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Załącznik nr 3 do
Uchwały Zarządu Fundacji Candela
nr 6/2024

Regulations for the Evaluation of Submissions for the AIxMAT event

(dated May 26, 2026)

The present Regulations set forth the terms of evaluation for the scientific presentations submitted in connection with the preparation of the program of the event organized by the Candela Foundation and IDEAS Research Institute.

§ 1 Definitions

The terms referred to in the present Regulations shall have the following definitions unless clearly specified otherwise:

1. **Abstract –** a shortened form of the description of the presentation topic submitted by the Author for presentation during the Event,
2. **AIxMAT** - the event,
3. **Author** or **Authors** – the person (or persons) who is the author or co-author of the material contained in the Submission,
4. **Presenting Author** – one of the Authors indicated in the Submission as the individual who, should the Submission be accepted, will present the content of the Submission during the Event,
5. **Foundation Address –** the email addresses: hello@candela.org.pl and events@candela.org.pl,
6. **Scientific Committee** – a group of people appointed by the Foundation, which participates in analyzing and evaluating the Submissions,
7. **Foundation** – the Candela Foundation with its seat in Warsaw (03-822), ul. Grochowska 357/513, listed in the National Register of Associations, Other Social and Professional Organizations, Foundations and Public Health Care Units, under KRS number: 0000885495, and the Tax Identification Number: 1133028363, National Official Register of Business Entities (REGON): 388293056, National Official Register of Business Entities (DUNS): 679296691, and the National Official Register of Business Entities (NCAGE): 9AHKH,
8. **Institute** - IDEAS Research Institute with its seat in Warsaw (00-060), Królewska 27, listed in the Register of Entrepreneurs of the National Court Register, maintained by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS number 0001167539, NIP (Tax Identification Number): 5253042617, REGON (Statistical Number): 541475394,
9. **Organisers** - Foundation and Institute,
10. **Plagiarism** – presenting someone else's work or its fragments (in the Submission) as one's own, without properly citing the source. Pertains to both the text, as well as various data, images, tables or other materials,
11. **Process** – the Submission evaluation process, which aims to prepare the Event's scientific program, organized according to the provisions set forth in the Regulations,
12. **Regulations** – the present Regulations,
13. **Form** – the system used for sending in the Submissions, available at attend.aixmat.candela.org.pl/abstracts
14. **Foundation Website** – the website of the Candela Foundation, available at candela.org.pl
15. **Event Website** – the website associated with the Event, available at attend.aixmat.candela.org.pl and 11thlaserworkshop.candela.org.pl

16. **Event** – AI in Materials Research Summit (AIxMAT), organised by the Foundation and the Institute, which will take place on November 24-26, 2026 in Warsaw.
17. **Foundation Board** – the body appointed for the purpose of representing the Foundation,
18. **Submission** – the collection of all the information necessary to take part in the Process. The Abstract constitutes part of the Submission.

§ 2 Course of the Process

1. To send a Submission, the submitting person sends in the completed Form, as part of which he or she:
    1. Encloses an Abstract (which describes the content to be presented during the Event).
    2. Encloses information about the Authors (including their first and last names, affiliations, email addresses).
    3. Encloses information about the Presenting Author (first and last name, affiliations, email address).
    4. Acknowledges and accepts the Regulations and auxiliary documents.
2. After receiving the Submission, the Organisers conduct a formal evaluation, to be performed by a person appointed by the Organisers, as well as a substantive evaluation, to be conducted by the Scientific Committee.
3. In case of a negative result of the formal evaluation, the Submission will be rejected and is not subject to further substantive evaluation.
4. As part of the substantive evaluation, the Submission and Abstract are verified against the requirements described on the Event Website and in the Regulations.
5. Submissions are selected based on the results of the substantive evaluation and subsequently qualified for presentation during the Event. The form of presentation is also selected.
6. The submitting person is informed of the substantive evaluation results or of the need to correct the Submission so that it can undergo substantive evaluation. The information is sent to the email address stated in the Submission.
7. Failure to correct the Submission within the time frame provided in the email notifying of the need to correct the Submission shall be deemed a withdrawal of the Submission.
8. Abstracts of those Submissions that are chosen for presentation during the Event will be published on the Event Website alongside information on the Authors and the Presenting Author.
9. Participating in the Process is free of charge.

