

# §1. General regulations

· The 21st International Congress of Young Medical Scientists, further named a Congress, is a forum for the exchange of knowledge and scientific experience and competition among the best scientific papers of students and young medical scientists.

· The Congress will be held on 27th - 29th of May 2021 ·

The Conference is organized by the Students' Scientific Society of Poznań University of Medical Sciences (hereinafter referred: STN).

· The Conference will hold the following scientific sessions:

- Internal Medicine,
- Oncology, Hematology and Radiotherapy,
- Neurology, Psychiatry and Neurosurgery,
- Paediatrics and Neonatology,
- Basic Life Science,
- Public Health,
- Gynecology and Obstetrics,
- Surgery,
- Dermatology and Sexually Transmitted Diseases,
- Orthopaedics, Physiology and Sports Medicine,
- Cardiology and Hypertension,
- Pharmacy,
- Dentistry, Head and Neck Diseases,
- Radiology,
- Case Report Surgical,
- Case Report Non-surgical,
- PhD Session.

· The number and names of listed scientific sessions may be changed by the Organizers if needed.

- A particular session will take place only if 6 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 which is most closely related to the topic.
- Maximum number of works in sessions is 10– in a case of a greater number of papers, organizers may decide to divide session.
- Scientific Committee consists of acknowledged specialists.
- Organizing Committee consists of The Board of Students' Scientific Society.
- Organizing Committee appoints Coordinators of Scientific Sessions, whose main tasks will be to organize, prepare and care for thematic sessions of the Conference.
- The official website of the conference is [www.icyms.ump.edu.pl](http://www.icyms.ump.edu.pl)
- The official language of the Conference is English.

The Congress will be held using the [clickmeeting.com](http://clickmeeting.com) platform.

It is necessary for participants to use this platform when presenting their work.

## §2. Abstract guidelines

- The Scientific Committee encourages the submission of original scientific material and case reports which were not presented at previous editions of International Congress of Young Medical Scientists in Poznań or any other congress or conference.
- The deadline for abstract submission is March 14th, 2020. Submissions received after this deadline will not be considered.
- The Organizers maintain the right to postpone deadline for abstract submission.
- Abstracts are accepted via electronic registration on the Conference Website.
- The abstract has to consist of 5 parts:
  - introduction,
  - aim of the study,
  - material and methods,
  - results,

- conclusions.
- The Case Report Session abstract should consist of 3 parts:
  - background,
  - case report,
  - conclusions.
- Abstracts should be submitted in clear British or American English.
- The first and presenting author of submitted abstract must be student or graduate till 3 years after graduation (including medical interns and PhD students).
- Abstracts must include the names of the author, co-authors and tutor (which are not counted in word limit).
- The tutors must be written down with their scientific degrees in English.
- The tutor is not allowed to be both a tutor and co-author of the scientific paper.
- The abstract should not be longer than 300 words and is not allowed to contain grids, graphs nor picture images. Phrases like: introduction, the aim of the study, material etc. DO NOT COUNT in the word limit.
- The first/presenting author will receive a confirmation of acceptance for oral presentation in bookmark "Your profile - welcome" and via email till 1st of May 2021.
- The acceptance process is finished at the moment of the conference fee payment.
- Jury assesses abstracts and accept them to be presented during 21st ICYMS.
- If the work will have been rejected, decision of the Jury is final and indisputable.
- All accepted abstracts will be published in the abstract book available at the first day of Congress.
- The Scientific Committee maintain the right to reject any abstract that does not meet below requirements or is in violation of them, to change the form of presented abstracts and to transfer them to another session.
- We DO NOT accept review papers.

## §3. Principles and forms of presentations

- Presenter of the original scientific paper in an oral session has 7 minutes for the presentation and 3 minutes for the discussion.
- Presenter of the case report in an oral session has 5 minutes for the presentation and 2 minutes for the discussion.
- The presenting author is allowed to keep the time of the presentation precisely. Author is obliged to stick to the time him/herself. When possible there would be time left displayed on the screen. Presentation taking more than the time limit can be interrupted by the Organizer.
- The official language of presentation is English. All presenting authors should be able to present the paper in English and respond to the questions.

