

Regulations of the International Conference: "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting" Wrocław, 02-06.06.2025

I. General provisions

1. These Regulations define the rights and obligations of the Participants of the Conference entitled "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting" hereinafter referred to as the conference.
2. The conference will be held on 2-6 June 2025. The conference will be held in the form and at the venue specified by the Organizer. The Organizer reserves the right to modify the details of the Conference, as stated in the first sentence, at any time prior to its commencement.
3. The Conference is organized by the Wrocław Medical University, Pasteura 1, 50-367 Wrocław in cooperation with the Department of Biology and Pharmaceutical Biotechnology, Borowska 211, 50-556 Wrocław, and the Department of Dietetics and Bromatology, Borowska 211, 50-556 Wrocław, and the Department of Pharmaceutical Microbiology and Parasitology, Borowska 211a, 50-556 Wrocław.
4. An adult legally present in Poland may participate in the Conference, this includes, for example an undergraduate or graduate students, researchers, academic staff, or any other person professionals who work is related to the subject matter of the Conference hereinafter referred to as Participants. Foreign Participants are solely responsible for ensuring they possess the necessary legal documentation permitting their stay in Poland.
5. The official language of the Conference is English.
6. The Conference will include the following scientific sessions: lecture sessions with presentations by registered participants and invited speakers, workshop sessions, a poster session, and outdoor sessions held outside the Organizer's premises.
7. Participation in the Conference requires payment of a registration fee, which entitles the Participant to: - attend all scientific sessions, discussions, poster session, and other events included in the official program, unless otherwise specified as requiring additional payment); – receive a certificate of participation.
8. Participation in the workshop session requires separate registration and is granted on a first-come, first-served basis.
9. The schedule of all events related to the Conference is available on the official website <https://konferencje.umw.edu.pl/psewroclaw2025/>.
10. The Organizer reserves the right to modify the Conference program and the Regulations of the Conference, as well as to change the date of the Conference or cancel the event altogether in case of insufficient participation or unforeseen circumstances beyond the Organizer's control.
11. The Participant is responsible for keeping informed about any updates to the Conference regulations and announcements published on the official Conference website.

II. Rules of participation in the Conference

1. To participate in the Conference, registration and payment of the participation fee must be completed in accordance with the terms and deadlines specified in these Regulations.
2. Active participation involves submitting an abstract of the work and presenting it either as a poster

or short oral presentation. At least one author of the work must be an active Conference Participant. The abstract may have only one presenting author.

3. Registration of participation in the Conference is made by filling in the Registration Form available on the website at <https://konferencje.umw.edu.pl/psewroclaw2025/registration/> no later than 02.06.2025.

4. The participation fee must be transferred to the account specified by the Organizer within 14 calendar days of registration, but no later than May 20, 2025. For later registrations, payment is due to the day of registration. The fee, depending on the Participant's category, is detailed on the Conference website under the "REGISTRATION" section.

5. Each active Participant will receive a certificate of participation.

6. Participants are responsible for covering the cost of their participation in the Conference.

7. The guidelines for preparing abstracts and posters are outlined in Annex 1 to these Regulations.

8. The regulations for the competition and award of prizes are outlined in Annex 2 to the Conference Regulations.

III. Completing the application form

1. Individuals who registered and paid for participation before the first scheduled date of the Conference are not required to complete the application form again.

2. The application form is available on the Conference website.

3. Each Participant attending the Conference must complete the application form.

4. Co-authors who will not be attending the Conference are not required to complete the application form.

5. The information provided in the application form is considered final by the Organizer once the form has been submitted by the Participant.

6. The application form should be completed using full names, without abbreviations.

IV. Application for participation in workshop sessions

1. To apply for a workshop session, participants must send an e-mail to the address provided on the Conference website after completing the Conference Application Form.

2. Workshop registration is processed on a first-come, first-served basis, and the number of available spots is limited.

3. The e-mail should include the following information: the title of the selected workshop, the participant's full name, place of employment, and contact phone number.

4. Within five business days of submitting the application, the Participant will receive a confirmation email regarding their registration for the workshop session or placement on the waiting list.

5. If a spot becomes available, the next person on the waiting list will be contacted by phone with the opportunity to participate in the session.

