

# LOC/IYPT Agreement

Local Organising Committee and International Young Physicists' Tournament agreement

## 1. Terms and definitions:

**IYPT** or Association *International Young Physicists' Tournament*, 6 rue des Frères Lumière, 68200 Mulhouse, France, represented by IYPT president Martin Plesch.

**IYPT 2019** - The 32st IYPT.

**IOC** or *International Organising Committee* - the supreme governing body of the International Young Physicists' Tournament.

**LOC** or Local Organising Committee - consists of:

dr hab. inż. Janusz Walo, Prorektor ds. Studenckich, Politechnika Warszawska  
 prof. dr hab. inż. Mirosław Karpierz, Wydział Fizyki, Politechnika Warszawska,  
 prof. dr hab. Roman Puźniak, Instytut Fizyki Polskiej Akademii Nauk  
 prof. dr hab. Andrzej Wysmolek, Wydział Fizyki, Uniwersytet Warszawski,  
 prof. dr hab. Maciej Kolwas Instytut Fizyki Polskiej Akademii Nauk,  
 prof. dr hab. Leszek Sirko, Polskie Towarzystwo Fizyczne,  
 dr hab. Krzysztof Turzyński, Wydział Fizyki, Uniwersytet Warszawski,  
 dr hab. inż. Jerzy Antonowicz, Wydział Fizyki, Politechnika Warszawska,  
 dr inż. Leszek Gładczuk, Instytut Fizyki Polskiej Akademii Nauk,  
 dr Jan Grabski, Wydział Fizyki, Politechnika Warszawska,  
 dr Anna Kalbarczyk, Wydział Fizyki, Politechnika Warszawska,  
 mgr. inż. Dariusz Aksamit, Wydział Fizyki, Politechnika Warszawska,

represented by LOC president:

dr hab. inż. Janusz Walo

**EC** or *Executive Committee* - consists of

President	Assoc. Prof. Dr. Martin Plesch
Secretary General	Dipl. Ing. Timotheus Hell
Treasurer	Dr. Ilya Martchenko
Member	MSc Samuel Byland
Member	BSc John Balcombe

**ICG** or *International Coordinating Group* - A group of people consisting of EC members, one IYPT assistant, two IT officers.

**JOB** or *Joint Organising Board* - A group of people consisting of IYPT president, 3 other EC members, LOC president and 1 other LOC member.

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**Competing teams** - when referred to as a group consists of all team members, all team leaders and team leader jurors.

**Competition period** - is defined to last from 8am local Warsaw time on arrival day to 9pm local Warsaw time on departure day.

**Extended competition period** - is defined to last from 8am local Warsaw time on arrival day to 9pm local Warsaw time on IOC departure day.

**Competition venue** - is set as Warsaw.

**Fight venue** - is set as Centrum Zarządzania Innowacjami i Transferem Technologii Politechniki Warszawskiej in Warsaw.

**Arrival day** - is 2019.07.06.

**Departure day** - is 2019.07.13.

**IOC departure day** - is 2019.07.15.

## 2. Preamble

LOC and IYPT form following agreement in order to facilitate communication and regulate financial and other responsibilities arising from organisation of IYPT 2019 competition held in Poland. LOC acknowledges over 30 years legacy of previous competitions and educational value of the competition. LOC strives to achieve the mission of the competition founders by promoting physics via student participation, public engagement and media coverage of the event. IYPT recognises LOC as adequate to organise the competition well and regards LOC as an able partner in facilitating the goal of popularising physics and teaching high school students academic debate and experiment based research. Both parties' goals are aligned in jointly organising best competition experience for competing teams.

## 3. Dates, deadlines and notice periods

3.1 Competition will be held during *competition period* in *competition venue*.

3.2 *IOC meeting* will be held within *extended competition period* but after *competition period* in *competition venue*.

