

**Regulations of the International Conference: "5th International Wrocław Scientific Meetings "**  
**Wrocław, October 19-21, 2023**

**I. General regulations**

1. These Regulations define the rights and obligations of Participants in the Conference entitled „5th International Wrocław Scientific Meetings " hereinafter referred to as the Conference.
2. The conference will be held on October 19-21, 2023. The conference will take place in the place and in the form indicated by the Organizer. The Organizer reserves the right to change the properties of the Conference, indicated in the first sentence, until the beginning of the Conference.
3. The organizer of the conference is the Chair and Department of Molecular and Cell Biology of the Medical University of Piastów Śląskich in Wrocław with its registered office in Wrocław 50-556 at ul. Marcinkowskiego 2-6, 50-368 Wrocław in cooperation with the Cancer Cell Biology Study, the Chair and Department of Fundamentals of Medical Sciences together with the Study of Flow Cytometry and Biomedical Research and the Department of Biomedical Environmental Analyzes at the Department of Pharmaceutical Biochemistry together with the Study of Fundamentals of Medical Sciences at the Department of Biomedical Environmental Analysis.
4. The Participant of the Conference may be a student, doctoral student, researcher, teaching and research or didactic employee and other persons professionally related to the subject of the Conference, hereinafter referred to as the Participants.
5. The languages used during the Conference are: English and Polish.
6. As part of the Conference, there will be three types of scientific sessions, a lecture session of registered participants with speeches by invited guests, a workshop session, a poster session and a competition for the best poster, as well as lectures by companies related to experimental medicine.
7. Participation in the Conference is payable and entitles the Participant to:  
- participate in all scientific sessions and discussions as well as the poster session - receive a certificate confirming participation in the conference.
8. Participation in the workshop session is additionally registered separately in the order of applications.
9. The dates of all events related to the Conference are available on the Conference website <https://konferencje.umw.edu.pl/5iws2023/> and the Conference fanpage.
10. The Organizer reserves the right to make changes to the program and the Regulations of the Conference and the right to change the date of the Conference or cancel it in the event of too few Participants or due to other random events beyond its control.
11. The Participant undertakes to follow changes in the Regulations and news on the Conference website.

**II. Rules for participation in the conference**

1. The condition for participation in the Conference is the application for participation and the payment of the fee for participation in the Conference in accordance with the terms and time specified in these Regulations.
2. Active participation means sending an abstract of the work and presenting it in the form of a poster in the poster session or seminar. At least one author of the paper must be an active Conference Participant. A poster can only have one presenting author.

3. Application for participation in the Conference is made by completing the Application Form available on the website at <https://konferencje.umw.edu.pl/5iws2023/> no later than by August 31, 2023.
4. The fee for participation in the Conference should be transferred to the account indicated by the Organizer within 7 calendar days from the registration date for participation.
5. Each registered Participant taking an active part in the Conference will receive a certificate of participation in the Conference .
6. The cost of participation in the Conference is covered by the Participant on their own.
7. Regulations for the preparation of abstracts and posters are attached as Appendix 1 to these Regulations.
8. The rules of the competition and awarding are attached as Annex 2 to the Regulations of the Conference.

### **III. Completing the application form**

1. People who registered before the first planned date of the conference and paid for their participation do not fill in the application form again.
2. The application form is available on the Conference website.
3. The application form is completed by each Participant taking part in the Conference.
4. Persons who are co-authors and do not participate in the Conference do not fill in the application form.
5. The data provided in the application form is considered final by the Organizer after the Participant has sent the form.
6. The application form should be completed using full names, without using abbreviations.

### **IV. Notification of willingness to participate in workshop sessions**

1. Application for a workshop session is made by sending an e-mail to the address provided on the Conference website after completing the Application Form for the Conference.
2. Registration for workshops is carried out in the order of applications. The number of places is limited.
3. The e-mail should contain: title of the selected workshop, name and surname of the participant, place of employment, contact phone number.
4. Within five working days of submitting the application, the Participant will receive a message confirming registration for the workshop session or on the waiting list.
5. If a place becomes available, the next person from the reserve list will be informed by phone about the possibility of taking part in the session.

