is provided by: Metaphor Sp. z o.o. Sp. komandytowa with its registered office in Poznań at ul. Zwierzyniecka 3 (hereinafter referred to as the "**Supporter**").
4. Prizes for the Competition are founded by the Organiser.
5. The rules (hereinafter referred to as the "**Rules**") are the only document governing the Competition; the Rules are available at the registered office of the Organiser and are published on websites of the Organiser and the Supporter at: www.poznan.pl, www.forumrozwojumiast.poznan.pl and www.concordiadesign.pl

§ 2

Organisation of the Competition

1. The Competition is to be announced on the websites of the Organiser and the Supporter as indicated in § 1(5).
2. The Competition is to be held from **4 October 2017 to 9 November 2017**.
3. The Competition is open to all interested parties:
 - 3.1. natural persons, regardless of their place of residence and nationality, who are over 18 years of age and
 - 3.2. organisations, regardless of their organisational and legal form- hereinafter referred to as the "**participants in the Competition**".

§ 3

Rules of Participation in the Competition

1. As part of the Competition, the participants in the Competition are required to send the work specified in detail in subparagraph 2 (hereinafter referred to as the "**Competition Material**").
2. Formal and substantive requirements for the Competition Material are as follows:
 - 2.1. The Competition Material should present an idea for solving a problem observed in the city.
 - 2.2. Solutions proposed in the Competition Material should make it possible to improve the functioning of the city in various areas of its activity.
 - 2.3. The Competition Material is to be assessed based on the following criteria: a clearly defined goal and clearly planned activities, reasonable implementation costs, a response to the needs of the residents, the activation of the local community, the possibility to implement the solution proposed, improvement in the residents' quality of life in areas they deem important.
 - 2.4. The Competition Material should be a text document (in hard copy form, up to 20 A4 pages) or an electronic document (a Microsoft Office Power Point presentation, up to 20MB and no more than 20 slides).
3. Each participant in the Competition should apply as set out in the Rules.
4. Each participant may submit one Competition Material in which more than one solution may be proposed.
5. In addition to the Competition Material, each application for the Competition has to include the following:

- 5.1. Full name and address of the applicant and his/her (postal and email) address for correspondence and contact telephone number, and if the applicant is an organisation: name and registered office of the organisation, and full names and telephone numbers of persons legally authorised to make declarations of will on behalf of the organisation;
- 5.2. The declarations signed by an authorised person, constituting Attachment No 1 and Attachment No 2 to the Rules. If sent electronically, a scan of the signed declarations.
6. The Competition Material and the application documents referred to in subparagraph 5 have to be in Polish or English.
7. Participation in the Competition is free of charge.
8. Only the Competition Materials, which have not previously been awarded, may be submitted to the Competition.
9. Participation in the Competition is tantamount to accepting the Rules in their entirety by the participant in the Competition. The participant in the Competition is obliged to follow the Rules and confirms that s/he meets all the terms and conditions for participation in the Competition.
10. The Competition Materials must not infringe royalties of third parties, trademarks, patents, know-how, personal interests of third parties, including their image and other protected rights of third parties. The Organiser is not liable for infringements of the rights of third parties referred to above. The participant in the Competition is fully liable to the Organiser for damages, in particular direct damage, court costs, costs of legal aid provided to protect the interests of the Organiser and the equivalent of benefits provided by the Organiser to satisfy claims made by third parties for any infringement of their rights. The foregoing does not release the participant in the Competition from the obligation to cooperate with the Organiser to effectively defend against such claims made by third parties for any infringement of their rights.
11. The Organiser is to reject the Competition Materials, the contents of which are in contradiction with the rules above, and is to inform the participant in the Competition of its decision by email, stating the reason.

