Polyphonies of Ambiances

Conference Series of Cost Action CA23145
Act 3. BALANCING AND ALIGNING : Polyphonies of Ambiances
1 - 2 December 2026, ATHENS, GREECE.

STAVROS NIARCHOS FOUNDATION
Syggrou Avenue 364, Kallithea 176 74, Athens, Greece

CONFERENCE REGULATIONS

1) PURPOSE AND SCOPE

These regulations set the scientific, organisational, financial and ethical conditions applicable to the Conference **"Polyphonies of Ambiances | SHAPING THE FUTURE LIVING SPACES | ACT 3. BALANCING AND ALIGNING"** held on 1 - 2 December 2026 in Athens, Greece, and 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 Vice-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.

- **Management Committee (MC) and Core Group (CG):** ensure compliance with COST rules. The MC takes final decisions regarding budget allocation, reimbursement policy, sanctions and amendments to these regulations. The CG may take such decisions only within the powers delegated to it in writing by the MC (Art. 3.6 of the COST Annotated Rules).

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

Abstracts will undergo a double-blind peer-review process conducted by at least two reviewers, with arbitration by a third reviewer where necessary. Reviewers will use the following evaluation grid:

Criterion	Evaluation standard
1. Originality / contribution	The proposed paper offers a genuinely valuable idea, result, case study or perspective that is not redundant.
2. Method / rigour	The approach is coherent, justified and sufficiently robust to support the claims made.
3. Relevance (theme + WG)	The topic clearly fits the CitySenZ COST Action and the conference theme. The reviewer may propose the most appropriate Working Group (WG).
4. Clarity	The abstract is well structured and readable; the research question and key points are easy to understand.
5. Reviewer recommendation	Accept or Reject.

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 in Athens, live by videoconference, or as a video poster, according to the assigned session. In every mode, the presenting author must participate live in the discussion of the respective session, either on-site or by videoconference. Each author is limited to a maximum of two submissions (two papers) across the conference. Unexcused no-shows or failure to join the scheduled discussion may result in removal of the paper from the proceedings and cancellation of any planned or 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. Accepted contributions may be presented in one of three modes: on-site in Athens, live by videoconference, or as a video poster, which may be screened during the assigned session, subject to technical and budgetary possibilities. All three modes are integrated into the debates of their respective sessions.

4.2. Durations

Live presentations and video posters shall be 10 or 15 minutes, followed by 5 minutes of questions and discussion within the assigned session.

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

4.4. Online presentations



Online presenters shall present live (synchronously) using the platform designated by the OC. A technical check may be required in advance. Presentation files must be submitted before the session, following the instructions communicated by the OC.

4.5. On-site presentations



On-site presentations will be delivered in Athens using the audiovisual equipment and main room computer provided by the OC. Presentation files must be submitted in advance and preloaded; personal laptops will not be permitted in order to avoid technical delays. Sessions may be streamed and/or recorded, subject to Section 9.

4.6. Video posters



Video posters (Recorded PPT presentations with voice) must be submitted in advance in accordance with the technical specifications and deadline communicated by the OC. Subject to technical and budgetary possibilities, they may be screened during the assigned session; in all cases, they will be published on the official conference website and on the CitySenZ YouTube channel: https://www.youtube.com/@CitySenZ. The presenting author must join the live discussion for that session, either on-site in Athens or by videoconference.

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 recordings, video posters and edited materials). 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 videos or podcasts, or similar outputs).

6) CONTINUITY VIA AUDIOVISUAL CONTENT

6.1. Post-conference dissemination

Selected recordings, video posters and edited audiovisual materials may be disseminated after the conference to connect researchers, practitioners, institutions, citizens and other stakeholders.

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, edited and released before, during or after the conference through official CitySenZ channels, including the official conference website and the CitySenZ YouTube channel. Video posters may be edited and released through the same 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, or of the CG within the powers delegated to it by the MC. Participants invited on site with reimbursement are selected according to the ranking established by the SC on the basis of the evaluation grid (Section 3.2), within the limits of the available budget; other accepted contributions are presented live by videoconference or as video posters. The Organising Committee (OC) of the conference processes the ranking as evaluated by the Scientific Committee (SC) of the conference.

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). 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.

10.8. Reimbursement ceiling
The total reimbursement per eligible participant, covering all eligible expenses listed in Section 10.4, is capped at 1,000 EUR. This ceiling applies to this conference and to all subsequent conferences of the Action, as approved by the MC by e-Vote. Within this ceiling, reimbursements remain subject to the COST Annotated Rules and to the conditions set out in Sections 10.2 to 10.7.

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 30 November 2026 and published on the official conference website.

16) ACCEPTANCE

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