

Regulations of the 31st edition of the International Medical Students' Conference (IMSC)

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I. GENERAL REGULATIONS

1. **The 31st edition of International Medical Students' Conference** (hereinafter „the Conference”) is a conference dedicated for biomedical students.
2. The Conference will be held **in person** from **13-15th of April 2023** in **Cracow**.
3. The official language of the Conference is **English**.
4. The Conference's official **website** is: <https://imsc.cm-uj.krakow.pl>
5. The Conference's official **Facebook page** is: <https://www.facebook.com/imsc.krakow/>
6. The Conference's official **email** is: imsc@cm-uj.krakow.pl
7. The Conference is organized by the **Organizing Committee** appointed by the Board of the Students' Scientific Society at the Jagiellonian University Medical College, Cracow.
8. The Organizing Committee appoints members of the **Organizing Team**, among which can be distinguished:
 - a. **Session Coordinators**, whose task is to organize and prepare scientific sessions of the Conference; Session Coordinators cannot deliver the presentations during the session they coordinate;
 - b. **Workshop Coordinators**, whose task is to organize workshops during the Conference;
 - c. **Social Programme Coordinators**, whose task is to organize social and cultural activities for the participants of the Conference.
9. The Organizing Committee and Session Coordinators appoint the **Jury for each scientific session**, which consists of experienced and active academics in the given field, whose task is to evaluate submitted papers, decide about their acceptance or rejection for the Conference and evaluate the presentations delivered during each scientific session.
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11. Members of the **Jury** and **Lecturers** constitute the **Scientific Committee**.



12. During the Conference three **competitions** will take place: **Scientific Competition**, **Clinical Competition** and **Audience Competition**. The rules of the aforementioned competitions will be included in the separate regulations available on the Conference's official website.

II. SUBMISSION AND EVALUATION OF SCIENTIFIC PAPERS

1. Scientific papers of **all fields of biomedical sciences** are considered apt to be submitted for the Conference.
2. Submitted papers should belong to one of the following categories: **original work**, **systematic review/meta-analysis**, or **case report**.
3. The abstract should be submitted through a special **form** available on the Conference's official website.
4. **Every** abstract, regardless of the type of the submitted paper, should contain: Name(s) of Author(s), Tutor(s), Affiliations, Title.
5. The abstract of the **original work** should additionally consist of **5** following parts: Introduction, Aim of the Study, Materials and Methods, Results, and Conclusions.
6. The abstract of the **systematic review/meta-analysis** should additionally consist of **4** following parts: Background, Methodology, Main results, and Conclusions.
7. The abstract of the **case report** should additionally consist of **3** following parts: Introduction, Case presentation, and Conclusions.
8. Abstracts will only be accepted if they are written in English and do not exceed a maximum of **350** words **excluding** following sections: Name(s) of Author(s), Tutor(s), Affiliation, Title.
9. Only **undergraduate** and **graduate students** can be the authors of the submitted papers. Doctoral students cannot be the authors of the submitted papers.
10. **Each student** can submit no more than **2** abstracts, regardless of the type of the submitted paper.
11. The abstract can be submitted by only **one** of the authors of the scientific paper.
12. The maximum number of original work and systematic review/meta-analysis co-authors is **6**, and of **case reports** - **2**.

13. The maximum number of **tutors** of **original work** and **systematic review/meta-analysis** is **2**, and of **case report** - **1**. Tutors cannot be the authors of the presented work.
14. The abstract should not contain any graphs, picture images or other graphic forms.
15. Detailed information about the abstract requirements is provided in the section **Guidelines** on the Conference's official website.
16. The deadline for submitting abstracts is **20.02.2023**.
17. Submitted abstracts are evaluated by the members of the **Scientific Committee** who decide about their acceptance or rejection for the Conference. The decision of the Scientific Committee is **final** and cannot be undermined.
18. **The final list of thematic sessions** will be created based on the topics of the papers accepted by the Scientific Committee and will be provided on the Conference's official website till **12.03.2023**.
19. The maximum **number** of **scientific papers assigned to the given scientific session** is **8** for **oral** presentations and **10** for **poster** presentations. The number of papers accepted for each session might be restricted by the Scientific Committee.
20. The author of the paper who has submitted the abstract will be informed about the **acceptance** of the paper with the information about the assigned scientific session and form of the presentation or the **rejection** of the paper by the Session Coordinators via email provided during abstract submission till **12.03.2023**.

III. REGISTRATION AND FEES

1. The **active** participants of the Conference are the **presenting authors** of the scientific papers accepted for the Conference. The presenting author can be different from the author of the scientific paper who has submitted the abstract of the given paper, but the Organizing Committee has to be informed about those circumstances at least two weeks before the Conference. One presenting author can deliver no more than **2** presentations during the Conference.