§ 4

Application for the Competition

1. The application for the Competition referred to in § 3(5) and the Competition Material referred to in § 3(2) should be forwarded through the Supporter to the Organiser:
 - 1) by mail **by 9 November 2017** (as evidenced by the date of service) to the address of the Supporter: Metaphor Sp. z o.o. Sp. komandytowa, ul. Zwierzyniecka 3, 60-813 Poznań, with a note "KONKURS";
 - 2) in person in an envelope to the registered office of the Supporter: Metaphor Sp. z o.o. Sp. komandytowa, ul. Zwierzyniecka 3, 60-813 Poznań, with a note "KONKURS" by **9 November 2017, 5.00 pm**;
 - 3) by email (if the work is a Microsoft Office Power Point presentation) to the email address of the Supporter: marcelina.hecka@metaphor.pl – by **9 November 2017, 5.00 pm**.
2. If submitted after the time limit, the Competition Material is to be rejected.
3. The Organiser informs that the Supporter is entitled to contact the participants in the Competition in case of any formal deficiencies in the application documentation referred to in § 3(5).

§ 5

Jury of the Competition

1. The best works (Competition Materials) are to be selected by a jury of representatives of the Organiser based on an opinion of the Think Tank affiliated with the City Development Department (of the Poznań City Hall) by **24 November 2017**.
2. At its own discretion, the jury is to select up to three best – in its opinion – works (Competition Materials) – including one best (main) work and two additional works.

3. The Organiser reserves the right to select less than three best works if the submitted Competition Materials do not meet the expectations of the Organiser as set out in § 3(2) of the Rules.
4. Decisions of the jury are final and non-appealable.
5. The Competition Materials are also to be open to assessment by Internet users via www.forumrozwojumiast.poznan.pl (tab: "konkurs"). Such opinions, however, are not binding on the jury.
6. The Organiser is responsible for organising the work of the jury.

§ 6

Results of the Competition

1. Authors of the three best works (Competition Materials) are to be informed of the decision by email on **1 December 2017** by the Supporter.
2. The results of the Competition are to be announced at the City Development Forum held in Poznań on **7 December 2017**.
3. The Organiser reserves the right to ask winners of the Competition to present their Competition Materials at the City Development Forum on **7 December 2017** or to allow for presenting the Competition Materials on their behalf. Such presentation is not to last longer than 10 minutes per Competition Material.

§ 7

Prizes

1. There is 1 (one) main prize in the Competition for (1) one participant in the Competition (hereinafter referred to as the "Main Prize") whose work will be selected by the jury as the best one.
2. The Main Prize is PLN 5 000 (in words: five thousand zlotys).
3. The Main Prize is to be paid in PLN. Any requests for changing the prize or for paying its equivalent in a currency other than PLN are to be rejected.
4. Any activities related to the payment of the prize, which is referred to in subparagraph 2, are to be performed by the Organiser.
5. The Organiser is to contact the winner to agree on how the prize is to be collected.
6. The prize, less the tax on winnings, is to be paid by bank transfer within 30 days of the announcement of the results of the Competition to the account indicated by the winner of the Competition.
7. The prize for the other (additional) two best works is the opportunity to present them at the City Development Forum.

§ 8

Copyright

1. By participating in the Competition, the participant also acknowledges and accepts that the Organiser is entitled – but not obliged – to use the Competition Materials as set out in the Rules.
2. The Organiser reserves the right to make the Competition Materials publically available on the websites of the Organiser, including the full name of the participant in the Competition, and to use solutions, which are proposed in the winning Competition Materials referred to in § 5(2), for the purpose of workshops organised as part of the City Development Forum.
3. The Organiser acquires ownership to the winning Competition Materials upon the payment of the prize referred to in § 7(2).
4. The Organiser acquires royalties to the developed Competition Materials upon the payment of the prize referred to in § 7(2).
5. The copyright to the winning Competition Material is transferred to the Organiser without any territorial, time or subjective limitation, in all fields of exploitation, in particular with respect to:
 - a) exclusive use of the Competition Materials as part of any statutory, promotional, advertising and information activity pursued by and for the benefit of the Organiser and entities designated by it,

