**REGISTRATION FORM**

**Please, fill\* – print – scan – send the registration form via email to Miloslav.Emrich@fs.cvut.cz till 29th of May 2020.**

**KOKA 2020**

**51st International Scientific Conference of Czech and Slovak Universities and Institutions Dealing with Motor Vehicles and Internal Combustion Engines Research**

9th and 10th September 2020

Department of Automotive, Combustion Engine and Railway Engineering of Faculty of Mechanical Engineering

Czech Technical University in Prague

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| --- |
| **PERSONAL INFORMATON** |
| **Title:**[ ]  **Mr.** | [ ]  **Ms.** |
| **Academic Degree(s):**Add your academic degree(s) | **First Name:**Add your first name | **Surname:**Add your surname |
| **ADRESS OF THE INSTITUTION/ORGANIZATION** |
| **Institution:**Add your institution – university, company etc. |
| **Department:**Add department of your institution |
| **Address:**Add the address of your institution |
| **Town/City:**Add town/city | **Postal code:**Add postal code | **Country:**Add country |
| **PERSONAL CONTACTS** |
| **E-mail address:**Add your email |
| **Phone number:**Add phone number with national code (format +420 123 234 345) |

\* form is compatible with MS Word 2016 and newer (MS Word 2019 recommended)

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| **PAPER** |
| **Do you intend to present the paper?**[ ]  Yes | [ ]  No |
| **Title of the paper:**Add title of your paper |
| **Author(s):**Add all authors of the paper |
| **Abstract (maximum 1200 characters):**Please, fill-in your abstract, maximum 1200 characters. |
| **ACCOMODATION** |
| **Date of arrival:**Add date of your arrival | **Date of departure:**Add date of your departure | **Number of nights:**Add number of nights |
| [ ] Single Room | [ ] Double Room | [ ] Double Room for 1 person |
| **INTEREST IN PARKING** |
| [ ] Yes | [ ] No |  |
| **NOTES OR OTHER REQUIREMENTS** | **SIGNATURE** |
| Add other notes or requirements on the conference’s organization committee |  |

*Notes:*

Conference fee is 2500 CZK per person.

Parking places are limited, parking fee is 120 CZK per night.

Accommodation is in Masaryk Dormitory Congress Centre (Thákurova 1, 160 00, Prague 6), detailed information can be found on the KOKA 2020 [website](https://www.fs.cvut.cz/ostatni/sekce-koka2020/koka2020/konference-koka2020/).

**PAYMENT INFORMATION**

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| --- | --- |
| Company Legal Name | Czech Technical University in PragueFaculty of Mechanical Engineering |
| Company Full Address | Technická 4, 16607 Prague 6, Czech Republic |
| Bank Name | Commercial Bank (KB) |
| Full Bank Address | Dejvická 5, 160 59 Prague 6 |
| Account Number | 19-5505030267/ 0100 |
| IBAN Code | CZ4201000000195505030267 |
| SWIFT Code | KOMBCZPPXXX |
| Variable Symbol | 09102020 |

**PERSONAL DATA PROCESSING INFORMATION**

Czech Technical University in Prague (further “CTU”) fulfils the information duty to data subjects – conference participants in accordance with Article 13 of Regulation (EU) 2016 of the European Parliament and of the Council 679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive), hereinafter “GDPR”, as a personal data controller.

Contact Details of the Data Protection Officer:

Contact: Ing. Bc. Josef Svoboda, Ph.D.

E-mail: dpo@cvut.cz

Phone: +420 224 353 414

Address: [Jugoslávských partyzánů 1580/3](https://mapy.cz/zakladni?x=14.3946033&y=50.1032952&z=17&source=addr&id=8977890), 160 00 Praha 6, Dejvice, Czech Republic

Legality of personal data processing:

The provided personal data of the conference participants are processed by the CTU according to Art. 6 par. b) GDPR for the purpose of fulfilling the contract. The CTU can process your personal data if you have given your consent in accordance with Art. 6 par. b) GDPR (consent may be granted at conference registration). It is the consent to the processing of personal data (identification, contact/address data) for future research collaboration with conference participants, and for the processing of photographs or other audiovisual records for marketing purposes.

Personal Data Categories:

Identification data – name, surname, title.

Contact information including electronic data – telephone number, e-mail address, institution address, additional contact address.

Audiovisual data – photographs, other audiovisual records.

Retention Period of Personal Data:

Your personal data will be stored for 1 year since the date of registration to the conference.

Further information for processing of personal data by the CTU can be found at university website: www.cvut.cz/en/data-processing-and-protection-gdpr