3.3 During May or June 2019, an *EC representative* will visit *competition venue* and inspect the readiness of *LOC* to host the competition. *LOC* will allow *EC representative* to inspect premises including places of accommodation, competition, and dining hall, unless such inspection is not possible due to circumstances not within *LOC* control. *LOC* will organise a meeting with persons responsible for local organization. *EC representative* will provide the *EC* and *LOC* with a report about the readiness of the *LOC* to host IYPT 2019. *EC representative* will provide *LOC* with a checklist and visit date at least 3 weeks in advance of the visit. IYPT shall cover the costs for travel of the *EC representative*; *LOC* will provide lodging and full board for the *EC representative*.



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## 4. Organisation of competition

IYPT 2019 will be carried out in accordance to the provisions of the IYPT statutes and regulations as of signing date of this agreement, which in full are attached to this agreement.

### 4.1 General responsibilities of LOC:

4.1.1 The LOC takes the responsibility to host up to 36 participating teams, consisting of 5 students and 2 Team Leaders each. In case of less than 36 teams being pre-registered vacant places can be taken by guest teams. Only countries which have not already pre-registered another team can get an approval from the EC for sending a guest team.

4.1.2 In accordance with the regulations of the IYPT (accepted in Singapore, July 2017) the Jury is nominated and organized by the LOC in cooperation with EC.

4.1.3 LOC will provide accommodation and board to up to 35 paid visitors having received payment from IYPT no later than 2 months before *arrival day*.

4.1.4 The LOC will host ICG throughout the whole extended competition period.

4.1.5 The LOC undertakes to host up to 3 guests, specified by the President of IYPT, during the *extended competition period*, given notice no later than 2 months before *arrival day*.

4.1.6 The LOC will provide a phone book containing all relevant phone numbers, including a working contact number for each team guide.

### 4.2 Fight rooms:

4.2.1 All *physics fights* are to be held in *Fight venue*.

4.2.2 LOC will provide 12 *physics fight rooms* in *Competition venue* (11 physics fight rooms in case of 35 preregistered teams or less).

4.2.3 All *physics fight rooms* provided will be able to accommodate at least 3 teams consisting of 5 team members each and 1 team leader; at least 7 jury members, 2 fight assistants, 3 local guides, and at least 3 visitors.

4.2.4 At least one room must accommodate 4 teams consisting of 5 team members each and 1 team leader; at least 7 jury members, 2 fight assistants, 4 local guides and at least 4 visitors.

4.2.5 At least one room (other than mentioned in 4.2.4) must accommodate 4 teams consisting of 5 team members each and 1 team leader; at least 7 jury members, 2 fight assistants, 4 local guides and at least 30 visitors.

4.2.6 All *physics fight rooms* are equipped with two data projectors, a whiteboard or blackboard, notepads, and pens. There is at least one power outlet per team member available close to the team table.

4.2.7 Each *physics fight room* will be equipped with a computer having a stable internet access and staffed by two assistants trained in and charged with recording the grades given by jurors, monitoring time, collecting scoring sheets, providing new score sheets to the

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jurors. Each team shall be seated at a separate table and jury at another table allowing all parties to take notes and adequately participate with the competition.

4.2.8 The Finals will be held in a large lecture hall equipped with at least three powerful data projectors, whiteboard or blackboard and sound system. Seats for at least 300 spectators must be provided.

4.2.9 *LOC* will provide one room to set up the tournament office, equipped with standard office equipment - scissors, tape, stapler, pens. Internet access at the office with full access to [cc.iypt.org](http://cc.iypt.org) via ssh on port 22 must be available. A printer for A4 and A3, e.g. a fast laser printer / copy machine, available as a network printer or via USB, with 3000 sheets of A4 paper and 300 sheets of A3 paper. A fast scanner (for 800+ pages), that can scan A4 and A3 sheets and save them as pdf to USB. *LOC* will also assign a suitable place for one presentation space (stall).

## 4.3 General responsibilities of IYPT:

4.3.1 *IYPT* will provide *LOC* with all the software necessary to record the grades given by jurors for the purpose of system setup and assistants training no later than 3 months before the *arrival day*.

4.3.2 *IYPT* will provide *LOC* with software used to structure physic fights (a.k.a. *IYPT 'clock'*) no later than 3 months before the *arrival day*.