- b) fixing and reproducing the Competition Materials by using any graphic techniques available as at the transfer of royalties and any future techniques, including: photographic, printing, art, IT, visual, multimedia, audiovisual, xerographic, analogue, digital techniques,
 - c) reproducing the Competition Materials by recording them on any carriers, including electronic, magnetic, magneto-optical, analogue carriers, and by printing, scanning, copying them,
 - d) loading them into computer memory (including the Organiser's server), sending them via any multimedia, computer and ICT network, including the Internet,
 - e) exhibiting, broadcasting, playing back, displaying the Competition Materials in public by using any technique, any available audiovisual, multimedia and digital carriers without territorial limitation, at any exhibitions, events, meetings, conferences, gatherings held by the Organiser and entities acting for the benefit of the Organiser, and on the Internet,
 - f) marketing, in any format, distributing and disseminating any promotional, information, publication and other materials.
6. Upon the submission of the Competition Materials, the participant in the Competition provides the Organiser with an unconditional, royalty-free, non-exclusive license to use the submitted project for promotional purposes of the Organiser for an indefinite period of time, without any territorial limitation, including on the Internet, with the right of sublicense, in the fields of exploitation referred to in subparagraph 5(b)-(f).

§ 9

Personal Data

1. The personal data of the participants in the Competition are administered by the President of the City of Poznań with his registered office at the Poznań City Hall at plac Kolegiacki 17, 61-841 Poznań.
2. The personal data are to be processed in accordance with the Act of 29 August 1997 on the protection of personal data.
3. The personal data are to be processed solely for the purpose of the Competition.
4. By virtue of a separate agreement, the administrator entrusts the Supporter with the processing of the personal data of the participants in this Competition to organise the Competition and implement the provisions of the Rules.

§ 10

Final Provisions

1. To matters not governed by the Rules, Polish laws, in particular the Civil Code, apply.
2. The conduct of the Competition is to be governed solely by the Rules. Any promotional and advertising materials relating to the Competition and the prize are for informational purposes only.
3. The Organiser reserves the right to cancel or suspend the Competition at its own discretion and at any time.
4. Any disputes, which may arise between the Organiser of the Competition and its participants are to be settled by a court of general jurisdiction competent for the registered office of the Organiser.

§ 11

Contact with the Organiser

Any inquiries about the Competition are to be emailed to Mrs Marcelina Hećka to marcelina.hecka@metaphor.pl, Metaphor Sp. z o. o. Sp. k., ul. Zwierzyniecka 3, 60-813 Poznań.

Poznań, August 2017

Attachment No 1

Poznań, _____

Full name	Telephone number	Email address

(applicant is a natural person)

Name of the organisation

Full name	Telephone number	Email address

(applicant is an organisation)

DECLARATION

I declare that:

- 1) I am over 18 years of age,
- 2) I read the Rules of the "CITY FOR ITS RESIDENTS – RESIDENTS FOR THEIR CITY" competition and I accept their provisions,
- 3) the data above are true and correct,
- 4) I enjoy full royalties to the Competition Material and its publication on the websites of the Organiser does not infringe legally protected rights of third parties.

I undertake to:

- 1) satisfy, at my own expense, any legitimate claims made by both the Organiser and third parties if the sentence above is not true, and – if they are satisfied by the Organiser or if the Organiser is ordered to satisfy them – to reimburse the Organiser – on its request – for all the claims covered and any related expenses, including costs of court, arbitration or settlement proceedings, on a recourse basis within 14 days of its receipt.
- 2) participate, at my own expense and on request of the Organiser or a competent authority, in any court or out-of-court proceedings involving the Organiser and relating to an infringement of any rights of third parties by the applicant.

I also give my consent to:

- 1) making my Competition Material publically available by publishing it on the websites of the Organiser and to use it for the purpose of workshops held as part of the City Development Forum organised in Poznań on 6-7 December 2017.
- 2) making my full name publically available next to a description of the Competition Material on the websites of the Organiser, in the press and media.

Date and signature

Attachment No 2

Poznań, _____

Full name	Telephone number	Email address

Declaration of consent to the processing of personal data

I give my consent to the processing of my personal data by the President of the City of Poznań with his registered office at the Poznań City Hall at plac Kolegiacki 17, 61-841 Poznań for the purpose of the "CITY FOR ITS RESIDENTS – RESIDENTS FOR THEIR CITY" competition. I am aware of the right to access and correct the content of my data. The consent to the processing of personal data may be revoked at any time. Data submission is voluntary, however, the lack or revocation of the consent to the processing of data is tantamount to resigning from the Competition.

Date and signature