

# Regulations of the conference of the Student Scientific Society 2024

## § 1

### General provisions

1. These Regulations define the rights and obligations of the Organizers and Participants of the Conference entitled "X International Students' Conference of Young Biomedical Researchers" / "X International Students' Conference of Young Biomedical Researchers" hereinafter referred to as the Conference.
2. The organizer of the Conference is the Organizing Committee appointed by the Student Scientific Society of the Wrocław Medical University, hereinafter referred to as the Organizer.
3. The Conference shall be held on the date, place and in the form indicated by the Organizer. The Organizer reserves the right to change the properties of the Conference, indicated in the previous sentence, up to the date of commencement of the Conference.
4. The organizer reserves the right to make changes to the program and Regulations of the Conference and the right to change the date of the Conference or cancel it in the case of insufficient number of Participants or due to other fortuitous events beyond its control.
5. In the event of cancellation of the Conference, the Organizer undertakes to notify registered Participants by e-mail at least 3 days before the scheduled start date of the Conference.
6. A participant of the Conference may be a student, doctoral student, researcher, teaching or research employee and other persons professionally related to the subject matter of the Conference, hereinafter referred to as Participants.
7. The languages of the Conference are English and Polish.
8. The official website for the Conference can be found at: [www.iscybr.umw.edu.pl](http://www.iscybr.umw.edu.pl)

## § 2

### Conference Committee

1. The organizing committee appoints members of the Organizing Team, among whom we distinguish:
  - 1) Session Coordinators, whose task is to organize and prepare the scientific sessions of the Conference;
  - 2) Workshop Coordinators, whose task is to organize the workshops held as part of the Conference;
  - 3) Coordinators of the Cultural Section, whose task is to organize social and cultural activities for Conference participants;
  - 4) Coordinator Assistants, whose job is to assist the Coordinators.
2. The Scientific Committee consists of recognized scientists of the Wrocław Medical University, cooperating with the Organizing Committee of the "X International Student's Conference of Young Researchers" / "X International Student's Conference of Young Biomedical Researchers".
3. In the absence of any member of the Scientific Committee, the composition may be changed at any time during the Conference. The Organizing Committee may appoint any person as a

replacement, which may occur in the event of an insufficient (for the smooth running of the Conference) number of Scientific Committee members.

### § 3

#### Conditions of participation

1. There are three forms of participation in the Conference:
  - 1) **Free listener** - a participant who is a listener to thematic sessions and does not present a scientific paper.
    - a. Participants are not required to pay a conference fee, but are nevertheless required to register using the form available at [www.iscybr.umw.edu.pl](http://www.iscybr.umw.edu.pl).
    - b. A free listener does not participate in events and workshops around the conference.
    - c. A free listener does not receive a certificate and a set of conference materials.
  - 2) **Passive participation** - a participant who is a listener to the thematic sessions, not presenting a scientific paper.
    - a. A passive participant is required to pay the conference fee specified in §4 and to register using the form available at [www.iscybr.umw.edu.pl](http://www.iscybr.umw.edu.pl).
    - b. A passive participant can attend all scientific sessions, events and workshops around the conference.
    - c. Passive participants receive a certificate of participation in the Conference and a set of conference materials.
  - 3) **Active participation** - a participant presenting a paper of which he is a co-author.
    - a. An active participant is required to pay the conference fee specified in §4 and to register using the form available at [www.iscybr.umw.edu.pl](http://www.iscybr.umw.edu.pl).
    - b. An active participant receives all the benefits as a passive participant, as well as a certificate for presenting the work. In addition, this person's work takes part in the work competition, in which the active participant can receive a diploma with distinction and a prize.
2. In case of failure to register by means of the registration form and/or failure to pay the conference fee by the Conference participant, the Organizers have the right to refuse to issue a certificate confirming participation in the Conference and a certificate confirming the delivery of the paper.

