



## Terms and Conditions of the 25<sup>th</sup> International Student Scientific Conference

### 1. GENERAL INFORMATION

- 1.1. International Student Scientific Conference for Young Scientists and Doctors is an interdisciplinary conference consisting of competition for the best paper presented as a scientific report (oral and scientific sessions), review of scientific output, lectures, panel discussions and workshops.
- 1.2. The Conference will be held on **April 12-13, 2019 at the Medical University of Gdańsk.**
- 1.3. Scientific sessions are intended for undergraduate students, graduate students and young scientists.
- 1.4. The Conference is organized by the 25<sup>th</sup> ISSC Organizing Committee, which is appointed by the Board of Student Scientific Society of Medical University of Gdańsk.
- 1.5. The competition for the best paper presented as a scientific report is divided into sessions regarding different fields of biomedical sciences (see programme of the Conference). The number of sessions varies every year and depends directly on the number of abstracts submitted. Organizers reserve the right to transfer abstracts to a session which is most closely related to the topic.

### 2. RULES FOR ABSTRACT SUBMISSION:

- 2.1. Participants register and submit abstracts using electronic application system on the ISSC website (<https://system.issc.gumed.edu.pl>).
- 2.2. Active participants' registration is open until **February 28<sup>th</sup> 2019**. Extensions may apply.
- 2.3. The abstract must be submitted until **February 28<sup>th</sup> 2019**. Extensions may apply.
- 2.4. All the deadlines, including the final submission deadline will be announced on the Facebook page of the conference. <https://www.facebook.com/ISSC.Gdansk/>
- 2.5. The official language of the Conference is **English**. All work must be prepared and presented in English.
- 2.6. An abstract of an Original Research Paper should consist of **5 parts**: Background, Aim of the study, Methods, Results, Conclusions. It should not exceed **3000 symbols** excluding title and internal titles (background, aim of the study etc).
- 2.7. An abstract of a Case Report should consist of **3 parts**: Introduction, Case Description, Discussion. It should not exceed **3000 symbols**, excluding title and internal titles.
- 2.8. The abstract is not allowed to contain graphs, picture images and other graphic forms. Only plain text is allowed. Special symbols such as:  $\alpha$ ,  $\geq$ ,  $\delta$  etc are allowed.



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- 2.9. First and presenting author of the paper must be the same person that will deliver the presentation during the conference.
- 2.10. Papers registered for the Conference are evaluated for presentation by the Scientific Committee of 25<sup>th</sup> ISSC. The decision of paper's rejection or acceptance is final and corresponding notification will be sent no later than **March 17<sup>th</sup> 2019**.
- 2.11. One presenting author can submit maximum of 2 abstracts and deliver a maximum of 2 presentations, should the abstracts be accepted.
- 2.12. All of the accepted abstract will be published, along with the list of authors and their affiliations, in the Abstract Book. Submission of an abstract is tantamount to consent to publishing the abstract in that form.

### 3. RULES OF PRESENTING PAPERS

- 3.1. Authors can choose the form of presenting their papers between: ORIGINAL RESEARCH SESSION and CASE REPORT SESSION. Review papers will not be accepted with an exclusion of meta-analyses.
- 3.2. There can only be one presenting author for each paper.
- 3.3. Presentations should be delivered to the corresponding **Session Coordinators** via email (which will be provided in the abstract submission system) no later than **April 10<sup>th</sup> 2019** in .pdf (preferably), .pptx, .ppt, .pps or .ppsx format. **Please prepare your presentation in a format that can be operated by Microsoft Windows. We do not take any responsibility for technical difficulties that may arise due to incompatibility.**
- 3.4. **Original research sessions presentations should not exceed 7 minutes and discussions should not take longer than 3 minutes.**
- 3.5. **Case reports presentations should not exceed 5 minutes and the discussions should not take longer than 3 minutes.**
- 3.6. The Session Co-ordinator or a member of scientific committee has the right to interrupt any report or discussion after a lapse of time given.
- 3.7. The presenting author is obligated to participate in the discussion after finishing presentation. Co-authors and the audience are also allowed to participate in the discussion with the questions from the Jury having priority.
- 3.8. All the presentations will be judged by the Jury consisting of the members of the Scientific Committee.
- 3.9. In sessions with at least 7 participants 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> award winners shall be indicated by the Jury.
- 3.10. In sessions with less than 7 participants, the number of awards given is at Jury's discretion and will not be smaller than 1.
- 3.11. All Jury's decisions are final and cannot be reversed.



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- 3.12. In selected sessions, additional awards may be granted.
- 3.13. The winners of each session will be announced no later than 8:00 PM on April 13<sup>th</sup> 2019.
- 3.14. All presenting authors will be given appropriate certificates upon delivering the presentations.

### 4. TERMS OF PARTICIPATION IN THE CONFERENCE

- 4.1. All participants have to pay a registration fee. **Registration and payment are required to attend any of the conference activities.**
- 4.2. An Active Participant is allowed to:
  - 4.2.1. present the scientific paper in the selected sessions,
  - 4.2.2. take part as a listener in all scientific sessions and lectures,
  - 4.2.3. take part in the workshop programme,
  - 4.2.4. be involved in the Opening Ceremony and Closing Ceremony,
  - 4.2.5. receive a certificate of participation,
  - 4.2.6. join the social programme,
  - 4.2.7. receive a Welcome Package.
- 4.3. A Passive Participant of the conference can be a student or alumnus of any faculty and is allowed to:
  - 4.3.1. take part as a listener in all scientific sessions and lectures,
  - 4.3.2. take part in workshop programme,
  - 4.3.3. be involved in the Opening Ceremony and Closing Ceremony,
  - 4.3.4. join the social programme,
  - 4.3.5. receive a certificate of participation,
  - 4.3.6. receive a Welcome Package.

