



## **ASK (Animation Support Kit) RULES**

### **§ 1 GENERAL INFORMATION**

1. The Rules specify the terms and conditions of participation in the following events held by MOMAKIN Sp. z o.o. with its registered office in Łódź, 90-135, on ul. Narutowicza 34/303, entered in the Register of Entrepreneurs, maintained by the District Court for Łódź-Śródmieście, XX Commercial Department of the National Court Register at No. KRS 0000774895, with Tax ID (NIP): 725 228 69 04 (hereinafter called the "Organiser"):
  - a. Workshops,
  - b. Consultations,hereinafter together referred to as the "Events".
2. The Events shall be held between 20 July 2020 and 10 August 2020. The applications for individual Events shall be submitted no later than on 8 July 2020, at 23:59:59. The applicants will be informed about being qualified for the Event no later than by 15 July 2020 at 24:00. The applications for the particular Event shall be accepted on the first-come first-served basis.
3. If many applications are submitted for individual Events, the Organiser reserves the right to organise the Second Round of the Events at a different date. The persons who were not qualified for the First Round will be notified that the number of participants for the Event reached the limit and that a new date of the Event was established no later than by 15 July 2020 at 24:00, mentioning the date of the Second Round of the Events. The persons who were not qualified for the First Round will be automatically qualified for the Second Round of the Events unless they submit their resignation from the Event to the Organiser by 30 July 2020.
4. The terms and conditions of applying for the Events are available free of charge for each Participant at <http://momakin.pl/en/nasze-projekty/ask-animation-support-kit> The Rules can be downloaded, saved, and printed from the website.
5. The condition for participation in the ASK is the command of English sufficient to ensure fluent communication concerning the subject of the selected classes. The Organiser shall not be held responsible for any problems related to understanding the content due to a lack of sufficient language skills or does not provide translation of the submitted materials into Polish or an interpreter's service during online classes.

### **§ 2 PURPOSE OF APPLICATION**

1. There are two forms of the Events available for the candidates to apply for:
  - a) Workshops, which will be held online via ZOOM (maximum number of Participants: 10), conducted by an expert – Marcin Bell.
  - b) Individual Consultations concerning the following:
    - i. puppet designing and construction,
    - ii. animation



run by stop-motion experts specialising in films (all running times) and series.

2. Each candidate can submit only one project as part of one Consultation.

### **§ 3 PARTICIPANT**

1. Any natural person/legal person authorised to use the materials developed for the Workshop or Consultation (hereinafter called the "Participant") can apply for the Events.

### **§ 4 TERMS AND CONDITIONS OF PARTICIPATION IN THE WORKSHOPS**

1. In order to apply for the Workshop, the candidate shall fill in the form (hereinafter called the "Form") which can be found at: <https://bit.ly/ASKworkshops>. Only digital applications shall be accepted. No applications sent by e-mail or by post shall be accepted.
2. The applicant shall give the following data in the Form:
  - a. Full name
  - b. Full address (country, city/town, street, house number, flat number, post code)
  - c. E-mail address
3. The candidates will be informed about approval of their application no later than on 10 July 2020 at 6:00 p.m.
4. Adobe packages (Photoshop, Premiere and After Effects) and basic skills in using at least two of these three programmes are a prerequisite to take part in the Workshop.
5. During the Workshop the Participants will be creating animatic based on a script developed by the Workshop Tutor, which will be then used for making a film.
6. The Workshops will be held on weekdays and weekends from 20 July 2020 to 10 August 2020 (a schedule including the names of the Workshop Tutors shall be sent to the Participants with a confirmation of being accepted for the Event) in a mixed system: watching recorded lectures, participation in on-line classes and one-to-one contact with the Tutor.
7. The fee for participating in the Workshop amounts to 295 EUR (including VAT).
8. The Participant shall be informed about the reception of payment and on 20 July 2020 they shall receive the first part of the Workshop materials at their e-mail address.
9. The condition for participation in the Workshop is the command of English sufficient to ensure fluent communication concerning the subject of the selected classes. The Organiser shall not be held responsible for any problems related to understanding the content due to a lack of sufficient language skills or does not provide translation of the submitted materials into Polish or an interpreter's service during online classes.



10. Should any technical problems occur during on-line classes, attributable to the Participant, the Organiser will not organise additional classes, and the Participant who was not able to take part in the classes due to technical reasons can use the option of consultations held in a group by means of Slack application (the Organiser will send a link to the group to each Participant of the Workshop).