### § 4

#### Cost of participation

1. The participant is required to pay the conference fee, the amount of which is:
  - 1) For participants who are not students at Wroclaw Medical University:
    - a) active participation - 150 PLN / 35 EUR
    - b) Passive participation - 120 PLN / 30 EUR
  - 2) For participants who are students at Wroclaw Medical University:
    - a) active participation - PLN 120 / EUR 30
    - b) Passive participation - PLN 90 / EUR 25
  - 3) free listener - free admission
2. The fee for participation in the Conference should be paid within 7 days from the date of registration and no later than March 31, 2024 to the account of the Wroclaw Medical University (address: Wyb. Ludwika Pasteura 1, 50-367 Wrocław): PL87 1090 2402 0000 0001 5183 2644 (Santander Bank Polska SA, Wroclaw Branch), title: "STN 10ISCYBR [Name]", e.g. "STN 10ISCYBR John Smith".
3. Once the fee has been paid, send the transfer confirmation to: [stn.umed.wroclaw@gmail.com](mailto:stn.umed.wroclaw@gmail.com)

4. Exceeding the mandatory deadline for payment of the conference fee involves an increase in the fee by 20 PLN / 5 EUR.
5. When registering for participation on the day of the Conference, you must show a photo ID. Be sure to bring proof of payment, preferably in electronic form.
6. In case of cancellation of participation in the Conference less than 14 days before the date of the Conference, the Organizer will refund 50% of the paid amount.
7. Failure to pay the fee for participation in the Conference by the date specified by the Organizer on the Conference website entitles the Organizer to cancel the application for participation, without incurring any liability for damages on this account.
8. The conference is strictly non-commercial, and all proceeds from the conference fees are used to cover the direct costs of its organization.
9. Invoices for participants from outside the Wroclaw Medical University paying the conference fee on the account of the Wroclaw Medical University will be issued upon request submitted by the participant, through the form located at [www.iscybr.umw.edu.pl](http://www.iscybr.umw.edu.pl).
10. If there is a need for a proforma invoice or an invoice to a legal entity, the participant shall report such a need through the contact form or the Organizer's e-mail.
11. In accordance with the policy of the Finance Department of the Wroclaw Medical University, invoices will be given to the participant during the conference, emailed to the participant, or sent to the invoice recipient's address.

## **§ 5**

### **Application and conditions of registration**

1. The Conference will include plenary sessions in English and in Polish.
2. Only original papers, case reports and review papers will be accepted for the Conference.
3. Each participant can submit a maximum of three works. To submit a work you must be an active participant. Submitting a second and third work does not increase the cost of participation, but it is required to submit them through the application form.
4. Each participant can be a co-author of an unlimited number of submitted works.
5. The Organizing Committee reserves the right to qualify the submitted work for a different plenary session than the one indicated by the submitter.
6. The organizers may create a new session in case of a large number of submitted works with similar, unspecified topics, or delete a session or join it to another one if fewer than 10 works are submitted for it.
7. No more than 25 papers may be eligible for each session. In the case of a larger number of submissions to a session, their acceptance will be determined by a review by the Scientific Committee.
8. The organizing committee reserves the right to create a poster competition at a given session, in which works that were not accepted for oral presentation will be allowed to participate.
9. The authors of the work can be university students, participants in doctoral studies and PhD students.
10. Doctors in training can only be co-authors of papers.
11. The maximum number of authors allowed per paper is 12.
12. Each work must have a work supervisor.
13. It is permissible to specify a maximum of two scientific supervisors for one work.
14. It is permissible for thesis supervisors to be persons with at least a doctoral degree.

15. It is permissible for thesis supervisors to be doctoral students and doctoral school participants.

## § 6

### Principles and forms of presentation

1. Abstracts of papers should be submitted electronically using the form on <https://stn.umw.edu.pl> and on the event website <https://iscybr.umw.edu.pl>.
2. The deadline for submission of abstracts of papers is March 10, 2024, at 11:59 p.m. The organizers reserve the right to extend the deadline for submission of abstracts.
3. Submission of the abstract of the paper is tantamount to the acceptance of the Conference Regulations by the authors of the paper. Consequences arising from non-compliance or violation of the Regulations shall be borne by the authors of the paper.
4. The acceptable length of the abstract is 3500 characters (including spaces).
5. The original work must be structured and include:
  - 1) Introduction
  - 2) Purpose of the work
  - 3) Materials and methods
  - 4) Results
  - 5) Conclusions
6. The abstract of a case report paper must include:
  - 1) Introduction
  - 2) Case description
  - 3) Conclusions
7. The abstract of the review paper must include:
  - 1) Introduction
  - 2) Methodology
  - 3) Results
  - 4) Conclusions
8. The abstract must be written in English regardless of the session at which the paper is to be presented. The content and form of the abstract is the responsibility of the submitter.
9. Abstracts should be prepared in accordance with the template available at <https://stn.umw.edu.pl> and on the [iscybr.umw.edu.pl](https://iscybr.umw.edu.pl) event page.
10. Abstracts that do not meet formal requirements may be rejected by the Organizing Committee.
11. The organizers reserve the right to make corrections to the submitted abstracts if they consider that there are glaring linguistic, stylistic, factual errors.
12. In case the work is qualified for a particular plenary session, posters should be made in electronic version:
  - 1) PDF, B1 size, 300 DPI or 2) JPG, size 8350 x 11811
13. The posters will be presented during the Conference in electronic form, so no printing is required.
14. The time allotted for oral presentation is: 7 minutes for presentation and 2 minutes for discussion. For the announcement of the poster competition in the plenary session, the times are 3 minutes for presentation and 2 minutes for discussion, respectively. The time given is not to be exceeded and will be strictly observed by the Chairman of the Scientific Committee of a given session and its Coordinator.
15. A multimedia projector will be available to the authors of the works. Acceptable formats for saving presentations are .pptx and .pdf. Presentations should not include video files. The

