

Regulations of the 32nd edition of the International Medical Student's Conference (IMSC)

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I. GENERAL REGULATIONS

1. The **32nd** 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 **16-18th of May 2024** 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.cracow>
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 Program 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 from **17th of December 2024**.
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 case report should additionally consist of 3 following parts: Introduction, Case presentation, and Conclusions.
7. The abstract of the systematic review/meta-analysis should additionally consist of 4 following parts: Background, Methodology, Main results, 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 can be the authors of the submitted papers only in the Scientific Session dedicated to Them.
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 **18th of March 2024**.

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 **12th of April 2024**.
19. The maximum 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 **8th of April 2024**.

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 program and all of the other activities of the Conference.
3. Registration of the **passive** participants will take place from **15th of January 2024** till **31st of March 2024** 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 **8th of April 2024** and **17th of April 2024** through the special registration form available on the Conference's official website.
5. The registration fee for the **passive** participants is **80 PLN** and for the **active** participants is **150 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 **8th of May 2024**. 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 **12th of May 2024**.
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 **18th of May 2024** 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 **25th of May 2024** 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.