

23rd International Congress of Young Medical Scientists

Poznań, 25-27 May 2023

§1. General regulations

1. The 23rd International Congress of Young Medical Scientists, further named the Congress, is a forum for exchanging knowledge and scientific experience and competition among the best scientific papers of students and young medical scientists.
2. The Congress will be held from the 25th to the 27th of May 2023. Original Paper Sessions will be held on the 26th of May, while Case Report Sessions, Poster Session, and Golden Session - on the 27th of May.
3. The Conference is organized by the Students' Scientific Society of Poznań University of Medical Sciences (from now on referred to as STN).
4. The Conference will hold the following scientific sessions:
 - Internal Medicine,
 - Oncology, Hematology and Radiotherapy,
 - Neurology, Psychiatry and Neurosurgery,
 - Pediatrics and Neonatology,
 - Basic Life Sciences,
 - Public Health,
 - Gynecology and Obstetrics,
 - Surgery,
 - Cardiology and Hypertension,
 - Pharmacy,
 - Ophthalmology, Laryngology and Dentistry,
 - Surgical Case Report,
 - Non-surgical Case Report,
 - Pediatric Case Report,
 - Dentistry Case Report,
 - PhD Session,
 - Poster Session.
5. The number and names of listed scientific sessions may be changed by the Organizers if needed, according to the number of registrations.
6. A particular session will take place only if five or more scientific papers are accepted in the review process. If the number of papers for a specific session does not meet this requirement, the organizers will transfer them to a session that is most closely related to the topic.
7. The maximum number of works in a session is 15. In case of a greater number of papers, organizers may decide to divide the session.
8. The Scientific Committee consists of acknowledged specialists.
9. The Organizing Committee consists of The Board of Students' Scientific Society.
10. The Organizing Committee appoints Coordinators of Scientific Sessions, whose main task is to organize, prepare and care for thematic sessions of the Conference.
11. The official website of the conference is <https://stn.ump.edu.pl/wydarzenia/international-congress-of-young-medical-scientists/>

12. The official language of the Conference is English.
13. The Congress will be held **on-site and online**.
14. Golden Session will be held completely **on-site**.
15. We advise all Congress participants to be fully vaccinated against SARS-CoV-2.
16. All participants of Congress are obliged to follow present sanitary requirements.

§2. Abstract guidelines

1. **The submitted works - either original papers or case reports - should not be previously presented at the International Congress of Young Medical Scientists in Poznań or any other congress or conference.**
2. **One exception to this rule** is the final presentation of the results obtained within the work funded by the Students' Scientific Grants Commission at Poznan University of Medical Sciences. This is due to the regulations that precise the rules to have the grant's results approved by the Commission.
3. The deadline for abstract submission is **March 19th, 2023**. Submissions received after this deadline will not be considered.
4. The Organizers maintain the right to postpone the deadline for abstract submission. Such information will be shared on the Conference's social media.
5. Abstracts are accepted via electronic registration on the Conference Website.
6. **Each participant may submit no more than three abstracts of which is the first author.**
7. **Each participant may be a co-author of a maximum of 5 papers.**
8. **Each paper may have a maximum of 5 student authors.**
9. The abstract to the original paper has to consist of 5 parts: introduction, the aim of the study, material and methods, results, and conclusions.
10. The abstract of the case report session and poster session should consist of 3 parts: background, case report, and conclusions.
11. Abstracts should be submitted in clear British or American English.
12. The first and presenting author of the submitted abstract must be a student or graduate till 3 years after graduation (including medical interns and Ph.D. students).
13. Abstracts must include the names of the author, co-authors, and tutor (which are not counted in the word limit).
14. The tutors must be written down with their scientific degrees in English.
15. The tutor is not allowed to be both a tutor and co-author of the scientific paper.
16. The abstract should not be longer than 300 words and must not contain grids, graphs, or picture images. Phrases like: introduction, the aim of the study, material, etc. **DO NOT COUNT** in the word limit.
17. The first/presenting author will receive a message about whether they are accepted for oral presentation via email by **April 15th, 2023**.
18. The acceptance process is finished at the moment of the conference fee payment.
19. The Jury assesses abstracts and accepts them to be presented during 23rd ICYMS.
20. If the work will have been rejected, the decision of the Jury is final and indisputable.
21. All accepted abstracts will be published in the abstract book available on the Congress webpage.

22. The Scientific Committee maintains the right to reject any abstract that does not meet the aforementioned requirements or violates them, to change the form of presented abstracts, and transfer them to another session.
23. We encourage students to present their truly original work and research. Non-validated research based on social media surveys and questionnaires may obtain fewer points from the Jury for the quality of the research.
24. Review papers and meta-analyses **will not** be accepted.

