

Rules for the Granting of Patronage by the Institute of Environmental Protection – National Research Institute

I. General Provisions

1. The Institute of Environmental Protection – National Research Institute (IOŚ-PIB) grants patronage to initiatives whose subject matter falls within the scope of IOŚ-PIB's activities, thereby underscoring their particular character and significance in the implementation of environmental protection policy. Accordingly, an organiser applying for patronage should justify the connection between the planned initiative and the scope of IOŚ-PIB's activities and competencies.
2. IOŚ-PIB patronage constitutes a distinction highlighting the particular character of an initiative and does not constitute a declaration of financial or organisational support, nor a personal commitment to the attendance of IOŚ-PIB representatives at the event. The decision to grant IOŚ-PIB patronage is discretionary.
3. IOŚ-PIB does not grant patronage to initiatives that may be contrary to its interests or reputational policy. In particular, IOŚ-PIB does not grant patronage and does not accept invitations to honorary committees of initiatives that are lobbying, advertising, commercial (where the organiser intends to generate profit), or marketing in nature (intended to promote the products or services of the organiser or its partners). IOŚ-PIB's involvement in an event is non-profit in nature and may not contribute to the promotion of any specific brand, service, product, company, or institution.
4. In exceptional cases, IOŚ-PIB may grant patronage to an initiative organised by a commercial entity, or consent to membership of the honorary committee of such an initiative, provided that it guarantees a high substantive standard, is not directly profit-oriented, and is deemed significant from the perspective of IOŚ-PIB's information and promotional policy. In such cases, IOŚ-PIB reserves the right to influence, verify, and approve—at every stage of implementation—the final content of all information and communication materials related to the initiative.
5. An initiative granted IOŚ-PIB patronage may be international, national, or regional in scope.
6. Where substantive patronage is requested, IOŚ-PIB may reserve the right to be consulted on the event programme and its substantive content. Should its comments not be taken into account, IOŚ-PIB reserves the right to withdraw its patronage. Any costs associated with such withdrawal shall be borne by the organiser.
7. Upon the granting of patronage, information about the initiative being placed under IOŚ-PIB patronage is published on the IOŚ-PIB website, and the organiser is provided with the IOŚ-PIB logo together with the Brand Identity Guidelines. The organiser is notified of the decision in writing on each occasion.
8. The organiser of an initiative is entitled to use information about the granting of IOŚ-PIB patronage and to include the IOŚ-PIB logo in informational and promotional

materials related to the event only after receiving written confirmation of the patronage.

9. The organiser undertakes to submit all materials bearing the IOŚ-PIB logo to IOŚ-PIB for prior approval.
10. IOŚ-PIB reserves the right to withdraw its patronage at any time without stating reasons. In such cases, IOŚ-PIB shall not bear any costs associated with the withdrawal of patronage.
11. IOŚ-PIB may refuse to grant patronage without providing reasons.

II. Patronage Granting Procedure

1. The application for patronage is submitted by the organiser of the initiative.
2. The application form is available on the IOŚ-PIB website at: <https://ios.edu.pl/en/patronage/>. The content of the application form constitutes Annex No. 1 to these Rules.
3. The application for patronage, together with attachments and a detailed justification taking into account the provisions set out in Section I, must be submitted no later than four weeks before the planned commencement of the initiative. Only applications containing a fully completed form will be considered.
4. The completed form, together with attachments, should be sent by post to:

Institute of Environmental Protection – National Research Institute
Communications Team
ul. Słowicza 32
02-170 Warsaw

or by email to: patronaty@ios.gov.pl

5. A letter from the organiser informing about a planned event, without an accompanying patronage application form, does not constitute a basis for assessing the merits of granting IOŚ-PIB patronage.
6. As a general rule, all costs associated with the patronage granted, the printing of promotional materials, etc., are borne by the event organiser.
7. Upon the granting of patronage, the organiser of the initiative is obliged to:
 1. promote IOŚ-PIB and publicise the patronage granted;
 2. include the IOŚ-PIB logo and information about the patronage in all informational and promotional materials related to the event;
 3. display an IOŚ-PIB roll-up banner or backdrop in a designated location (at IOŚ-PIB's request).

8. A refusal to grant patronage by IOŚ-PIB is final.
9. The organiser is informed of the decision without delay.

III. Requirements Concerning the Use and Display of the IOŚ-PIB Logo

1. From the moment of receiving notification that the initiative has been granted patronage, the organiser is required to display the IOŚ-PIB logo on:
 1. all documents related to the initiative that are made available to the public and intended for event participants;
 2. the venue of the initiative, using the event website, advertising banners, etc.
2. Every instance of logo placement must feature the IOŚ-PIB logo in the colours and graphic design corresponding to the original, available for download on the website at: <https://ios.edu.pl/media/>
3. The IOŚ-PIB logo must be placed in a prominent location; all text must be legible and clearly visible.