

REGULATIONS OF THE POLISH BIOMEDICAL ENGINEERING CONFERENCE

October 24-25, 2024

I. GENERAL TERMS

1. These Regulations (hereinafter referred to as "Regulations") define the rules, scope and conditions of participation in the Polish Biomedical Engineering Conference (hereinafter referred to as "Conference").
2. The organizer of the Conference is Fundacja na Rzecz Rozwoju Politechniki Poznańskiej, seated in Poznań, pl. M. Skłodowskiej-Curie 5, 60-965 Poznań (hereinafter referred to as the "Organizer").
3. The participant of the event may be a natural person, in particular a student, a doctoral student, a researcher, a teaching staff member, a representative of an enterprise, as well as a legal person and an organizational unit according to Article 331 of the Act-Civil Code (Journal of Laws of the Republic of Poland 1964 No. 16, item 93, as amended), who will meet all the elements contained in part II, item 3 of the Regulations.
4. The official website, where information on the conference and previous editions of the event is posted, is available at:
<https://pbme-conf.put.poznan.pl/>

II. PARTICIPATION RULES

1. The Conference will be held at the date and place indicated by the organizer on the Conference website.
2. The rules of these Regulations are an integral part of the Conference participation application and apply to all Participants.
3. The conditions for participation in the Conference are the fulfillment of the following requirements together:
 - a) application for participation by completing the registration form available at <https://pbme-conf.put.poznan.pl/registration/>,
 - b) payment of the registration fee within 48 hours of receiving a return email confirming acceptance of the application, in the amount of:
 - i PLN 30 in the first round of sales or PLN 40 in the second round of sales for students,
 - ii PLN 40 in the first round of sales or PLN 50 in the second round of sales for doctoral students,
 - iii PLN 60 in the first round of sales or PLN 70 in the second round of sales for academics,

iv PLN 70 in the first round of sales or PLN 80 in the second round of sales for other Participants.

4. The registration process for the Conference will be organized in two rounds. The first round is valid up to and including June 15. The second round begins on June 16 and lasts until the opening day of the Conference.

5. The Organizer reserves the right to modify the dates of individual registration stages.

6. The Organizer reserves the right to verify the status of a participant of the Conference by checking a valid student ID card or other document confirming the status of a student/doctoral student or researcher.

7. Verification of participant status may take place at the time of registration for the Conference, as well as during the Conference. Failure to present a document confirming the participant's status may result in denial of participation in the Conference or its limitation.

8. There are two forms of participation in the Conference:

- a) passive participation – a passive participant is a participant who has fulfilled all the conditions from Part II, point 3. A passive participant is also a person registered for the Conference, who is the author of the speech, but who does not present the submitted work.

Passive participation includes: a certificate of participation in the Conference, provided you attend all days of the Conference; conference materials and participation in events included in the schedule.

Active participation – an active participant is a participant who has fulfilled the conditions in Part II, point 3, and submitted an original paper to be presented during the Conference, in accordance with Part III of the Regulations.

Active participation entitles the participant to: the opportunity to deliver the submitted paper in the form of a presentation or poster; a certificate of participation in the Conference, provided participation in all days of the Conference; a speech certificate; conference materials and participation in the events included in the schedule.

9. Application for participation is mandatory and is tantamount to reading and accepting the Terms and Conditions.

10. The condition for acceptance of the application is correct completion of the application form. Confirmation of the application is a response from the system.

11. Registration for the Conference is tantamount to participation and payment of the fee. Failure to pay the fee within 48 hours of submission of the registration form means cancellation of participation in the Conference.

12. If the fee is not paid by the date and amount indicated by the Organizer (Part II, item 3b of these Regulations), the application shall be deemed invalid.