§3. Principles and forms of presentations

1. In an oral session, the Presenting Author of the original scientific paper has 7 minutes for the presentation and 3 minutes for the discussion.
2. The Presenting Author of the case report in an oral session has 5 minutes for the presentation and 2 minutes for the discussion.
3. The Presenting Author of the Poster Session in an oral session has 4 minutes for the presentation and 2 minutes for the discussion.
4. Details of the poster format will be sent to the participants upon registration.
5. The Presenting Author is obliged to keep the time of the presentation precisely by themselves. If possible, there would be time left displayed on the screen. Presentation taking more than the time limit can be interrupted by the Organizer.
6. In case of exceeding the time by more than 5 minutes, the Coordinator is privileged to force finish the presentation – in this case, the discussion does not take place and the participant receives 0 points for discussion.
7. The official language of the presentation is English. All presenting authors should be able to present the paper in English and respond to the questions.
8. Multimedia presentations may be prepared using any application. The Organizer recommends *.pptx or *.pdf files. Using other types of files than recommended is on participant's own responsibility. The Organizer advises every participant to have an additional copy of the presentation saved in *.pdf format. The presentation is shared with Jury Members, Session Coordinators, session participants, and other people entitled by the Organizer. The presenter is responsible for the correct functioning of the presentation. It is not recommended to include video recordings in the presentations as their correct display cannot be guaranteed. **Organizers are not responsible for any problems from the participant's side.**
9. Presentations will take place according to a precise schedule set by the Organizers. The schedule will be shared with participants by the **11th of May 2023**. Mail confirmation of presenting authors' availability according to the session schedule is required by the **14th of May 2023**.
10. Each author is obliged to be present at the place of their Session at least **10 minutes prior to the Session start**. Then, the entrance will be prohibited. Authors that are late will not be able to present their work and they will not be awarded the certificate of participation.
11. The participant is obliged to present a valid student ID card at the request of a Session Coordinator or a Jury Member. Until 3 years after graduation, graduates are allowed to identify with a valid ID card, passport, driver's license, or military ID. The first and last name from the ID must match the first and last name used to register for Congress.

12. There can only be one presenting person for a given scientific paper. The participant may not receive any assistance from other individuals.
13. The presenter may not access the following types of personal items: hand-held computers, other electronic devices (electronic devices except for the device used for connection with Congress), pagers, watches, wallets, purses, bags, coats, books, notes, or any other materials not specifically approved unless it is used for presenting the paper.
14. The participant may be asked by a Session Coordinator or a Member of the Jury to turn out the pockets, roll-up sleeves, and show that there is nothing attached to ears, ties, or other parts of gear.
15. Eating, smoking, and chewing gum are prohibited.
16. In cases where cheating is suspected, the Organizer is allowed to decertify the cheater.
17. In case of any nonadherence to the terms of the Congress' principles of presentations and discussions or in case of problems from the participant side, in particular internet connection or other technical problems, the participant may be disqualified by the Organizer or a Jury Member.

§4. Terms of competition during the Conference

1. Positively reviewed papers have the right to be presented during the Congress and will take part in the competition.
2. Each session has a specially established Jury, consisting of acknowledged specialists in the particular field.
3. If there is a member of the Jury who is also the supervisor or co-author of the presented work in a specific session, the assessment of this member of the Jury is not taken into account when calculating the average score of the work. Moreover, the score given by the Jury that might be engaged in the work (i.e. Head of the Department) will not be involved in the final score of the paper. This is to maintain the highest objectivity.
4. Depending on the number of papers presented at each session, the Jury awards 3, 2, or 1 place for each session. Three prizes are awarded when there are at least 12 presentations, two prizes when there are between 9 and 12 presentations, and one prize when there are fewer than 9 presentations. The number of awards depends on the number of papers allowed to participate in the session and will not change because of the absence of presenting authors.
5. The special prizes are awarded by the Jury of a particular session unless the prize founder states otherwise.
6. The winners of each original scientific session (first prize winners) qualify for the Golden Session of the Congress.
7. The evaluation of the Jury is ultimate and indisputable.
8. Coordinators of a particular session have the right to exclude a scientific paper from the competition if the person registering an abstract or presenting a paper does not abide by the regulations of the 23rd International Congress of Young Medical Scientists.
9. Assessment of the paper in each session is based on prepared form, which is focused primarily on evaluating the abstract, way of presentation, ability to discuss the topic and answer the questions, and sticking to the time limit and value of the research.
10. Prizes will be sent by post at the expense of STN after Congress, but not later than 30.10.2023.