## **§ 5 TERMS AND CONDITIONS OF PARTICIPATION IN THE CONSULTATIONS**

1. The candidate shall fill the form (hereinafter called the "Form") available at <https://bit.ly/ASKconsultation> in order to apply for the Consultation. Only digital applications shall be accepted. No applications sent by e-mail or by post shall be accepted.
2. The applicant shall give the following data in the Form:
  - a. Full name
  - b. Full address (country, city/town, street, house number, flat number, post code)
  - c. E-mail address
3. The Form shall also include the information about the project to be consulted, and visual materials shall be sent if the Consultation applies to specific material developed by the Participant. If the Consultation applies to animation, the Consultation can also cover the Participant's achievements, his/her skills and potential future development paths. If the Organiser decides that there are too many issues submitted for consultation in the scheduled time, the Participant will be informed about the need to extend the Consultation time, subject to extra charge, or to reduce the number of issues that the Participant would like to discuss.
4. The application should include a short presentation about the project (no more than 20 PDF file pages) which will be used by the Consultant to prepare for the meeting.
5. The presentation should include, inter alia, the following information:
  - a. title, name of producer and co-producers, country, format, purpose, budget and stage of the project development,
  - b. concept of the project,
  - c. summary,
  - d. 2-5 photos representing the theme,
  - e. designs of characters and stage design.
  - f. technical drawings etc.
6. The details of the presentation instructions are available in the Form.
7. The candidates will be informed about the approval of their application no later than on 10 July 2020 at 6:00 p.m.
8. One Consultation class takes 60 minutes and is held via ZOOM.
9. The fee for participation in the Consultation amounts to 195 EUR (including VAT) per one hour of individual class.



10. If several Consultation hours with the same Consultants are purchased, pertaining to one of thematic area (puppet or animation), the following discounts shall apply:
  - a. 2 consultation hours - 15% off the regular price,
  - b. 3 consultation hours - 25% off the regular price,
  - c. 4 consultation hours - 30% off the regular price.
11. If a total of 2 hours with different Consultants is purchased in both thematic areas (puppet and animation), a 15% discount shall apply.
12. The discounts mentioned in items 10 and 11 are not cumulative.
13. If the participant chooses Consultation on animation (e.g. relating to style, character, animation techniques), Tim Allen shall be the Consultant.
14. If the participant chooses Consultation on puppet designing and construction, Magdalena Bieszczak, Marcin Zalewski, Piotr Knabe and Sylwia Nowak shall be the Consultants.
15. The Consultations on puppet designing and construction can be provided by more than one Consultant.
16. Only the person authorised to present the materials can submit the material for the Consultation.
17. After receiving the payment, the Participant will receive an e-mail with an invitation for a meeting, indicating the Consultation date and information about the Consultant. The Organiser shall assign adequate Consultant for the submitted project.
18. The Consultation Participant can notify the Consultant about their will to purchase additional Consultation hours during the Consultation or after using all their purchased hours by sending an e-mail to the Organiser. The Consultant shall immediately communicate the information to the Organiser and shall inform the Organiser about the date of the next meeting arranged with the Participant. Should it be impossible to organise Consultations with the same consultant, the Participant shall be informed about it by e-mail, along with the information about other possible dates of Consultations with other Consultants. If the Participant contacts the Organiser themselves, the Organiser shall send an-email including the information about possible future Consultations to the Participant.
19. The condition for participation in the Consultation is the command of English sufficient to ensure fluent communication concerning the subject of the Consultation. The Organiser provides for the possibility to run the Consultation in Polish, if both the consultant and the Participant speak Polish, at the Participant's request is made prior to payment. The Organiser reserves the right to refuse the Participant's request and the refusal shall not be regarded as a breach of the Rules or a basis to make a complaint.
20. Should technical problems occur during the Consultation, attributable to the Participant, the Organiser shall ensure the opportunity to hold the Consultation at another time convenient for the Participant and the Consultant. If the Consultation date is changed five times and the Consultation does not take place



due to technical reasons attributable to the Participant, the Organiser shall not be obliged to set a new date. Notwithstanding the above, the Participant has the right to withdraw from participation. In either case the Organiser shall return to the Participant 50% of the amount paid for the purchase of the service.