13. The Conference participant has the opportunity to register for the Workshop. Registration for the Workshops is done through a separate registration form.
14. Participation in the Workshops is free of charge, but limited as to the number of Participants determined by the Organizer. The order of registration for the Workshop is decisive.
15. The condition for accepting an application to participate in the Workshop is correct completion of the application form dedicated to the Workshop.
16. In case of cancellation of participation in the Conference, it is required to inform the Organizer via e-mail: pbme-conf@put.poznan.pl.
17. The method of payment is regulated on the event website. The intermediary for making the payment is Blue Media S.A. – Autopay.
18. The Organizer may issue a VAT invoice to confirm the payments made.
19. The payer (addressee of the invoice) is the entity ordering individual services related to participation in the Conference.
20. The registration fee is non-refundable.

III. PRESENTATION AT SCIENTIFIC SESSION

1. The Conference will include the following scientific sessions:
 - a) Young Scientists Block,
 - b) Student Activity Block,during which the Conference Participant will have the opportunity to present the submitted work in the form of an oral speech.

In the case of a large number of applications for oral presentations, an additional Poster Session will be organized (common to the Young Scientists Block and the Student Activity Block), during which the Conference Participant will be able to present his work in the form of a poster.
2. Active participant in the Young Scientists Block may be employee, doctoral student or student of Polish or foreign higher education institution holding a valid document confirming the status of employee, doctoral student or student, respectively, meeting the conditions described in Part III, point 4.
3. Active participant in the Student Activity Block may be any person who is a Participant of the Conference and has met the conditions described in Part III, point 4. The Organizer reserves the right to refuse active participation in the Student Activity Block, despite meeting the conditions described in Part III, point 4. Priority in active participation in the Student Activity Block shall be given to students and doctoral students of higher education institutions, representatives or representatives of the Scientific Club operating at a

higher education institution, holding a valid document confirming the status of a student or doctoral student.

4. The Organizers have the right to reassign a given speech to the Young Scientists' Block or the Student Activity Block on the basis of the evaluation of the submitted word-graphic abstract.

5. Active participation in the scientific session is possible when the following conditions are met together:

- a) the presenter is a registered Participant of the Conference, according to the conditions described in Part II of the Regulations,
- b) willingness to present a paper has been reported to the Organizer through a dedicated form available on the Conference website; the application must include a word-graphic abstract in English, not exceeding two A4 pages, prepared in accordance with the template provided by the Organizer on the Conference website,
- c) the application along with the abstract must be sent to the Organizers by June 16, 2024,
- d) receipt of confirmation from the Organizers of acceptance of the work for presentation in the indicated scientific session and form (oral presentation or poster) by July 31, 2024,
- e) in the case of an oral presentation – to prepare a presentation and send it to the Organizers no later than October 20, 2024,
- f) in the case of a poster – preparation and printing of the poster in A1 format and delivery of the poster to the Organizers no later than the day of the poster presentation, before the beginning of the first conference session.

6. The maximum number of people performing on stage at the same time may be indicated by the Organizers.

7. Presentations used during the speeches must be prepared in PowerPoint or exported to pdf format.

8. The time limit for oral presentations is 10 minutes.

9. All active participants in the Young Scientists Block and Student Activity Block will compete for the jury prize and the audience prize. Jury and audience awards will be given separately for each block.

10. The jury award will be based on the evaluation by five independent jurors selected by the Conference Organizer. The refereed work will be evaluated on the basis of the following criteria:

- a) introduction of the recipient to the context of the presented research, its relevance to the field of Biomedical Engineering (0 – 3 points),
 - b) the level and scientific quality of the presented research (0 – 10 points) – including the appropriate selection of research methods for the analyzed problem, the appropriate formulation of conclusions on the basis of the obtained results, the appropriate selection of information for the form of presentation,
 - c) presentation (0 – 5 points) – including the adequacy and amount of content included in the presentation slides supporting the speech,
 - d) oral presentation (0 – 5 points) – including the manner of speech, comprehensibility of the message
11. Each speaker is required to respect the designated time limit of his/her presentation.
 12. Prior to the start of the Conference, the organizers will inform speakers of the exact time limit for their presentation, including time for any questions and answers.
 13. Exceeding the designated time limit by a speaker may result in intervention by the organizers to terminate the presentation.
 14. The audience prize will be awarded based on the number of votes of the Conference Participants, counted by the Organizer.
 15. All active participants in the Poster Session will compete for the best poster award.
 13. All active participants in the scientific sessions will have the opportunity to publish, free of charge, the word-graphic abstract of the presented work in the form of a post-conference publication, after adjusting its content to the requirements of the Organizer.
 14. All active participants in scientific sessions will have the opportunity to publish the presented work in the form of a scientific publication. The Organizer will inform the Participants about the details and conditions of the possibility of publishing the work closer to the date of the Conference.