Due to the current epidemiological situation, the sessions of the 21st Congress will be held via online video communication in English. The platform used for real-time connection is Click Meeting ([www.clickmeeting.com](http://www.clickmeeting.com))

2. 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 advice every participant to have an additional copy of the presentation saved in \*.pdf format. The presentation is shared with Jury Members, Session Coordinator, session participants and other people entitled by the Organizer. The presenter is responsible for the correct functioning of the presentation during the online video communication. It is not recommended to include video recordings in the presentations and their correct display via internet connection cannot be guaranteed. **Organizers are not responsible for any problems from the participant side, in particular an internet connection or other technical issues.**
3. Presentations will take place according to a precise schedule set by the Organizers. The schedule will be shared with participants at least 10 days prior to the conference. Mail confirmation of presenting authors availability according to the sessions schedule is required at least 7 days prior to the conference. Further details for on-line presenting authors will be provided in the email information from the session coordinators.
4. Each author is obligated to log in for the online video communication room specific for the session at least 20 minutes prior to the session start. Rooms will open 30 minutes prior to the beginning of the session (, and the link for access of the video communication room will be sent on the email address specified in the abstract submission panel. The entry for the video communication room will be closed 5 minutes before the beginning of the session. **Authors who did not**

**log in within specified timeframe will not be able to join the session and will not be awarded the certificate of participation.**

5. The presentation may last maximally 7 minutes for an original paper and 5 minutes for a case report. Presentation exceeding the time limit may be interrupted by the Organizer, a Jury Member or a Session Coordinator.
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 participant is obliged to present a valid student ID card via camera view on the request of a Session Coordinator or a Jury Member. Student ID cards which currency period expired will be accepted if the validity was proven in the first semester of the academic year 2020/2021. Graduates till 3 years after graduation 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 to the Congress.
8. There can only be one presenting person for a given scientific paper. The presenting author is obligated to be alone in his/her room. Any other person can not physically stay or enter the room in which the presenting person is staying during the time of presentation, discussion and in between. The participant may not receive any assistance from other individuals.
9. The presenting person must be equipped with a computer/tablet with operable camera and microphone. The camera should show the view of the participant including the whole face and upper limbs. The presenting person is not allowed to move out from the camera view and mute the microphone during the whole time of presentation, discussion and the time between presentation and discussion.
10. 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.
11. The participant may be asked by a Session Coordinator or a Member of Jury to turn out the pockets, roll-up sleeves, show that there is nothing attached to ears, ties, other parts of gear or to scan the entire room with a camera view.
12. Eating, smoking, and chewing gum are prohibited.
13. The participant must agree to be recorded during the Congress.

14. In cases where cheating is suspected, the Organizer is allowed to review the footage of the session and decertify the cheater.
15. 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.
16. In case the presentation transmission is interrupted and less than 60% of given time has passed, the participant is allowed to come out again at the end of the current session. If more than 60% of the given time has passed, the presentation is evaluated and the participant is **not** allowed to answer the questions at the end of the current session.

## §4. Terms of competition during the Conference

- Positively reviewed papers have the right to be presented during the Congress and will take part in the competition.
- Each session has a specially established Jury, consisting of acknowledged specialists in the particular field.
- Depending on the number of papers presented at each session, the Jury awards 3, 2 or 1 place for each session. The material prize is awarded to a person with 1 place in the session. 3 prizes are awarded when there are at least 12 presentations, 2 prizes when there are between 9 and 12 presentations and 1 prize when there are less than 9 presentations. The number of prizes depends on the number of papers allowed to take part in the session and will not change because of the absence of presenting authors.
- The special prizes are awarded by the Jury of a particular session unless the prize founder states otherwise.
- The winners of each scientific session (first prize winners) qualify to the Golden Session of the Congress. (details below)
- The evaluation of the Jury is ultimate and indisputable.
- 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 the regulations of the 20th International Congress of Young Medical Scientists.
- Assessment of paper in each session is based on prepared form, which is focused mostly on: evaluating abstract, way of presentation, ability to discuss the topic and answering the questions as well as fitting time limit and value of the research.
- Prizes will be sent by post at the expense of STN, after May 30th 2021, after the Golden Session and final lecture but not later than 30.11.2021.