## **§ 6 PAYMENTS**

1. The Event Participants will receive an e-mail with the information about the obligation to pay for participation in the selected Event within 2 days from receiving the e-mail.
2. Payments shall be made via Transferwise. Bank account details:  
Bank: Transferwise Europe  
SWIFT / BIC: TRWIBEB1XXX  
IBAN: BE29 9670 5626 0164.
3. After making the payment, the Participant shall immediately send a confirmation of the payment to the Organiser.
4. If the payment is made for participation in the Workshop, the transfer title shall say: ASK/Workshop - full name.
5. If the payment is made for participation in the Consultation, the transfer title shall say: ASK/Consultation - full name.
6. After receiving the payment the Organiser shall immediately send a VAT invoice to the Participant by e-mail, which shall be the confirmation of purchasing the service.

## **§ 7 COPYRIGHT**

1. The Workshop Participant ensures that the materials they prepared for the purpose of participating in the Workshop and performing the tasks proposed by the Workshop Tutor shall not violate the rights of any third parties. This shall not apply to the materials provided by the Tutor.
2. The Workshop Participant acknowledges that all materials provided by the Tutor, including those used for performing the tasks proposed by the Tutor during the Workshop, are the sole property of the Tutor. Any use of the materials provided by the Tutor other than for training purposes, as well as further dissemination of the materials resulting from the participation in the Workshop is prohibited and may give rise to the Participant's liability for damages towards the Organiser and Workshop Tutor.
3. The Consultation Participant declares that the materials they send for the purpose of preparing the Consultation, as well as the materials which will be presented to the Consultant, shall not violate the rights of any third parties. The Participant also declares that they have the rights or permits required by law to use the materials and content included in the application.



## **§ 8 COMPLAINT PROCEDURE**

1. Complaints shall be handled on the basis of the Rules.
2. Complaints can only be filed by e-mail, to the Organiser's e-mail address: momakin@moamkin.pl. Complaints shall be submitted within 7 days from the date of completing the Event in which the Participant took part or intended to take part.
3. Complaints shall be handled by the Commission within 14 days from receiving the complaint.
4. Any delayed complaints (i.e. filed after the deadline specified in Section 2 above) or complaints which do not contain data sufficient to deal with the complaint shall not be handled.

## **§ 9 PERSONAL DATA PROTECTION**

1. The Participant's personal data shall be processed only for the purpose of the actions related to ASK organisation and participation in the Event, pursuant to the Regulation of the European Parliament and of the Council (EU) no. 2016/679 of 27 April 2016 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 (Official Journal of the EU L.2016.119.1).
2. Fulfilling the obligation resulting from Article 13, Section 1 and Section 2 of the general regulation on personal data protection of 27 April 2016, the Controller informs that:
  - MOMAKIN Sp. z o.o. with its registered office in Łódź, 90-135, on ul. Narutowicza 34/303, entered in the Register of Entrepreneurs, maintained by the District Court for Łódź-Śródmieście, XX Commercial Department of the National Court Register at No. KRS 0000774895, with Tax ID (NIP): 725 228 69 04, e-mail address: momakin@moamkin.pl, shall be the Controller of the Participants' personal data (hereinafter called the "Controller").
  - the collected personal data of the Participants shall be processed for the purposes related to the organisation of ASK and their participation in the Event, as well as possible investigation of complaints,
  - the entities providing the Event services shall be the recipients of your personal data, in terms of sharing the materials by e-mail, providing access to on-line classes and running on-line Consultations;
  - the Participants' personal data shall be stored for 5 years but not less than by the time the period for limitation of claims against the Participants has expired,
  - the Participants have the right to access their personal data, the right to correct, delete or limit the processing of the data as well as the right to transfer the data;
  - the Participant shall have the right to withdraw their consent at any time, but this shall not affect the lawfulness of any processing performed on the basis of the consent prior to its withdrawal;





- the Participant shall have the right to lodge a complaint with a supervisory authority, shall they consider that the processing of their personal data violates the regulations;
- providing the Participant's personal data is the condition for accepting the application for and participation in the Event; providing the data is voluntary and failing to provide such data or withdrawing one's consent may prevent the Participant from taking part in the selected Event;
- the Participants' personal data shall not be used for automated decision making, including profiling.

### **§ 10 FINAL PROVISIONS**

1. The Rules shall become effective on 22.06.2020.
2. To all matters not settled herein the rules of the Polish law shall apply.
3. All and any disputes shall be settled by the Polish common court of law of proper jurisdiction.