4.3.3 *IYPT* will provide *LOC* with necessary promotional materials, i.e. *IYPT* logo, *IYPT* promotional videos.

4.3.4 The *IYPT* will assume responsibility and will offer computer software, knowledge and personnel to operate the online registration system for all attendees at the Competition, including pre-registration, registration for all participants as well as the registration of Team Leaders and Jurors.

4.3.5 The registration system will record the personal details of all upcoming participants, Team Leaders, jurors and visitors. The information to be collected consists of first name, last name, date of birth, gender, nationality (-ies), passport number, issue date, expiry date, place of issue and scan, contact email addresses, personal photo for the booklet, t-shirt size, dietary requirements (including allergies, religious requirements etc.), status in the team (captain or member), suitability as a juror (for at least one of the two leaders), IOC position and presence during the IOC meeting, curriculum vitae (for the jurors and team leader acting as juror) and travel information (arrival and departure times and means: airport, no-pickup).

4.3.6. *IYPT* is responsible to acquire from every participant consent in compliance with GDPR regulations regarding both storing, access, and processing data. This includes in particular relevant consent for *LOC* to process this data for the purpose of the *IYPT 2019*.

4.3.7. All information in 4.3.4-4.3.6 will be made available to *LOC* no later than 6 weeks before the arrival day.

4.3.8 Each participating team must be pre-registered in order to take part in the competition until 15<sup>th</sup> of February 2019.

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4.3.9 The registration of a team and visitors is finalized by paying the registration fee. The registration deadline is 2 months before arrival day.

4.3.10. In accordance with 4.1.2 the IYPT will share with LOC any information about participation of jurors in the past that may be useful in selecting Jury members for IYPT.

## 4.4 Results and awards:

4.4.1 As according to the *IYPT Regulations*, Team Members and Team Leaders participating in the finals are awarded gold medals and 1<sup>st</sup> place certificates, the absolute winner receives the winner's cup. First five teams not participating in the finals along with their Team Leaders are awarded silver medals and 2<sup>nd</sup> place certificates. Bronze medals and 3<sup>rd</sup> place certificates are awarded to teams and their Team Leaders in the top half (rounded up) in the final ranking. All other teams obtain certificates of participation. Team Leaders of these teams receive certificates indicating their team's ranking.

4.4.2 All participating jurors and volunteers will receive certificates of participation reflecting their role in the IYPT 2019.

4.4.3 All certificates mentioned in 4.4.1 to 4.4.2 will be signed by the Head of LOC and the President of the IYPT.

4.4.4 All medals and certificates mentioned in *Results and awards* section are provided by LOC.

4.4.5 *Winner's cup* mentioned in 4.4.1 will be provided by IYPT.

## 5. Organisation of IOC meeting

5.1 LOC will host IOC meeting at the *Warsaw Technical University Campus*.

5.2 LOC will provide conference room for 40 people, with a data projector for the duration of IOC meeting.

5.3 IOC meeting will be held for two days, within 8 am – 8 pm.

## 6. Accommodation

### 6.1 Board:

6.1.1 All participants shall be provided with meals at least three times a day (breakfast, lunch and dinner) with a proper "all you can eat" selection suitable also for vegetarians. The first meal served shall be lunch on the *arrival day* and the last meal will be dinner on the *departure day* for all participants. Additionally IOC members will be provided with meals during *extended competition period*.

6.1.2 Refreshments in terms of water, tea, coffee and biscuits shall be available to all participants during the competition and for the IOC members throughout the whole IOC meeting