## §5. Golden Session

- Organizing Committee establishes Golden Session which is the final part of the competition in Congress.
- Golden Session is based on presentation and discussion over the best papers during the Congress
- Papers which have won each, specialized session are qualified to Golden Session.
- Only first-place winning paper can be qualified to Golden Session. Participants ranked on the next places cannot be qualified in case of absence of the winner.
- In case of two or more winners of the session, with exactly the same amount of points, all of them are qualified to the Golden Session.
- Case reports and PhD sessions' winners are not qualified to Golden Session. However regular prizes are given for Case Reports and PhD session, as for any other session.
- Presentation should last max. 7 minutes and discussion should take no longer than 5 minutes.
- Presenting author is responsible for fitting into the time limit. Assessment form includes that issue. Presentation taking more than 7 minutes can be interrupted by the Organizer.
- Presentations are assessed by Jury. Members of Jury are experienced scientists working at PUMS and visiting professors.
- Jury should choose the Head of Jury, who is responsible for the fair and proper assessment of papers.
- Assessment of paper in Golden Session is based on prepared form, which is focused mostly on: a way of presentation, ability to discuss the topic and answering the questions as well as fitting time limit and value of the research.
- Each paper is assessed independently by Jury members.

During the Golden session, we apply general principles of presentation from a point §3. "Principles and forms of presentations", especially regarding online presentations

- After 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 members of the Jury.

- For places 1-3 Prizes are given. They are called „Special Prize of President of Poznań University of Medical Sciences for the best presentation“ Winners of Golden Session shall be considered as winners of competition in Congress.

## §6. Registration Fees

- The registration process for ACTIVE participants starts on the 14th of February, 2021.
- Deadline for registration and fee payment for the passive participant is May 22nd and for active participants one week after confirmation of paper acceptance. After this time, no fee will be considered as an active participant and will not be returned.
- Organizing Committee has the right to postpone given dates.
- The active participant is a scientific paper presenting author.
- The payment method will be specified in the email sent by the coordinators, not later than one week before the final payment date.
- STN is not able to refund registration fees, any refund request will be refused.
- All active participants are provided with a certificate of participation, that will be sent by email after the Congress.
- The certificate is issued ONLY in electronic form and ONLY in English.

## §7. Final Points

- The payment of the registration fee is the act of acceptance of these regulations (which is the updated version of the regulations previously accepted by the participants of the regulations due to the COVID-19 Pandemic) 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.
- The registration as a participant is equivalent with the approval of processing personal data in order to create name tags of participants.
- Interpretation of these regulations and settlement of any problems which are not included in regulations should be resolved by the Organizing Committee.



If 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.

Depending on the situation Organizing Committee reserve the right to change the regulations, but Participants will be informed about every change at least 2 weeks prior to the event.

## §8. Privacy Policy

- 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:
- 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](mailto:abi.ump@ump.edu.pl)
- Your personal data is processed in connection with the participation in the event and sending certificates of presentation.
- The course of the event: 20th International Congress of Young Medical Scientists is covered by publishing photo-reports on the websites of the Poznan University of Medical Sciences.
- Your personal data will not be transferred to other entities.
- You have the right to obtain information regarding processing by the Poznan University of Medical Sciences about personal data, demanding their rectification, removal or limitation of processing of their data, the right to transfer the data provided and the right to object to the processing.
- 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.
- Personal Data Administrator - Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań informs that:
- You have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, the right to be forgotten, the right to withdraw consent to the processing of personal data.

- Data can be made available by the Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań, to entities authorized to obtain information.
- The given data will be processed on the basis of 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.
- 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](mailto:abi.ump@ump.edu.pl)
- You have the right to file a complaint to RODO (GDPR) , if you feel that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation of 27 April 2016.