### 5. CONFERENCE FEES

- 5.1. Conference Fees apply. The detailed list of conference fees in Polish Zloty **and deadlines** will be provided in a separate document – Conference Fee Announcement available on the Conference Facebook page and in the Registration and Abstract Submission System.
- 5.2. The fee is obligatory for every participant of the conference.
- 5.3. **Payment ONLY in Polish (PLN) currency will be accepted.**
- 5.4. The conference fee should be paid by bank transfer as indicated in the [Conference Fee Announcement](#) (provided on the Conference Facebook page and within the System) and below.



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### 5.5. Payment Details:

**Beneficiary name:** 25th International Student Scientific Conference, Medical University of Gdansk  
**Address:** Marii Skłodowskiej-Curie 3a  
**City:** Gdansk  
**Zip code:** 80-210  
**Country:** Poland  
**SWIFT code:** WBKPPLPP  
**Account number:** 33 1090 1098 0000 0001 1268 0486 (for foreigners, a prefix **PL** must be added)  
**Title:** 25th ISSC GUMed / participant's name / passive or active

- 5.6. In case of participant's resignation/absence the fee will not be refunded.
- 5.7. Confirmation of the transfer should be sent to [payment25issc@gumed.edu.pl](mailto:payment25issc@gumed.edu.pl) within 7 days from the date of transfer. **Receival of this confirmation is required for the Organiser to ultimately confirm registration of the participant.**
- 5.8. Participants interested in receiving an invoice are requested to send appropriate data (name of the institution, address and NIP or TIN) to the address [payment25issc@gumed.edu.pl](mailto:payment25issc@gumed.edu.pl) within 7 days from the date of payment. The title of the email: INVOICE. Invoices are issued only at the participant's e-mail request.

## 6. FINAL RESOLUTIONS

- 6.1. Submission of papers or registering as an passive participant for the Conference is equal with accepting the above-mentioned Rules and giving consent to processing personal data for organizational purposes by the ISSC Organising Committee and the Student Scientific Society of the Medical University of Gdańsk.
- 6.2. The Organizing Committee of 25<sup>th</sup> ISSC has the right to qualify papers for sessions different than indicated by the authors.
- 6.3. The Rules' interpretation, arbitration of all issues of the dispute and other matters not mentioned in the Rules are prerogative of the Organizing Committee of 25<sup>th</sup> ISSC.
- 6.4. The main coordinators of the conference (Organising Committee Members) are:
- Agnieszka Sobstel - Treasurer and Financial Coordinator of the Conference - [agnieszka.sobstel@gumed.edu.pl](mailto:agnieszka.sobstel@gumed.edu.pl)
  - Rafał Suchodolski - Fundraising and Patronage Coordinator - [issc.fundraising@gumed.edu.pl](mailto:issc.fundraising@gumed.edu.pl)
  - Alicja Weiszewska - Logistics Coordinator
  - Damian Palus - Scientific Programme and Sessions Main Coordinator
  - Szymon Zdanowski - Head of the Organising Committee - [issc@gumed.edu.pl](mailto:issc@gumed.edu.pl)
  - Filip Krawczyk - Head of the IT and Registration System Development
  - Martyna Gołębiwska - Promotion and Social Media Coordinator [margol@gumed.edu.pl](mailto:margol@gumed.edu.pl)

## PRIVACY POLICY AND RULES FOR PERSONAL DATA PROCESSING

According to Article 13 of the General regulation on personal data protection as of 27th April 2016 (Official Journal of the European Union no L 119, 4.5.2016), **by the act of registration to the conference, I, the participant, hereby accept that:**

1. The Administrator of my personal data will be Student Scientific Society of the Medical University of Gdańsk, which is a registered student organisation of: Gdański Uniwersytet Medyczny, address: M. Skłodowskiej-Curie 3a, 80-210 Gdańsk, Poland,
2. Contact with the Personal Data Inspector is available via phone +48583491027 or e-mail: iod@gumed.edu.pl,
3. My personal data will be processed in order to organise and summarise the 25th ISSC Conference, under Article 6 section 1 item b of the General regulation on personal data protection as of 27th April 2016,
4. My personal data will be processed during the period necessary to fulfil the above mentioned goal, or archival purposes (evidence), possible determination, investigation of or defence against claims, ensuring the safety of persons and property in accordance with the legitimate interest of all parties involved, as specified by European Law (Article 6, section 1, item f),
5. I have the right to access the content of my personal data and find out about such issues and obtain copies thereof, to rectify incorrect and completing missing data, and be forgotten, in other words I have the right to erase any data processed,
6. I have the right to lodge a complaint with the President of the Office for Personal Data Protection, if I consider that the processing of personal data is in breach of the provisions of the General regulation on personal data protection as of 27th April 2016,
7. Providing personal data is voluntary, but the failure to provide the data will result in the incapacity to register as a participant of the conference.

A handwritten signature in black ink, appearing to read 'Szymon Zdanowski'.

Szymon Zdanowski  
Head of the 25th ISSC Organising Committee