§ 3 Submission

1. The Submission should contain elements specified on the Event Website and marked as mandatory on the Form.
2. The Abstract, which forms part of the Submission, should be prepared and formatted according to the guidelines published on the Event Website.
3. The Organisers shall not be held liable for any data that is entered incorrectly in the Form, in particular address data.
4. The Organisers should be notified immediately whenever an error in the submitted data is spotted.
5. Only one Abstract may be submitted as part of one Submission.
6. In cases where participants wish to submit more than one Abstract, they will be required to fill out a separate Submission and Form.

§ 4 Scientific Committee

1. The Organisers appoints members of the Scientific Committee and the Chair of the Scientific Committee.
2. The Chair of the Scientific Committee is responsible for organizing the Scientific Committee's work.
3. The Scientific Committee is responsible for conducting the substantive assessment of the Submissions.
4. The Scientific Committee's decisions are final and not subject to any appeal procedure.

§ 5 Withdrawing a Submission

1. Any Submission may be withdrawn from the Process at any stage of the Process by any of the Submission Authors.
2. The necessary condition for withdrawing the Submission is to send an email about the withdrawal to the Foundation Address.
3. The Organisers confirms the withdrawal of the Submission by replying to the email message mentioned in section 2.
4. In case the Submission is withdrawn after the Abstract has been published on the Event Website, only the title of the Submission and the list of Authors (and their affiliations) shall be displayed in the Event program, without the contents of the Abstract.

§ 6 Updating a Submission

1. The Submission may be updated to amend any obvious mistakes by the Presenting Author or the other Authors at any stage of the Process.
2. In order to update the Submission, it is necessary to send an email message requesting an update to the Submission, together with all of its updated elements, to the Foundation Address.
3. The Organisers confirms the update of the Submission by replying to the email message mentioned in section 2.

§ 7 Liability

1. Each person using the Form should signal any abnormalities concerning the functionality of the Form to the Organisers. The Organisers shall not be held liable for the temporary unavailability of the Form resulting from technical problems or circumstances outside of the Foundation's influence and which remained outside of the Foundation's control (force majeure).
2. With exception to point 3, no party shall be held liable for any damage caused to the other party as a result of non-fulfillment or improper fulfillment of obligations stemming from the present Regulations in the form of: loss of revenue or profits, loss of benefits, loss of business relationships, loss of expected savings or loss of data.
3. The Authors shall be held fully liable to the Organisers regarding any lost benefits or damages caused by the Authors' admission of Plagiarism in the Submission.
4. The Organisers shall not be held liable for the contents of the Submissions (and Abstracts) presented as part of the organized Events. In this regard, the sole liability rests with the Authors, in particular with the Presenting Author.

§ 8 Declarations of Authors and Presenting Author

1. By completing the Form, the Presenting Author who sends the Submission declares that:
    1. He or she received permission from all Authors to send in the Submission.

2. The Submission does not contain any material that is illegal, immoral, offensive or in violation of the law, trust, or confidentiality,
3. The Submission does not violate (and will not violate) the proprietary and personal copyrights and personal rights of third parties.
4. The Authors have the right to reproduce any material contained in the Submission that has already been published or is protected by copyright elsewhere, and that they have identified such elements through citations and copyright notices (if applicable) in the captions or even in the images themselves (e.g. image copyrights).
5. He or she received permission from all Authors to grant the Foundation and the Institute a license mentioned in section 2.
6. He or she received approval from all Authors to publish the Abstract.
7. The Submission (and its elements) is original and does not infringe on the copyright of any third parties.