2. The **passive** participants of the Conference are all participants who are not presenting authors, but they can also participate in scientific sessions, workshops, lectures, competitions, social programme and all of the other activities of the Conference.
3. Registration of the **passive** participants will take place from **01.02.2023** till **20.03.2023** through the special **registration form** available on the Conference's official website.
4. Registration of the **active** participants will take place after delivering the information about the acceptance of the abstract by the Session Coordinators, between **12.03.2023** and **20.03.2023** through the special **registration form** available on the Conference's official website.
5. The **registration fee** for the **passive** participants is **60** PLN and for the **active** participants is **120** PLN.
6. Participation in the **Gala** Dinner requires an extra payment **both** from **active** and **passive** participants. The registration for Gala Dinner will take place separately from the registration for the Conference.
7. The details of the **payment method** will be provided in the registration form.
8. The presenting authors of the **poster** presentations have to declare within the registration form whether they will print their posters on their own or want it to be done by the Organizing Committee. In the case of the latter, extra printing payment in the amount of **50** PLN will be required.

IV. RULES OF PRESENTING PAPERS

1. The presenting authors deliver their work **in person** in the form of **oral** presentations or **poster presentations** during thematic scientific sessions.
2. **Oral presentations** can be applied to the following types of papers: **original work** and **systematic review/meta-analysis**. All **case reports**, except for the **pediatric** case reports, will be delivered in the form of **poster presentations**.
3. As the conference's official language is English, all presentations should be prepared and given in **English**.



4. **Oral and poster presentations** in electronic form and **.ppt/.ppx** or **.pdf** format should be sent to the Session Coordinators via email by **9.04.2023**. Official emails to Session Coordinators will be provided on the Conference's official website.
5. Presentations during a given scientific session will be held according to the schedule established by the Session Coordinators, which will be available on the Conference's official website and sent to the presenting authors via email till **10.04.2023**.
6. The Organizing Committee and the Session Coordinators reserve the right to make changes to the schedule after the given period of time due to unforeseen circumstances. Presenting authors will be informed about any changes as soon as they occur.
7. Time to deliver an **oral presentation** should not exceed **7** minutes for **original work** and **systematic review/meta-analysis** and **5** minutes for case reports. The time to deliver a **poster presentation** should not exceed **5** minutes.
8. The presenting author is obliged to comply strictly with the imposed time limit to deliver the presentation. Session Coordinators will interrupt the presentation if it exceeds the established time frame.
9. The presenting author is obliged to participate in the **discussion** after finishing the presentation. Questions from the Jury have priority over questions from the audience. Co-authors of the paper can also engage in discussion.
10. Time of **discussion** after delivering both **oral** and **poster presentations** should not exceed **3** minutes.
11. Session Coordinators have the right to exclude a scientific paper from the given scientific session if the presenting author does not comply with the regulations of the Conference.
12. Only **presenting authors** will receive a **certificate confirming active participation** in the Conference. Certificates will be distributed after delivering presentations during the given scientific session.
13. All of the abstracts of the presented papers along with the list of authors and their affiliations will be published in the **Abstract Book** available on the Conference's official website after the end of the Conference.



V. JURY AND AWARDS

1. Delivered presentations are evaluated by the **Jury** consisting of at least **2** members of the Scientific Committee who are active academics and experienced specialists in the field corresponding with the subject of the given scientific session.
2. Members of the Jury cannot evaluate papers of which they are tutors. The number of awards granted in the given scientific session depends on the number of delivered presentations. On special occasions, the members of the Jury can decide upon granting additional distinctions.
3. In sessions with at least **8** delivered presentations the Jury grants **1st**, **2nd**, and **3rd** awards. In sessions with more than **5** and less than **8** delivered presentations the Jury grants **1st** and **2nd** award. In sessions with **5** or fewer delivered presentations, the Jury grants only **1st** award.
4. Decisions of the Jury are **final** and cannot be undermined.
5. The **results** of the scientific sessions will be announced at the **Closing Ceremony** of the Conference on **15.04.2023** after all of the scientific sessions have taken place.
6. **Certificates and awards for the winners** of the scientific sessions will be provided during the Closing Ceremony of the Conference.
7. The minimal value of the awards will be provided before the Conference.
8. All awards must be collected **in person** by the presenting authors. In case of inability to collect the awards, the presenting authors must contact the Organizing Committee by **22.04.2023** via the Conference's official email. If the presenting authors fail to comply with the aforementioned regulations, their awards become the property of the Organizing Committee.

VI. FINAL REGULATIONS

1. Abstract submission and registration for the Conference as both active and passive participants is **equivalent** to accepting the above-mentioned Regulations and giving consent for data processing and storage by the Organizing Committee.
2. All issues not included in the above-mentioned Regulations will be resolved by **the Organizing Committee**.



VII. PRIVACY POLICY AND RULES FOR PERSONAL DATA PROCESSING AND STORAGE

*In accordance with Article 13 of 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)*

1. The **administrator** of the personal data of the participants of the Conference is the **Students' Scientific Society of Jagiellonian University Medical College**, which is a registered students' organization at Jagiellonian University Medical College, ul. św. Anny 12, 31-008 Kraków.
2. Personal Data Protection Inspector at Jagiellonian University Medical College can be contacted via email **iod@uj.edu.pl**
3. Personal data of the participants will be processed and stored during the period necessary to service the Conference.
4. Participants have the right to access, correct, delete and limit the processing and storage of their personal data and can withdraw their consent for the use of their personal data at any given moment.
5. Providing personal data is voluntary, but failure to give consent for data processing and storage restrains the possibility to register as both active and passive participants of the Conference.

