

# URBAN QUEST PROGRAM REGULATIONS

## I. GENERAL PROVISIONS

### § 1. Organizer

1. These regulations specify the rules of organizing the URBAN QUEST Program.
2. The Organizer of the Program (further referred to as "Program") is the Akademickie Inkubatory Przedsiębiorczości Foundation seated at: 00-672 Warszawa, ul. Piękna 68, registered in the register of entrepreneurs of the National Court Register run by the District Court for the capital city of Warsaw in Warsaw, XII Commercial Department of the National Court Register, KRS 0000199402 NIP 524-24-95-143, further referred to as "AIP";
3. The Partner and the sponsor of the Program is Skanska Property Poland sp. z o.o. seated in Warsaw 00-854, Al. Jana Pawła II 17, registered in the register of entrepreneurs run by the District Court for the capital city of Warsaw in Warsaw, XII Commercial Department of the National Court Register, KRS 0000083023 share capital in the amount of 50000, NIP: 527-18-86-478, further referred to as „SKANSKA”.
4. The Program is organized in the territory of the Republic of Poland.
5. Contact data to the Organizer in all matters concerning the Program:  
e-mail: [lowca.startupow@inkubatory.pl](mailto:lowca.startupow@inkubatory.pl), tel. (22) 745 19 10;  
address: Business Link, Al. Księcia Józefa Poniatowskiego 1, 03-901 Warszawa

### § 2. Targets and scope of the Program

1. The target of the URBAN QUEST Program is to look for innovative solutions and business ideas, which are directly or indirectly connected with the activity of the sponsor - SKANSKA.
2. The projects submitted for the Program should be in accordance with the subject of the Program.
3. The lead subject of the Program is:  
Presentation of an idea for cooperation with SKANSKA in the searched areas:
  - a) **Employees** – improvement of the user's office area comfort by the building employees, including safety, methods of moving around and methods of access;
  - b) **Visitors** – improvement of the comfort of staying in the office area for guests, including facilitation of access to the building, quality of the secretariat service,

ensuring the feeling of safety and good atmosphere in office area;

**c) Disabilities** – improvement of the disabled persons comfort (especially those in wheelchairs, the blind, hard of hearing or speech impaired) in the building and in the close vicinity, including for example communication and architectural facilities;

**d) Coworkers** – facilitation of work for persons working in open space, so called cowork, by reduction of noise, improvement of safety of left things and the use of space to optimize personal comfort.

### **§ 3. General rules of the Program**

1. The Program is carried out in the period from 1.08.2017 until 3.10.2017 and consists of two stages. Applications for the Program should be filed before deadlines and in the mode specified in the Regulations below.
2. Applying for the Program is free of charge.
3. The Participant covers in his own scope the costs of communication, possible costs of board and lodging and costs of preparing a project task, including a presentation.
4. The first stage of the Program covers a submission of a project containing a solution, which is in accordance with the subject of the Program.
5. Maximum 5 (five) finalists will be chosen to participate in the second stage of the Program, based on the highest notes that they received for their projects from the Evaluating Jury. In the second stage the finalists present the submitted projects.
6. The Evaluating Jury selects 3 (three) Laureates, who will receive awards,

## **II. PROGRAM PARTICIPANTS**

### **§ 1. Participants**

1. Every Participant before applying to take part in the Project is obliged to get acquainted with these Regulations.
2. The Program Participants may be:
  - a) natural persons, who are fully able to undertake legal activities,
  - b) natural persons, who run business activity

c) legal persons and organizational units, which do not have a legal personality, but run businesses, who, for the needs of participation in the Program will be represented by duly authorized representatives, who applied to take part in the Program and their applications were qualified by the Organizer.

## **§ 2. Application to participate**

1. Submitting the Program Participants is carried out exclusively via the Program Internet website from 1.08.2017 until 31.08.2017 time: 23:59:59.
2. A Participant files an application by filling in an application form available at the Program Internet website under: [www.skanska.blpoland.com](http://www.skanska.blpoland.com)
3. While applying the Participant is obliged to fill in fields marked as obligatory. A failure to fill them in disables the process of application for the Program.
4. Every Participate may send only one application for the Program. In case of sending several applications by one Participant, the application, which arrived to the Organizer as the last one shall be binding.
5. After a correct completion of application for the Program, the Participant will receive an e-mail confirming the application completion to the address he gave at registration.