2. The Authors grant the Foundation and the Institute and its appointed entities a license for an indefinite period, without territorial or spatial limitations to freely use the Submission (and its elements, e.g. The Abstract), as long as the original Authors of the Submission are indicated.
3. The Authors have the right to revoke the license with one year's notice, effective at the end of the calendar year following the year the revocation was submitted.
4. The license revocation referred to in section 3 must be filed by sending an email to the Foundation Address.
5. The license referred to in section 2 is granted in regard to the following fields of exploitation:
   1. Printing,
   2. Publishing on the Internet, including on the Event Website and in the Event program (Internet, printed media),
   3. Publishing in mobile applications connected to the Event,
   4. Copying or other manners of reproducing completely or partially,
   5. Public exhibits,
   6. Displaying,
   7. Replaying,
   8. Magnetic recording,
   9. Reproducing,
   10. Storing and archiving,
6. The Organisers may extend a further license to distribute the Abstracts to its strategic partners, co-organizers or media entities to promote the Event results, while preserving the Authors' copyrights, to which the Authors and the Presenting Author agree.
7. The Submission and Abstract are distributed under the Creative Commons Attribution 4.0 International License (CC BY 4.0). If the presentation materials are unable to comply with the CC BY 4.0 license, the Authors must clearly indicate this in the Submission. In both cases, the Authors grant the Foundation and the Institute the right to store their Submission to be reviewed, published on the Event Website, and downloaded by individuals.

§ 9 Plagiarism

1. In the event a suspected case of Plagiarism is detected in the Submission, the Authors will be informed immediately and asked to provide an explanation within 7 calendar days.
2. The Scientific Committee will analyze the presented explanation and additional proof provided by the Authors.
3. Should the explanations not be provided within the period specified in section 1, the Submission may be rejected.
4. After reviewing the case, the Scientific Committee makes its final decision to accept, correct, or reject the Submission.

5. Submissions with a confirmed instance of Plagiarism or copyright infringement will be rejected immediately.
6. The Foundation and the Institute reserves the right to notify the Presenting Author's (and the Authors') affiliated institution(s) of the infringement.
7. Infringing Authors may be denied from participating in future events organized by the Foundation.
8. Any information connected with the procedure of Plagiarism detection shall be treated as confidential and will not be shared with third parties.
9. Should a third party report suspicions of Plagiarism or copyright infringement, the Organisers promises to conduct a thorough investigation in accordance with the above rules.

§ 10 Final Provisions

1. The Regulations enter into force at the time of their publication on the Event Website.
2. Sending a Submission via the Form is equivalent to accepting the provisions of these Regulations and complying with the order regulations and any other arrangements made between the Presenting Author and the Organisers.
3. The Organisers reserves the right to:
    1. Cancel the Process,
    2. Introduce changes in the Regulations,
    3. Exclude from the Competition any person who violates any provisions of these Regulations, and in particular:
        1. Performs actions which are against the law, principles of good conduct or harmful to the justified interests of third parties;
        2. Performs actions intent on or indicating an attempt to circumvent the Regulations or the terms of participating in the Event;
        3. Performs actions which violate the established interests of the Foundation (or Institute) or which are harmful to its image.
4. The Rules in effect on the date of sending the Form shall apply in relation to all matters related to the given Submission.
5. In the event of disputes with the Author, the court having jurisdiction for their resolution will be the court having jurisdiction over the Foundation's seat.
6. Should the court having jurisdiction affirm the invalidity of some of the provisions of the Regulations, such action shall not affect its other provisions.
7. In matters not addressed by the Regulations the relevant provisions of the Polish law shall apply, in particular those of the Civil Code and Act on Copyright and Related Rights.
8. The opinion of the Foundation Board shall be decisive regarding the interpretation of the Regulations.

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