### 6.2 Rooms:

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- 6.2.1 Team members will be accommodated in "Riviera" or "Mikrus" hostel or similar. There is at least one shower and toilet per 6 persons for the *competition period*.
- 6.2.2 Jurors, all Team Leaders and Visitors will be accommodated in twin rooms with private shower and toilet facilities per room in hotel-type rooms for the *competition period*.
- 6.2.3 ICG will be accommodated in single rooms with private shower and toilet facilities per room in hotel-type rooms for the *competition period*.
- 6.2.4 If anyone with hotel-type accommodation wants to upgrade to single-room accommodation, they can do so after paying an upgrade fee provided the notice is given at least 2 months before *arrival day*.
- 6.2.5 International Organising Committee will be in addition provided with accommodation in the same rooms for *extended competition period*
- 6.2.6 LOC will provide International Coordinating Group with board and lodging for the *competition period* at no additional cost.
- 6.2.7 The LOC will provide local transport free of charge if required, including transfer from the airport on the arrival day to the competition venue, and back to the airport for the participants on *departure day* and for the IOC on *IOC departure day*
- 6.2.8 The Secretary General and 2 IT Personnel will arrive 3 days before the *arrival day* for organisational and technical purposes. The LOC undertakes to provide transport from the airport, board and lodging for them for the period from 3 days before *arrival day* to *arrival day*. Moreover, Fight Assistants and EC's guides are required to be available for training sessions starting from the *arrival day* in order to gain basic skills and to be given essential instructions.
- 6.2.10 The IYPT President and the IYPT Assistant will arrive 1 day before the *arrival day*. The LOC undertakes to provide board and lodging for them for the period from 1 day before *arrival day* to *arrival day*.

## 7. Financial responsibilities

### 7.1 Financial guarantees of IYPT:

- 7.1.1 The LOC will receive from IYPT a registration fee of 1250€ per each registered team and guest Team and 1000€ for each registered visitor. IYPT will transfer 90% of these fees not later than 10 days after the payment deadline for the teams, but no later than 2 months before the arrival date. The remaining 10% of these fees will be transferred one week before the arrival day.
- 7.1.2. The LOC will receive from IYPT an upgrade fee of 300€ per person upgrading to a single room or 300€ per person upgrading to a single room taking part also in the IOC meeting.
- 7.1.3 IYPT will transfer any fees to the account provided by the LOC by means of official correspondence. If no such account is provided the IYPT will transfer fees to the account:



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PL12 1240 2092 9522 1050 0400 0000  
SWIFT: PKOPPLPW

Politechnika Warszawska  
Pl. Politechniki 1, 00-661 Warszawa, Polska

- 7.1.4. All the fees mentioned in 7.1. are non-refundable and stays with LOC even in the case of cancellations.
- 7.1.5 IYPT guarantees that at least 30 teams will participate in IYPT 2019.
- 7.2 Financial responsibility in case of accidents
- 7.2.1. All participants are required to obtain EHIC (European Health Insurance Card) or equivalent health insurance policy. LOC may refuse to host any participant who does not have such insurance without paying any refunds. IYPT will inform all the participants about this requirement.
- 7.3 Intellectual property
- 7.3.1 IYPT grants LOC full license, including derivative license use photographs and videos in any promotional materials, press releases, reports and other publications for both commercial and non-commercial use.
- 7.4 LOC will provide not later than 3 months after the end of IYPT a brief financial report about the IYPT, including a report on how the IYPT collected funds were used.
- 7.5 In any case of violation of the provisions of this agreement the violating side takes full financial responsibility for incurred costs and damages.

## 8. Official correspondence

8.1 Any of official correspondence to the LOC should be addressed to any of the following addresses:

8.1.1 E-mail address: office@iypt.pl

8.1.2 Mailing address: Wydział Fizyki, Politechnika Warszawska, ul. Koszykowa 65, 00-662 Warszawa, Polska.

8.2 The phone number to contact with LOC representative is:

8.2.1 Phone number: +48 222 347 67.

8.3 Any of official correspondence to the IYPT should be addressed to any of the following addresses:

8.3.1 E-mail address: office@iypt.org

8.3.2 Mailing address: IYPT, c/o European Physical Society, 6 rue des Frères Lumière, 68200 Mulhouse, France

8.4 The phone number to contact with IYPT representative is:

8.4.1 Phone number (European Physical Society): +33 389 32 94 40

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- 8.4.2 The phone number to contact with IYPT representative is: +421 2 2091 0707
- 8.5 Change of any of the information in 8.1 - 8.4 is possible only by means of official correspondence.
- 8.6 Letters to be considered as a valid form of official correspondence should be send with confirmation of receipt, and such confirmation is considered the only proof of delivery other than the actual letter.
- 8.7. During the period from 2019.07.01 to *departure day*, IYPT and LOC are expected to communicate on a daily basis and both sides will undertake to react to each email request within no more than 48 hours, unless expressly stipulated otherwise in this agreement.