## **III. EVALUATING JURY**

1. To ensure a proper organization and process of the Program, especially to evaluate the correctness of applications of the Program and to choose the finalists and then to choose the Program Winner, the Organizer will appoint an Evaluating Jury.
2. The Evaluating Jury will be composed of at least 4 persons, including minimum two persons on the part of SKANSKA and minimum two persons on the part of the Program Organizer.
3. The Evaluating Jury will hold talks in two stages. The date and time of the Jury meeting is specified by the Organizer. The decisions of the Jury are final and absolute.
4. When choosing the best applied projects, the Jury members will take into account:
  - a) the compliance of the project with the subject of the Program;
  - b) innovative value of the idea as for the presented project;

- c) the stage of development of the product: project, prototype, MVP (Minimum Viable Product – product functioning with a minimum functionality), commercial implementation;
- d) usefulness and the real possibility to implement the drafted solution in the nearest year;
- e) Team - competences and experience, awareness of the direction of the company development.

#### **IV. RUNNING OF THE PROGRAM**

##### **§ 1. The first stage of the Program**

1. The first stage of the Program consists in the evaluation and the choice of correctly made applications for the Program. Applications, which are not in accordance with specific rules, which have shortcomings or were filed after the deadline will not be taken into consideration by the Evaluating Jury.
2. After the lapse of the date of receiving applications for the Program, the Evaluating Jury will immediately start evaluating the filed applications.
3. On the request of the Evaluating Jury the Organizer may request from a Participant an explanation of doubts of the Evaluating Jury as of the filed application.
4. In the first stage of the Program the Evaluating Jury will choose maximum 5 (five) filed projects, which received the highest grade from all its members. The participants, who applied with the chosen projects will become Finalists and they enter the second stage of the Program.
5. The Finalists of the first stage of the Program will be announced at the latest on 8.09.2017 and it will be advised electronically to the e-mail addresses given by the participants. The entities not qualified as finalists will receive relevant information by e-mails.

##### **§ 3. The second stage of the Program**

1. The final of the second stage of the Program will be held on 3.10.2017 during an event organized in Warsaw named **Business Mixer**.
2. The final consists of three parts:
  - a) speech of a special guests;
  - b) presentation of projects of finalists, choosing the laureate by the Evaluating Jury and announcing the Program Laureates and handing in the prizes;

- c) the networking part.
- 3. The task for the Participants in the second stage of the Program is to:
  - a) prepare and present a 5 minutes presentation (so called Pitch) in English, concerning the applied project, chosen in the first stage of the Program;
  - b) giving answers to the Commission questions concerning the applied project and the presentation - the envisaged time for this part is 5 minutes for every presented project.
- 4. The Participant, who is the finalist is obliged to send the presentation part (Pitch) in a graphic form, prepared in the PowerPoint format to the Organizer, to the e-mail address: [skanska@przedsiebiorca.pl](mailto:skanska@przedsiebiorca.pl) at the latest on 26.09.2017.
- 5. The Presentation (Pitch) during Business Mixer may be carried out in particular with the use of a multimedia presentation, with video elements, prototypes, ready products or with the use of other aids. In case if it is necessary to display or to reproduce a presentation at special devices, the Participant is obliged to ensure such devices or consult the AIP representative earlier as for the possibility to ensure such technical conditions by AIP.
- 6. Every Participant is obliged to prepare a presentation (Pitch) accounting for a presentation of the following information:
  - a) Description of planned activity;
  - b) Innovative value of the idea;
  - c) The degree of preparing the project for completion;
  - d) Market potential of the idea and the economic reasons of the completion of the idea;
  - e) Description of competition;
  - f) Held experience and education of Originators useful to realize the reported project.
- 7. The presentation, besides the criteria indicated in item 6 above is evaluated also accounting for the skills of providing and presentation of the project to potential investors, knowledge of the market and clients, to whom the project is addressed, carried out sales and business analysis for the completion of the presented project.
- 8. After the presentation of all Finalists, the Evaluating Jury will go for a meeting to choose the Program Laureate.
- 9. Announcing the Laureate and a symbolical handing of awards will occur directly after the end of the Evaluating Jury meeting.