§5. Golden Session

1. The Organizing Committee establishes the Golden Session which is the final part of the competition in Congress.
2. The Golden Session is based on presentation and discussion over the best papers during the Congress.
3. The Golden Session is held **completely on-site**.
4. Papers which have won each, specialized original paper session are qualified for the Golden Session.
5. Only **on-site participants** can take part in the Golden Session.
6. In case of the first-place winner's absence, it is permissible for the 2nd or 3rd place winner to compete in the Golden Session.
7. In the case of two or more winners of the session, with exactly the same amount of points, all of them are qualified for the Golden Session.
8. The presentation should last a maximum of 7 minutes and the discussion should take no longer than 5 minutes.
9. Presenting author is responsible for fitting into the time limit. A presentation taking more than 7 minutes can be interrupted by the Organizer.
10. The jury assesses presentations. Members of the Jury are experienced scientists working at PUMS and visiting professors.
11. The Jury should choose the Head of the Jury, who is responsible for the fair and proper assessment of papers.
12. Assessment of the paper in the Golden Session is based on prepared form, which is focused primarily on a way of presentation, the ability to discuss the topic and answer the questions, and fitting the time limit and value of the research.
13. Each paper is assessed independently by Jury members.
14. During the Golden session, we apply general principles of presentation from point §3. "Principles and forms of presentations."
15. After the session, assessment forms are collected by the Organizer, and points are counted. The ranking list is based on the mean amount of points collected for the presentation from all Jury members.
16. For places, 1st to 3rd prizes are given. They are called „The Special Prize of the President of Poznań University of Medical Sciences for the best presentation.“ Winners of the Golden Session shall be considered winners of the competition in Congress.

§6. Registration and Fees

1. The registration process for ACTIVE participants starts on the **13th of February 2023**.
2. The deadline for registration and fee payment for the **passive participant** is **April 24th, 2023**.
3. The deadline for registration for the active participant is **March 19th, 2023**, and the fee payment is **April 24th, 2023**.
4. After these times, no fee will be considered an active participant and will not be returned.
5. The Organizing Committee has the right to postpone given dates.

6. The active participant is the presenting author of a scientific paper that is presented at the Congress.
7. The payment method will be specified in the email sent by the coordinators no later than one week before the final payment date.
8. STN cannot refund registration fees, any refund request will be refused.

§7. Participation: possibilities and rules

1. The certificate is issued ONLY in electronic form and ONLY in English.
2. There are two possibilities for participation in Congress:
 - **Passive Participant** - the possibility of attending the Keynote Lectures, Workshops, and the Golden Session, coffee break included;
 - **Active Participant** - the possibility of presenting own papers, attending the Keynote Lectures, Workshops, and the Golden Session, coffee break included
3. The Impact Factor Party will have separate enrollment established by the Organizer.
4. Every **passive** participant must attend **at least one Keynote Lecture and one Workshop** to receive a participation certificate.
5. Every **active** participant must attend **at least one Keynote Lecture aside from presenting their research** to receive a participation certificate.

§8. Final Points

1. The payment of the registration fee is the act of acceptance of these regulations and consent for the processing of all data given during the registration of the scientific paper for the purposes of the Students Scientific Society statute and Conference Organizing Committee tasks, for a preparation of the participant's, abstract book, publishing the abstracts and results of the competition on the Students Scientific Society Website and Congress Webpage.
2. Registration as a participant is equivalent to the approval of processing personal data to create name tags for participants.
3. Interpretation of these regulations and settlement of any problems which are not included in regulations should be resolved by the Organizing Committee.
4. If the Conference does not take place for reasons beyond the control of the Organizers (“force majeure” – e.g. flood, hurricane, PANDEMIC), the participant may not be able to get any compensation or reimbursement of fees associated with participation in the Conference.
5. Depending on the situation, the Organizing Committee reserves the right to change the regulations, but Participants will be informed about every change at least 2 weeks prior to the event.

§9. Privacy Policy

1. Please be advised that in accordance with art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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 "GDPR", the following applies:

2. The administrator of your personal data is Poznan University of Medical Sciences. In all matters concerning the processing of personal data and the use of rights related to their processing, you can contact the Data Protection Supervisor at the following address: e-mail: abi.ump@ump.edu.pl
3. Your personal data is processed in connection with participation in the event and sending presentation certificates.
4. The course of the event: the 23rd International Congress of Young Medical Scientists, is covered by publishing photo reports on the websites of the Poznan University of Medical Sciences.
5. Your personal data will not be transferred to other entities.
6. You have the right to obtain information regarding processing personal data by Poznan University of Medical Sciences, demanding their rectification, removal, or limitation of data processing, the right to transfer the data provided, and the right to object to the processing.
7. You have the right to file a complaint with the Office for Personal Data Protection if you believe that the processing of your personal data violates the law.
8. Personal Data Administrator - Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań informs that:
9. You have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, right to be forgotten, the right to withdraw consent to the processing of personal data.
10. Data can be made available by the Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań, to entities authorized to obtain information.
11. The given data will be processed based on art. 6 par. 1 point a) and in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 (RODO (GDPR)) of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95 / 46 / EC (general regulation on data protection) (DZ.U.U.L.2016.119.1.) - from 25 May 2018.
12. Contact to the Data Protection Officer at the Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań, email: abi.ump@ump.edu.pl
13. You have the right to file a complaint to RODO (GDPR) if you feel that the processing of personal data concerning you violates the General Data Protection Regulation provisions of 27 April 2016.