## 9. Severability and appropriate courts

- 9.1 If any of the regulations of this agreement is or becomes in violation of Polish law it shall be voided at a notice to *IOC*, sides agree that remaining clauses of the contract still hold.
- 9.2 If any of the regulations is or becomes unenforceable both sides agree to immediate negotiations towards resolving such issue, sides agree that remaining clauses of the contract still hold.
- 9.3 In cases unregulated by this agreement the rule is Kodeks Cywilny - Ustawa z dnia 23 kwietnia 1964 r. – Kodeks cywilny (Dz.U. z 1964 r. Nr 16, poz. 93) ze zmianami (Polish Civil Law).
- 9.4 In cases unregulated by this agreement if the sides fail to come to agreement all disputes not covered by this agreement will be decided by the *JOB* with an anonymous vote with *LOC* head breaking ties.
- 9.5 Both sides agree to seek independent mediation in Sąd Arbitrażowy przy Krajowej Izbie Gospodarczej w Warszawie before pursuing any court ruling.
- 9.6 Appropriate court to settle all and any further disagreements is Sąd Okręgowy w Warszawie (the relevant Civil Court in Warsaw)

## 10. Final remarks

- 10.1 This agreement shall become valid on the date of its execution by the parties and will expire on October 31, 2019.
- 10.2 This agreement was signed in 4 identical copies, two for each side of the agreement.

Signed:

LOC president

PROREKTOR  
Politechniki Warszawskiej

.....  
dr hab. inż. Janusz Walo, prof. PW

IYPT president

KWESTOR

mgr Jadwiga Hajkowska

Wioletta Ziśka-Bławińska

radca prawny  
WA 382

DZIEKAN

Wydziału Fizyki Politechniki Warszawskiej

.....  
prof. dr hab. inż. Mirosław Karpierz

z up. Głównego Księgowego

.....  
mgr Anna Maliszewska



# Annex 1 to LOC/IYPT Agreement

## Annex no. 1

Both sides agree to make changes to the contract signed on the day [data podpisania umowy], which regulates preparations and organization of IYPT 2019 signed between:

**Local Organizing Committee**, represented by LOC president dr hab. inż. Janusz Walo, later referred to as LOC

and

**IYPT Executive Committee**, represented by IYPT President, Martin Plesh, later referred to as IYPT

Annex makes following changes to the above contract:

1. The statement: "7.1.1 The LOC will receive from IYPT a registration fee of 1250€ per each registered team and guest Team and 1000€ for each registered visitor. IYPT will transfer 90% of these fees not later than 10 days after the payment deadline for the teams, but no later than 2 months before the arrival date. The remaining 10% of these fees will be transferred one week before the arrival day.",

is replaced by: "7.1.1 The LOC will receive from IYPT a registration fee of 1250€ per each registered team and guest Team and 1000€ for each registered visitor. IYPT will transfer 90% of these fees not later than 10 days after the contract signing date. The remaining 10% of these fees will be transferred one week before the arrival day."

2. All other provisions remain unchanged.

3. Annex was signed in 4 identical copies, two for each side of the agreement.

Signed:

LOC president

PROREKTOR  
Politechniki Warszawskiej  
.....  
dr hab. inż. Janusz Walo, prof. PW

IYPT president

.....  
[Signature]

KWESTOR  
mgr Jolanta Byjkowska  
Wioletta Ziadek-Sławińska  
radca prawny  
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DZIEKAN  
Wydziału Fizyki Politechniki Warszawskiej  
prof. dr hab. inż. Mirosław Karpierz

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z up. Głównego Księgowego  
mgr Anna Maliszewska