IV. CONFERENCE RULES

1. In the ticket price, the Organizer provides all Participants: the opportunity to participate in the Conference, refreshments on each day of the Conference and conference gadgets.
2. The Organizer does not cover additional costs resulting, for example, from the need for the Participant to travel to the Conference venue.
3. The detailed program of the event is publicly available on the Conference website: <https://pbme-conf.put.poznan.pl/>.

4. The Organizer reserves the right to make changes to the program, even on the day of the Conference, including changes to the time schedule and order of speeches.
5. The Organizer is not responsible for Participants' belongings that may be lost, damaged or stolen during the Conference.
6. The Participant shall be fully responsible for any damage done by him/her on the Conference venue.
7. The Participant is fully responsible for all materials and information, as well as statements and presentations made by him/her during the Conference.
8. The participant undertakes to comply with the safety rules and organizational and technical recommendations and instructions of the Organizer.
9. The Organizer is not responsible for any technical problems.
10. The Conference is of a closed nature and does not constitute a mass event within the meaning of the Act of March 23, 2009 on mass event security (Journal of Laws of the Republic of Poland 2009 No. 62, item 504, as amended).

V. PERSONAL DATA

1. In accordance with Art. 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 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 repealing Directive 95/46 /EC (hereinafter referred to as GDPR) we inform that:
 - a) the administrator of your personal data is Poznan University of Technology located at Pl. Marii Skłodowskiej - Curie 5, 60-965 Poznań e-mail: biuro.rektora@put.poznan.pl, phone: 61 665 3639,
 - b) the Data Protection Inspector Piotr Otomański, iod@put.poznan.pl.
2. Applicants for participation in the Conference consent to the processing of their personal data by the Organizer and persons and entities cooperating with the Organizer for the purposes of realization of the Conference, including the purpose of acceptance of the application, on the basis of Article 6(1)(a/b/c) of the RODO, and for informational and promotional purposes on the basis of Article 6(1)(a) of the RODO. Recipients of personal data will be entities cooperating and authorized to process data for the aforementioned purpose, as well as entities authorized by law. Provision of personal data by Participants is voluntary, but necessary for the aforementioned purpose. Personal data of Participants will be kept until the revocation of consent, the end of the Conference, and on the basis of archiving regulations, in accordance with applicable laws.
3. If you have given your consent, you can always, at any time and in an easy way (by phone or email) withdraw it. This fact will not affect the previous processing carried out on its basis. Personal data will be processed until any revocation of consent, in addition, based on the consent given below, personal data will not be transferred to any unauthorized entities.

4. Your data will not be processed in an automated way, including profiling.
5. In connection with the consent given, all those whose data is processed have the right to lodge a complaint with the Supervisory Authority, the right to request access to their personal data, rectification, transfer, the right to object or the right to erasure (the so-called "right to be forgotten"), or the right to restrict processing.

VI. FINAL STATEMENTS

1. These Regulations are effective from the moment they are published on the Conference website.
2. The Organizer reserves the right to make changes to these Regulations.
3. Changes to the Regulations are binding from the moment they are posted on the Conference website.
4. The Organizer has the right to a binding interpretation of the Regulations.
5. The Organizer is not responsible for events preventing the Conference due to force majeure and causes beyond its control or circumstances for which it is not responsible or which cannot be avoided without incurring additional costs.
6. The Organizer reserves the right to discontinue the Conference without giving any reason.
7. In matters not covered by these Regulations, the relevant provisions of Polish law shall apply.