## **V. AWARD**

1. The sponsor of the award is the Program Partner - SKANSKA company. The Sponsor is an entity responsible for a proper handing of an award to a given Laureate, therefore all possible claims or complaints concerning the award may be brought only directly to the Sponsor.
2. The awards for the Program Laureate are:
  - a) the possibility to implement the solution presented in the framework of the project in cooperation with the program Partner - SKANSKA company on conditions arranged by the Partner and the Laureate, with a reservation of respecting the rights of a Partner in the scope of the rules of fair competition. The conditions of realizing the project will be arranged between the Partner and the Laureate based on a separate agreement.
  - b) The possibility of a 3 month participation in the acceleration program, which is held in the common coworking part Business Link, which includes among others a participation in Advanced Workshop Skanska and BL.
3. The Evaluating Jury is also entitled to renounce giving the award in a situation, when none of the presented projects receives a satisfactory evaluation of fulfillment of requirements specified in IV § 3 item 6.
4. The Program Laureate may not transfer the right to receive the award to any third parties. The award may not be exchange into a financial equivalence.

## **VI. PRIVACY POLICY**

1. The Administrator of personal data of the Program Participants is the Organizer - Akademickie Inkubatory Przedsiębiorczości Foundation seated at: 00-672 Warszawa, ul. Piękna 68, registered in the register of entrepreneurs of the National Court Register run by the District Court for the capital city of Warsaw in Warsaw, XII Commercial Department of the National Court Register, KRS 0000199402 NIP 524-24-95-143. The data administrator may entrust personal data processing to another entity, based on rules envisaged in the provision of art. 31 of the law on personal data protection, based on an agreement entered into in writing, for purposes and in the scope connected with the Program organization.
2. The Organizer, as the administrator of the personal data of the Program participants entrusts to SKANSKA the processing of personal data of the program participants in the scope,

which is indispensable to complete this Program, and in particular in the scope of handing the won awards. The Sponsor undertakes to process the entrusted personal data and to apply corresponding rules of safety in accordance with rules specified in the law on personal data protection.

3. Personal data of the Participants will be processed by the Organizer and the Sponsor in accordance with the rules of the law of 29 August 1997 on personal data protection (J. of Laws .2002.101.926 t. with amendments).
4. Personal data of Program Participants will be processed based on rules specified in these Regulations, especially to carry out the Program, publish Program results and to hand awards to the Laureates, unless the Program participant grants a separate written consent for a processing of his personal data for marketing purposes.
5. Providing personal data is voluntary, however it is indispensable to take part in the Program. Persons, who provide their data are entitled to view them and to correct them or to require to delete them, whereas if no personal data are given, the registration and participation in the Program will not be possible.
6. A user is obliged to provide his real data in the application form. The organizer shall not be liable for the consequences of providing incorrect data.
7. The consent to process the personal data of the Program Participant covers also a publication of the data of the Program Participant on the list of finalists of the first stage and the laureates of the second stage. The Organizer reserves the right to publish information on Winners and finalists of the Program.

## **VII. FINAL RESOLUTIONS**

1. This Program is not a lottery pursuant to the law of 29 July 1992 on games and mutual bets (J. of Laws of 2004 No. 4 item 27 with amendments).
2. Before entering the Program it is necessary to read and accept these Regulations. By filling in and filing the application form in the Program the Participant grants his consent for obeying the provisions of these Regulations.
3. The Participant, who does not fulfill the conditions specified in the Regulations is no longer entitled to take part in the Program or collect a possible award.
4. The Organizer shall not be liable for providing incorrect data or data of a third party by the Program Participants.

5. A Participant bears full liability for any damages resulting from the behaviors, which are against the rules of these Regulations.
6. All complaints concerning the Program should be directed by the Participants in writing to the following address: Business Link, Al. Księcia Józefa Poniatowskiego 1, 03-901 Warszawa or electronically to the following e-mail: [lowca.startupow@inkubatory.pl](mailto:lowca.startupow@inkubatory.pl) The reported complaint should contain at least a name, surname and contact data of the Participant and a basis of reported Complaint. The complaints made by the participants will be analyzed by the Complaint Commission not later than within 14 days as of the date of receiving the complaint.
7. The Regulations are available at: [www.skanska.blpoland.com](http://www.skanska.blpoland.com)