presentation should be sent to the e-mail address provided to the participant by the Coordinators of each session by the deadline of April 14, 2024 at 23:59.

16. All authors of the paper presented at the session have the right to participate in the discussion after the presentation. Members of the Scientific Committee of a session have the right to ask a question about the presented work to any author of the paper. All present participants of the Conference also have the right to ask questions.
17. In each session, the 3 best works (1st place, 2nd place, 3rd place) will be selected on a competitive basis. In the case of a session in which more than 15 works are presented, it is permissible to award one honorable mention.
18. If a poster competition is announced in a scientific session, it is permissible to award an additional honorable mention in a given session. The final decision on the number of awarded and honored papers is made by the Scientific Committee of the given plenary session.
19. The order of places will be determined by the sum of points awarded by the members of the Scientific Committee. In a situation where two or more papers receive an identical sum of points, the Chairman of the Scientific Committee of a given plenary session will have the deciding vote on the allocation of places.
20. The elements of the paper evaluated by the Scientific Committee are: the preparation of the paper (introduction, purpose of the paper, materials, research methods, results, conclusions), the importance of the problem, the manner of presentation, the independence of the paper, fitting the presentation in the time allowed, the manner of discussion.
21. The authors of the best works will receive a prize and one copy of the certificate including the names of the authors of the work detailing the presenter(s), the title of the work and the place taken.
22. The scoring and evaluation of papers by the Scientific Committee are secret; however, the Scientific Committee may comment on the paper during the discussion.
23. The results of each session are secret until the closing ceremony of the Conference, which will be held on 19.04.2024.
24. Proof of passive participation in the Conference is a certificate of passive participation, and proof of delivery of the paper - a certificate of delivery of the paper, issued immediately after participation in one of the sessions of the Conference. The organizers reserve the right to send certificates of passive and active participation electronically.
25. Certificates are issued in English, but upon request to email: [stn.umed.wroclaw@gmail.com](mailto:stn.umed.wroclaw@gmail.com) can be issued in Polish and sent electronically.
26. The organizers reserve the right to refuse to issue a certificate in the situation of non-payment of the registration fee, non-arrival to the conference or failure of the authors to submit their work.
27. Disputes and issues not covered by the Regulations shall be decided by the Chairman of the Organizing Committee.

## § 7

### Copyright

1. Conference participant, at the time of registration, declares the authorship of the submitted work and unlimited personal and property rights to it, and that the work is not encumbered by the rights of third parties and does not violate the copyrights of third parties.
2. Participation in the Conference is tantamount to consent to the recording, use and/or dissemination by the Organizer of the image/voice/speech of each Participant in all promotional and marketing materials without time and territorial limitations and to the publication of abstracts of papers and to the streaming of presentations or other processing of recordings of such presentations.
3. Abstracts of all papers will appear in the book of abstracts summarizing the conference.

4. By giving your consent, you agree that photographs/videos or recordings made during the Conference may be posted on the Conference website or any other website managed by the Organizer and used in promotional materials, including distribution for this purpose by means of vision or sound.
5. A participant has the right to request removal of materials containing his/her image, indicating them on the Conference Website or in social media. The Organizer, upon recognizing the legitimacy of the request, will remove the indicated materials within 14 days from the date of submission of the request for removal.

