

# **REGULATIONS OF POLISH BIOMEDICAL ENGINEERING CONFERENCE**

**19-20.11.2026 r.**

## **I. GENERAL PROVISIONS**

1. These Regulations (hereinafter referred to as the “Regulations”) define the rules, scope, and conditions of participation in the Biomedical Engineering Conference (hereinafter referred to as the “Conference”).
2. The Conference is organized by the Foundation for the Development of the Poznań University of Technology, with its registered office in Poznań, pl. M. Skłodowskiej-Curie 5, 60-965 Poznań (hereinafter referred to as the “Organizer”).
3. Participants in the event may be natural persons, in particular students, doctoral students, researchers, teachers, company representatives, as well as legal persons and organizational units referred to in Article 331 of the Civil Code (Journal of Laws 1964 No. 16, item 93, as amended), who meet all the requirements set out in Part II, point 3 of the Regulations.
4. The official website, where information about the conference and previous editions of the event is posted, can be found at: <https://pbme-conf.put.poznan.pl/>

## **II. RULES OF PARTICIPATION**

1. The Conference shall be held on the date and at the venue specified by the organizer on the Conference website.
2. The provisions of these Regulations constitute an integral part of the Conference registration form and are binding on all Participants.
3. The conditions for participation in the Conference are as follows:
  - a) registration by completing the registration form available on the Conference website (available at a later date)
  - b) payment of the registration fee within 48 hours of receiving a confirmation email, 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 researchers,

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 until June 14 inclusive. The second round begins on June 30 and lasts until the start 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 conference participants 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 participant status may result in refusal of participation in the Conference or its restriction.

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

a) passive participation – a passive participant is a participant who has met all the conditions set out in Part II, point 3. A passive participant is also a person registered for the Conference who is the author of a presentation but does not present the submitted paper.

Passive participation entitles the participant to: a certificate of participation in the Conference, provided that they attend all days of the Conference; conference materials and participation in the events included in the schedule.

b) Active participation – an active participant is a participant who has met all the conditions set out in Part II, point 3, and has submitted an original paper to be presented at the Conference, in accordance with Part III of the Regulations.

Active participation entitles you to: the opportunity to present your paper in the form of a presentation or poster (depending on the number of submissions and the possibility of creating a poster session); a certificate of participation in the Conference, provided that you attend all days of the Conference; a certificate of presentation; conference materials and participation in the events included in the schedule.

9. Registration is binding and implies that you have read and accepted the Terms and Conditions.

10. Your registration will only be accepted if the registration form is completed correctly. You will receive a confirmation email from the system.

11. Registration for the Conference is tantamount to registering for participation and paying the fee. Failure to pay the fee within 48 hours of submitting the registration form means withdrawal from participation in the Conference.
12. If the fee is not paid within the time limit and in the amount specified by the Organizer (Part II, point 3b of these Regulations), the application shall be considered invalid.
13. Conference participants have the opportunity to register for Workshops. Registration for Workshops is done via a separate application form.
14. Participation in the Workshops is free of charge, but limited to the number of Participants specified by the Organizer. The order of registration for the Workshops is decisive.
15. The condition for acceptance of registration for participation in the Workshops is the correct completion of the registration form dedicated to the workshops.
16. In case of withdrawal from participation in the Conference, the Organizer must be notified by e-mail: [pbme-conf@put.poznan.pl](mailto:pbme-conf@put.poznan.pl).
17. The method of payment is specified on the event website. The payment intermediary is Blue Media S.A. – Autopay and the Foundation for the Development of the Poznań University of Technology (traditional bank transfer).
18. The Organizer may issue a VAT invoice to confirm the payments made.
19. The payer (invoice recipient) is the entity ordering individual services related to participation in the Conference.
20. The registration fee is non-refundable.

### **III. PRESENTATION DURING THE SCIENTIFIC SESSION**

1. The following scientific sessions will take place during the Conference:
  - a) Young Scientists Block,
  - b) Student Research Clubs Activity Block,
  - c) Poster Session

during which Conference Participants will have the opportunity to present their submitted works in the form of oral presentations.

2. An active participant in the Young Scientists Block may be an employee, doctoral student, or student of a Polish or foreign university who has a valid document confirming their status as an employee, doctoral student, or student, respectively, and who meets the conditions described in Part III, point 5.

3. Any person who is a Conference Participant and meets the conditions described in Part III, point 5, may be an active participant in the Student Research Clubs Activity Block. The organizer reserves the right to refuse active participation in the Student Research Clubs Activity Block, even if the conditions described in point III, subpoint 5, are met. A representative or representatives (max. 2) of a research club operating at a university may actively participate in the Student Research Clubs Activity Block.
4. The organizers have the right to change the assignment of a given presentation to the Young Scientists Block or the Student Research Clubs Activity Block based on the evaluation of the submitted verbal and graphic abstract.
5. In the event of an insufficient number of submissions to the Young Scientists Block session, the Student Research Clubs Activity Block session, or the poster session, the Organizer reserves the right to cancel the poster session. In such a case, submissions originally qualified for the poster session will be reassigned to the appropriate thematic blocks.
6. Active participation in the scientific session is possible after meeting all of the following conditions:
  - a) the presenter is a registered Conference Participant, in accordance with the conditions described in Part II of the Regulations,
  - b) the desire to deliver a presentation has been submitted to the Organizer via a dedicated form available on the Conference website; the application must include a verbal and 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 and abstract must be sent to the Organizer by June 30, 2026,
  - d) receipt of confirmation from the Organizers of the acceptance of the paper for presentation in the indicated scientific session and form (oral presentation or poster) by July 31, 2026,
  - e) in the case of an oral presentation, the presentation must be prepared and sent to the Organizers by November 12, 2026,
  - f) In the case of a poster, the poster must be prepared and printed in A1 format and delivered to the Organizers no later than on the day of the poster presentation, before the start of the first conference session.
7. The maximum number of people appearing on stage at the same time may be specified by the Organizers.
8. Presentations used during speeches must be prepared in PowerPoint or exported to PDF format.