### **V. Fees**

1. The fee for participation in the Conference is as follows:
  - a. passive participation – PLN 75
  - b. active participation - PLN 150
  - c. active participation + participation in workshops - PLN 200

2. The fee should be paid by bank transfer to the account: Uniwersytet Medyczny im. Piastów Śląskich we Wrocław  
Account number: BZ WBK XXXV O/WrocławPL 35 1500 1793 1217 9000 9997 0000  
In the payment title, please enter: 5IWSM - name and surname of the participant.
3. The Organizer issues an invoice for payments made at the request expressed by the Participant in the Application Form.
4. Failure to pay for participation in the Conference **until 10.09.2023**, authorizes the Organizer to cancel the application for participation, including participation in the selected workshop session, without incurring any liability for damages.

## **VI. Resignation from participation in the Conference**

1. The Participant may resign from participation in the Conference. Resignation can be made by sending a message to the e-mail address: 5iwsm2023@gmail.com
2. In the event of the Participant's resignation from participation in the Conference, the conference fee is refundable, provided that it is paid by October 12, 2023. After this date, resignation is possible, but without a refund of the conference fee.
3. Refunds will be made within 30 days of submitting the resignation.

## **VII. Copyright**

1. At the time of registration, the Participant of the Conference declares the authorship of the submitted work and unlimited personal and property rights to it, and also that the work is not encumbered with third party rights and does not infringe third party copyrights .
2. Participation in the Conference is tantamount to consent to the recording, use and/or dissemination by the Organizer of the image/voice/statements of each Participant in all promotional and marketing materials without time and territory restrictions and for the publication of abstracts of works and for streaming of presentations or other processing of recordings of these presentations.
3. Consent is tantamount to the fact that photographs/videos or recordings made during the Conference may be placed on the Conference Website or another website managed by the Organizer and used in promotional materials, also disseminated for this purpose by means of vision or sound.
4. The Participant has the right to request the removal of materials containing his image by indicating them on the Conference Website or in social media. After recognizing the legitimacy of the application, the Organizer will remove the indicated materials within 14 days from the date of submitting the application with the request for removal.

## **VIII. Final Provisions**

1. Sending the Application Form issued by the Organizer means acceptance of the provisions of these Regulations, as well as a commitment to comply with the order regulations and any other arrangements made between the Participant and the Organizer.
2. Application for participation in the Conference is also a confirmation of consent to the processing of personal data by the Organizer for the purposes of the Conference, detailed information on data processing is available in chapter IX.

3. The Organizer has the right to change the provisions of the Regulations. The changes come into force within 7 days from the date of their publication on the Conference website.
4. These Regulations come into force on the day of its publication on the Conference website.
5. In matters not covered by these Regulations, the provisions of the Civil Code shall apply.

## **IX. Processing of personal data**

1. According to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (General Data Protection Regulation, hereinafter referred to as GDPR), we inform that:
  - 1.1 The administrator of the personal data of the Conference Participants is the Chair and Department of Molecular and Cell Biology of the Medical University of Piastów Śląskich in Wrocław with its registered office in Wrocław 50-556 at ul. Marcinkowskiego 2-6, 50-368 Wrocław represented by Julita Kulbacka and Urszula Szwedowicz
  - 1.2 In all matters regarding the processing of personal data, the Administrator can be contacted via the e-mail address: 5iwsm2023@gmail.com
  - 1.3 Participants' personal data will be processed for the following purposes:
    - a) event organization service „5th International Wrocław Scientific Meetings ”, including: registration of Participants, preparation and organization of scientific sessions, organization of workshops and social and cultural activities,
    - b) recording, using and/or disseminating the image/voice/statements of the Participants by the Organizer , in accordance with these Regulations,
    - c) evaluation and awarding prizes for the best works,
    - d) issuing participation certificates,
    - e) archiving,
    - f) implementation of possible civil law claims.
  - 1.4 The legal basis for the processing of the personal data of Participants is art. 6 sec. 1 lit. b of the GDPR, i.e. the necessity to fulfill the rights and obligations of the Organizer and Participants resulting from these Regulations and art. 6 sec. 1 lit. f of the GDPR, i.e. the Administrator's legitimate interest in determining, investigating or defending against possible claims.
  - 1.5 The administrator does not provide personal data to any recipients, except for cases where such an obligation results from the provisions of generally applicable law.
  - 1.6 The Administrator will store the collected personal data during the organization of the Conference, and then for the period of possible determination, investigation or defense of claims that the Administrator may raise or which may be raised against him.
  - 1.7 In cases, on the terms and in the manner specified in applicable regulations, the Participant has the right to request: access to the content of the data and their rectification (Articles 15 and 16 of the GDPR), deletion of data (Article 17 of the GDPR), restriction of processing (Article 18 of the GDPR) , object to processing (Article 21 of the GDPR), data transfer (Article 20 of the GDPR) and the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection with its registered office at ul. Stawki 2, 00-193 Warszawa - in case of suspicion that personal data is processed by the Administrator in violation of the law.
  - 1.8 Providing personal data is voluntary, however, failure to provide them prevents participation in the Conference.
  - 1.9 The administrator does not use automated decision-making, including "profiling" of data referred to in art. 4 point 4) of the GDPR, which means a form of automated processing of personal data, consisting in the use of personal data to evaluate certain personal factors of a natural person.