## § 8

### Processing of personal data

1. In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (General Data Protection Regulation, hereinafter referred to as RODO), we inform you that:
  - 1.1 The administrator of the personal data of the Conference Participants is the Student Scientific Society of Wrocław Medical University (hereinafter referred to as the Administrator) with its registered office at ul. Wojciecha z Brudzewa 10, 51-601 Wrocław represented by the Board of Directors.
  - 1.2 In all matters relating to the processing of personal data, the Administrator can be contacted via e-mail address: [iscybr@umw.edu.pl](mailto:iscybr@umw.edu.pl).
  - 1.3 Participants' personal data will be processed for the following purposes:
    - a) To handle the organization of the event titled "X International Student Conference of Young Biomedical Researchers" / "X International Student Conference of Young Biomedical Researchers", including: registration of Participants, preparation and organization of scientific sessions, organization of workshops, and social and cultural activities,
    - b) recording, use and/or distribution by the Organizer of the image/voice/statements of the Participants, in accordance with these Regulations,
    - c) To evaluate and award prizes to the best works,
    - d) issuance of certificates of participation,
    - e) archiving,
    - f) The realization of possible civil and legal claims.
  - 1.4 The legal basis for the processing of Participants' personal data is Article 6(1)(b) of the RODO, i.e. the necessity to fulfill the rights and obligations of the Organizer and Participants under these Terms and Conditions, and Article 6(1)(f) of the RODO, i.e. the legitimate interest of the Administrator to establish, assert or defend against possible claims.
  - 1.5 The Administrator does not share personal data with any recipients except in cases where such an obligation arises from generally applicable law.
  - 1.6 The Administrator will keep the collected personal data during the period of organization of the Conference, and thereafter for the period of possible establishment, investigation or defense of claims that the Administrator may raise or that may be raised against it.
  - 1.7 In cases, under the rules and in the manner specified in the applicable regulations, the Participant has the right to request: access to the content of the data and their rectification (art. 15 and 16 RODO), deletion of data (art. 17 RODO), restriction of processing (art. 18 RODO), objection to processing (art. 21 RODO), data portability (art. 20 RODO), as well as the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, based at 2 Stawki Street, 00-193 Warsaw - in case of suspicion that personal data is being processed by the Administrator in violation of the law.

- 1.8 Provision of personal data is voluntary, however, failure to do so will prevent participation in the Conference.
  - 1.9 The Administrator does not use automated decision-making including "profiling" of data, as referred to in Article 4(4) of the RODO, which means a form of automated processing of personal data involving the use of personal data to evaluate certain personal factors of an individual.
2. In connection with the acquisition by the Wroclaw Medical University, of personal data of the Participants of the event entitled "X International Student Conference of Young Researchers" / "X International Student Conference of Young Biomedical Researchers", the University informs that it is the administrator of the data provided by the Organizer. In all matters relating to the processing of personal data, you can contact the UMW Data Protection Officer via e-mail address: iod@umw.edu.pl. Participants' data are processed on the basis of Article 6(1)(c) and (e) of the RODO, i.e. the performance of a task carried out in the public interest in order to support the Conference Organizer, among other things, the settlement of paid conference fees. The University does not share Participants' data with any recipients, except when such an obligation arises from generally applicable laws. Participants' data will be processed for the period of organization and duration of the Conference, as well as for the period of archiving documentation related to the Conference fees. In cases, on the terms and in the mode specified in the applicable regulations, Participants have the right to: access to the content of the data and their rectification (art. 15 and 16 RODO), deletion of the data (art. 17 RODO), restriction of processing (art. 18 RODO), objection to processing (art. 21 RODO), data portability (art. 20 RODO), and the right to lodge a complaint to the President of the Office for Personal Data Protection with its headquarters at Stawki 2 Street, 00-193 Warsaw - in case of suspicion that personal data are processed in violation of the law.

## § 9

### Final provisions

1. The organizer reserves the right to change the order of speeches for reasons beyond its control.
2. Sending an application for participation in the Conference is tantamount to accepting these regulations and agreeing to the processing of personal data by the Organizer, under the terms of generally applicable laws, with particular emphasis on the Law on Personal Data Protection of May 10, 2018 (i.e., Journal of Laws of 2019, item 1781) and receiving information on events and projects implemented by the Organizer.
3. The Organizer is not responsible for Participants' belongings that may be lost, damaged or stolen during the Conference.
4. The provisions of these Regulations are an integral part of the application for participation in the Conference and apply to all Participants.
5. In matters not covered by these Regulations, the provisions of the Civil Code shall apply.
6. These Regulations shall come into force as of the date of their posting on the Conference Website.