

## CONFERENCE REGULATIONS

### 1) PURPOSE AND SCOPE

These regulations set the scientific, organisational, financial and ethical conditions applicable to the Conference “**Shaping The Future Living Spaces | Act 2. DATA COLLECTION AND ARCHIVING**” organised under COST Action CA23145 “Architectural and Urban Ambiances of European Cities (CitySenZ)”. They apply to all speakers, authors, participants, partners, guests and service providers.

### 2) GOVERNANCE AND COMMITTEES

- Chair of the Conference and Co-chair of the Conference
- **Steering Committee:** composed of the Chair of the conference, the Chair of the Action and Co-Chair of the Action.
- **Organising Committee (OC):** responsible for the design and implementation of logistics, communications, reception/hosting, and GHM reimbursement procedures (Grant Holder Manager).
- **Scientific Committee (SC):** oversees the call for contributions, peer-review process, selection procedures, and overall scientific coherence of the programme.
- **Core Group and Management Committee (MC):** ensure compliance with COST rules and take final decisions regarding budget allocation, reimbursement policy, sanctions and amendments to these regulations.

### 3) CALL, SUBMISSIONS AND SELECTION

#### 3.1. Types of contributions

Abstracts (maximum 500 words) and, upon acceptance, full papers with a total length of 6 pages (peer-reviewed), as well as short communications.

#### 3.2. Review process

A double-blind peer-review process conducted by at least two reviewers; arbitration by a third reviewer where necessary. Evaluation criteria include originality, methodological quality, relevance to the conference theme and, more broadly, to architectural and urban ambiances, clarity of writing, and ethical compliance.

#### 3.3. Originality

Submission certifies that the work is original, has not been previously published, and is not simultaneously under review elsewhere (except for preprints under embargo, explicitly indicated).

#### 3.4. Language

English (EN).

#### 3.5. Deadlines and formats

Deadlines and formatting requirements will be published and updated on the official conference webpage and/or communicated by the OC via official channels.

### **3.6. Author attendance**

At least one author per paper must present the contribution (on-site or online, according to the assigned session). Each author is limited to a maximum of two submissions (two papers) across the conference. Unexcused no-shows may result in the removal of the paper from the proceedings and the cancellation of any planned/approved reimbursements, in accordance with COST rules and MC decisions.

## **4) SCIENTIFIC PROGRAMME**

### **4.1. Structure**

The programme consists of one plenary session and parallel sessions. Pre-event or post-event recordings (pre-recorded or captured after the event) may be produced for later release on the website as podcasts.

### **4.2. Durations**

Oral presentations shall be 10 or 15 minutes, followed by 5 minutes of questions and discussion.

### **4.3. Moderation**

Sessions will be moderated with strict timekeeping, equal speaking conditions, and accessibility considerations.

### **4.4. Online presentations**

Participants shall present live (synchronously) using the platform designated by the OC. A technical check may be required in advance. Presentation files (PPT) must be submitted prior to the session, following instructions communicated by email. On the day of the conference, all presentations must be preloaded on the main room computer; personal laptops will not be permitted, in order to avoid technical delays.

### **4.5. On-site presentations**

In-room presentations will be delivered using Zoom or Teams within the session room, enabling recording and archiving for the production and editing of future podcasts.

## **5) PUBLICATIONS, RIGHTS AND DISSEMINATION**

### **5.1. Proceedings**

Open-access digital edition, with a target of some printed copies (limited run), to be distributed during the conference, subject to timeline constraints.

### **5.2. Right of first publication**

By submitting a contribution, authors grant COST Action CA23145 the right of first publication of the proposed work, whether released in written or audiovisual form (including recording, edited materials and podcast). Authors retain their economic rights for subsequent republication, provided that the first publication is duly cited and licensing conditions are respected.

### **5.3. Licence**

Unless otherwise stated, conference proceedings and official recordings are published under the **Creative Commons Attribution–NonCommercial 4.0 licence (CC BY-NC 4.0)**. This licence permits copying, sharing and adaptation for **non-commercial** purposes, provided appropriate **attribution** is given, the licence is indicated, and any changes are clearly stated. By submitting and/or authorising publication, authors represent and warrant that they hold the necessary rights or have obtained all required permissions for any third-party materials included in their contribution (including, without limitation, texts, images, figures, tables, audio, video, datasets and any other protected materials), and that such use does not infringe the rights of any third-party.

### **5.4. Extended version**

Targeted invitations may be issued for extended versions of selected papers (special journal issues, in-depth podcasts, or similar outputs).

## **6) CONTINUITY VIA PODCASTS**

### **6.1. Post-conference series**

The conference will be followed by a podcast series aimed at connecting stakeholders, including researchers, practitioners, institutions and citizens.