In connection with obtaining by the Medical University of Piastów Śląskich in Wrocław, personal data of the Participants of the event Mon. „5th International Wrocław Scientific Meetings ”, the University informs that it is the administrator of the data provided by the Organizer. In all matters regarding the processing of personal data, you can contact the Data Protection Officer of the Medical University of Warsaw via the e-mail address: iod@umw.edu.pl. Participants' data are processed on the basis of Article 6(1)(cie) of the GDPR, i.e. performance of a task carried out in the public interest in order to support the Organizer of the Conference, including settlement of conference fees paid. The University does not disclose Participants' data to any recipients, except for cases where such an obligation results. Participants' data will be processed for the period of organization and duration of the Conference and for the period of archiving documentation related to conference fees. (Articles 15 and 16 of the GDPR), deletion of data (Article 17 of the GDPR), restriction of processing (Article 18 of the GDPR), objection to processing (Article 21 of the GDPR), data transfer (Article 20 of the GDPR) and the right to lodge a complaint to the President of the Office for Personal Data Protection with its registered office at ul. Stawki 2, 00-193 Warsaw - in case of suspicion that personal data is processed in violation of the law.

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**Appendix 1** to the Regulations of the National Conference “5th International Wrocław Scientific Meetings” .

### **Regulations for the preparation of abstracts and posters**

1. The conference program includes a poster session, during which it will be possible to present papers in the form of posters in the field of laboratory diagnostics/medical sciences. Original works will be preferred.
2. The abstract, together with the current affiliation of the authors should be prepared and sent to using the form for sending abstracts available in the "abstracts" tab on the Conference website <https://konferencje.umw.edu.pl/5iws2023/>. After submitting their abstracts, authors will receive a return message within 5 business days informing them whether the paper has been accepted.
3. The organizers reserve the right to reject works that do not meet the above criteria, including substantive ones, and inform that all abstracts will be checked with an anti-plagiarism program .
4. All accepted abstracts will be published in the conference proceedings.
5. Submission of an abstract is tantamount to acceptance by the authors of the Conference Regulations. Consequences resulting from non-compliance or violation of the Regulations are borne by the authors of the work.
6. The poster should meet the following criteria:
  - landscape orientation (PDF format size B1, 300 DPI, or JPG, size 8350 x 11811 px )
  - should contain the title, names and affiliations of the authors
  - it should have clearly separated relevant parts
    - a) in the case of an original paper: introduction, the aim of the paper, materials and methods, results, conclusions and - if necessary - a list of references) in the case of a review paper: the content of the poster and the list of references (max. 10 items, mainly from the last 5 years).
  - all graphics should be provided with descriptions. Borrowed graphics may be presented on the poster only with the source stated.

7. Posters will be presented during the Conference in electronic form, therefore they are not required to be printed.
  8. The prepared poster should be sent to [abstracts.5iws2023@gmail.com](mailto:abstracts.5iws2023@gmail.com) .
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**Appendix 2** to the Regulations of the National Conference "5th International Wroclaw Scientific Meetings .

**Regulations of the competition of works and rewards**

1. The competition includes reports in the form of a poster and an oral presentation.
2. Members of the Organizing and Scientific Committee may not participate in the competition, but their works may be presented.
3. The works will be assessed in terms of their substantive value, topicality of the presented problem and its importance for medical, biological and pharmaceutical sciences, as well as diligence in preparing and meeting the formal requirements set out in Appendix 1.
4. There are three prizes for the works (respectively: 3 for poster presentations and 3 for oral presentations). The awards will be presented on the last day of the conference or sent to the address of the presenting author, provided in the application form.
5. The poster session will be presented from the opening to the closing of the Conference.
6. form is available on the Conference website .