9. The duration of oral presentations is 10 minutes. Each speaker is required to adhere to the time limit for their presentation.
10. Presentations delivered as part of the Young Scientists Block session must be conducted in English. Presentations within the Student Research Clubs Activity Block session may be delivered in Polish or English.
11. Before the start of the Conference, the Organizers will inform the speakers of the exact time limit for their presentations, including time for any questions and answers. Exceeding the time limit set by the speaker may result in intervention by the organizers to end the presentation.
12. All active participants in the Young Scientists and Student Research Clubs Activity Block will take part in a competition for the jury prize and the audience prize. The jury and audience prizes will be awarded separately for each block.
13. The jury prize will be awarded based on the evaluation of five independent jurors selected by the Conference Organizer. The presented work will be evaluated based on the following criteria:
  - a) introduction of the audience to the context of the presented research, its significance in 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 problem analyzed, the appropriate formulation of conclusions based on the results obtained, and the appropriate selection of information for the form of presentation,
  - c) presentation (0–5 points) – including the adequacy and amount of content contained in the presentation slides supporting the speech,
  - d) oral presentation (0–5 points) – including the manner of speech and comprehensibility of the message
14. The Audience Award will be granted based on the number of votes cast by the Conference Participants, as counted by the Organizer.
15. All active participants of the Poster Session will take part in a competition for the best poster award.
16. All active participants of the scientific sessions will have the opportunity to publish a verbal and graphic abstract of their presented work free of charge in the form of a post-conference publication, after adapting its content to the Organizer's requirements.
17. All active participants in the scientific sessions will have the opportunity to publish their presented work in the form of a scientific publication. The Organizer will inform the

Participants about the details and conditions for publishing their work closer to the date of the Conference.

#### **IV. CONFERENCE RULES**

1. The ticket price includes the following services provided by the Organizer to 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 any additional costs resulting from, for example, the Participant's 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/> and on the Conference's social media: <https://www.facebook.com/PBMEconf>, <https://www.instagram.com/pbmeconf.put/>, <https://www.linkedin.com/company/pbme-conf/?originalSubdomain=pl>
4. The Organizer reserves the right to make changes to the program, even on the day of the Conference, including changes to the schedule and the order of presentations.
5. The Organizer is not responsible for Participants' belongings that may be lost, damaged, or stolen during the Conference.
6. Participants are fully responsible for any damage they cause to the premises where the Conference is held.
7. Participants bear full responsibility for all materials and information, as well as statements and presentations made by them during the Conference.
8. Participants undertake 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 a closed event and does not constitute a mass event within the meaning of the Act of March 23, 2009, on the safety of mass events (Journal of Laws 2009 No. 62, item 504, as amended).

#### **V. PERSONAL DATA**

1. Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council (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 (hereinafter referred to as: GDPR), it is hereby decided that:

- a. The Personal Data Controller is: Poznań University of Technology with its registered office at Pl. Marii Skłodowskiej – Curie 5, e-mail: [biuro.rektora@put.poznan.pl](mailto:biuro.rektora@put.poznan.pl), telephone: 61 665 3639,
  - b. The Data Protection Officer is Piotr Otomański, [iod@put.poznan.pl](mailto:iod@put.poznan.pl).
2. Those registering for the Conference consent to the processing of their personal data by the Organizer and persons and entities cooperating with it for the purposes of the Conference, including for the purpose of accepting the registration, pursuant to Article 6(1)(a/b/c) of the GDPR, and for information and promotional purposes pursuant to Article 6(1)(a) of the GDPR. The recipients of personal data will be entities cooperating and authorized to process data for the above-mentioned purpose and entities authorized under the provisions of law. The provision of personal data by Participants is voluntary, but necessary for the above-mentioned purpose. Participants' personal data will be stored until consent is revoked, the Conference ends, and on the basis of archiving regulations, in accordance with applicable law.
  3. If consent is given, it can be withdrawn at any time and in a simple manner (by telephone or e-mail). This will not affect any previous processing that has been carried out on the basis of your consent. Personal data will be processed until your consent is revoked, and on the basis of the consent given below, personal data will not be transferred to any unauthorized entities.
  4. The Organizer will not make automated decisions based on profiling on the basis of the personal data collected.
  5. In connection with the consent given, all persons whose data is processed have the right to lodge a complaint with the Supervisory Authority, the right to request access to their personal data, its 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 PROVISIONS**

1. These Terms and Conditions shall come into force upon their publication on the Conference website.
2. The Organizer reserves the right to amend these Terms and Conditions.
3. Amendments to the Terms and Conditions shall become binding upon their publication on the Conference website.

4. The Organizer shall have the right to interpret the Terms and Conditions in a binding manner.
5. The Organizer shall not be liable for events preventing the Conference from taking place due to force majeure and reasons 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 interrupt the Conference without giving a reason.
7. In matters not covered by these Regulations, the relevant provisions of Polish law shall apply