## 6.2. Consents

Any recorded participation (audio, video or images) requires explicit consent, collected by the OC in compliance with GDPR and COST communication rules.

# 7) ETHICS AND RESEARCH INTEGRITY

## 7.1. Plagiarism and self-plagiarism

Plagiarism or self-plagiarism may lead to rejection or removal from the programme and/or proceedings. Similarity-detection tools may be used by the OC and SC. Further measures are subject to MC decisions.

## 7.2. Generative AI

The use of AI tools must be disclosed, specifying the portion of the text or media concerned, the tools used, and the prompts where relevant. Authors remain fully responsible for content accuracy and third-party rights.

## 7.3. Conflicts of interest:

Any conflict of interest must be declared to the SC; reassignment of reviewers may occur if necessary.

## 7.4. Research involving humans

Compliance with ethical frameworks and GDPR is required, including anonymisation of sensitive data and documented consent.

# 8) CODE OF CONDUCT, INCLUSION AND ACCESSIBILITY

## 8.1. Safe environment

The conference maintains a zero-tolerance policy towards harassment, discrimination or abusive behaviour. Reports may be submitted to the OC's designated integrity contact point.

## 8.2. Inclusion

Reasonable accommodations will be provided, including accessibility measures, pacing adaptations and inclusive language.

## 8.3. Sanctions

Sanctions may include warnings, withdrawal of presentations, exclusion from venues and/or programmes, and reporting to the MC.

# 9) RECORDING POLICY (AUDIO/VIDEO) AND IMAGE RIGHTS

## 9.1. Recordings

Plenary sessions and selected parallel sessions may be recorded before, during or after the conference and released through official CitySenZ channels.

## 9.2. Consent & GDPR

Individual consent forms are required. Recordings may be edited for technical quality, clarity or duration.

## 9.3. Restrictions

Participants may not distribute official recordings without written permission from the OC.

# 10) REIMBURSEMENTS AND FUNDING

## 10.1. Principle

Reimbursements follow the COST Annotated Rules and MC budgetary decisions.

## 10.2. Eligibility

Only one author per paper is eligible for reimbursement, subject to actual presentation. Participants without a paper may be eligible if their role is essential (e.g. moderation, keynote, organisation), at the discretion of the MC/OC.

### **10.3. Procedure**

Receipts must be submitted within 15 days after the conference. Reimbursements will be processed within up to 30 days after the conference via the **e-COST** platform.

Payment is made by bank transfer (standard procedure); where this is not possible, reimbursement may be made by “claim cheque”, where locally applicable. Any missing or incomplete documentation may lead to partial or full rejection of the reimbursement request. Participants are strongly encouraged to submit travel information (departure and return arrival times) and reimbursement documents on the e-COST platform **prior to the event**.

### **10.4. Eligible expenses**

Eligible expenses include economy-class transport, moderate accommodation, local transport and visa fees, as well as per diem and/or meals, as decided by the MC and subject to applicable local caps. Expenses that are not eligible include upgrades, costs for accompanying persons, hotel incidentals, unrelated or non-essential expenses, and transport within a 100 km radius of the conference venue or any individual travel segment shorter than 100 km.

### **10.5. Sustainability**

Low-carbon travel options are encouraged whenever feasible.

### **10.6. No double funding**

Double funding for the same cost is strictly prohibited.

### **10.7. Cancellations**

In cases of unjustified cancellation, non-refundable costs remain the responsibility of the participant, except in cases of force majeure.

## **11) HEALTH, SAFETY AND LOGISTICS**

The conference complies with local safety, fire and public health regulations. The OC may adapt the format (hybrid, capacity limits, online) if required.

## **12) FORCE MAJEURE**

Force majeure includes natural disasters, conflicts, general strikes, pandemics, administrative injunctions and major infrastructure failures. The OC/MC may cancel, postpone or modify the conference without compensation beyond eligible incurred reimbursements.

## **13) DATA PROTECTION (GDPR)**

Personal data (registrations, recordings, proceedings) are processed for organisational, publication and scientific dissemination purposes. Data subjects' rights (access, rectification, objection, erasure) are handled through the OC's designated GDPR contact point.

## **14) INTELLECTUAL PROPERTY**

Authors warrant originality and the absence of third-party rights infringements. Reproduction of protected works requires appropriate permission or legal exception.

## **15) DISPUTES AND AMENDMENTS**

Interpretation of these regulations lies with the MC, upon proposal from the OC/SC. Amendments may be introduced until 6 May 2026 and published on the official conference website.

## **16) ACCEPTANCE**

Registration and/or submission constitutes full acceptance of these regulations.