V. Fees

1. The Conference participation fees are as follows:

	Early bird Non PSE membership (PSE membership) up to 28/02/2025	Regular Non PSE membership (PSE membership) up to 15/05/2025	Last Minute and On- site Non PSE membership (PSE membership) from 16/05/2025
Experienced researcher (PhD before 2019)	550 EUR (450 EUR)	600 EUR (500 EUR)	700 EUR (600 EUR)
Young Investigator, students*/Postdoc**	300/450 EUR (220/360 EUR)	380/500 EUR (280/400 EUR)	480/600 EUR (380/500 EUR)
Accompanying person***	360 EUR (300 EUR)	420 EUR (360 EUR)	480 EUR (420 EUR)

2. The fee should be paid by bank transfer to the account: Wroclaw Medical University

SWIFT CODE: WBKPPLPP

Account no.: 87 1090 2402 0000 0001 5183 2644

The title of the payment should include: – "PSE 2025 Wroclaw, name and surname of the participant"

3. Upon request indicated in the Application Form, the Organizer will issue an invoice for the participation fee.

4. Failure to pay the Conference participation fee by May 20, 2025, entitles the Organizer to cancel the Participant's registration, including any selected workshop sessions, without incurring any liability for any damages.

VI. Withdrawal from participation in the Conference

1. The Participant may withdraw from participation in the Conference. Cancellation can be made by sending a message to the e-mail address: pse2025@umw.edu.pl.

2. In the event of the Participant's withdrawal from the Conference, the participation fee is fully until March 10, 2025. For withdrawals submitted between March 10 and May 10, 2025, a 50% processing fee will be applied. After May 10, 2025, withdrawals are permitted; however, no refund will be issued.

3. Refunds will be processed within 30 days of the withdrawal request.

VII. Copyright

1. At the time of registration, the Conference Participant declares the authorship of the submitted work and unlimited personal and property rights to it, as well as that the work is not encumbered by the rights of third parties and does not infringe the copyrights of third parties.

2. Participation in the Conference is tantamount to expressing consent to the recording, use and/or distribution by the Organizer of the image/voice/statement of each Participant in all promotional and marketing materials without time or territorial restrictions and to the publication of

abstracts of works and to streaming presentations or other processing of recordings of these presentations.

3. Expressing consent is tantamount to the fact that photographs/films 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 distributed for this purpose by means of vision or sound.

4. The Participant has the right to submit a request to remove materials containing his/her image, indicating them on the Conference Website or in social media. After recognizing the validity of the request, the Organizer will remove the indicated materials within 14 days from the date of submission of the request to remove them.

VIII. Final provisions

1. Sending the Application Form issued by the Organizer means accepting the provisions of these regulations, as well as undertaking to comply with the regulations and any other arrangements made between the Participant and the Organizer.

2. Applying for participation in the Conference is also a confirmation of consent to processing personal data by the Organizer for the needs 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 on 7 days from the date of their posting on the Conference website.

4. These Regulations shall enter into force on the date of their posting on the Conference website.

5. In matters not regulated by these Regulations, the provisions of the Civil Code of the Republic of Poland and any other relevant laws and regulations of the Republic of Poland shall apply.

IX. Processing of personal data

1. 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, hereinafter referred to as GDPR), we hereby inform you that:

1.1 The Controller of the personal data of the Conference Participants is the Wrocław Medical University with its registered office in ul. Pasteura 1, 50-367 Wrocław.

1.2 In all matters concerning the processing of personal data, the Administrator can be contacted via e-mail: pse2025@umw.edu.pl

1.3 The personal data of Participants will be processed for the following purposes:

- a) handling the organization of the event entitled "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting", including: registration of Participants, preparation and organization of scientific sessions, organization of workshops and social and cultural activities,
- b) recording, use and/or dissemination by the Organizer of the image/voice/statements of Participants, in accordance with these Regulations,
- c) evaluation and awarding prizes for the best works,
- d) issuing certificates of participation,

e) archiving,

f) implementation of any civil law claims.

1.4 The legal basis for the processing of Participants' personal data is Art. 6 sec. 1 lit. b GDPR, i.e. the necessity to fulfil the rights and obligations of the Organizer and Participants, resulting from these regulations and art. 6 sec. 1 letter f of the GDPR, i.e. the legitimate interest of the Administrator consisting in determining, pursuing or defending against possible claims.

1.5 The Administrator does not provide personal data to any recipients, except in 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 period of organization of the Conference, and then for the period of possible determination, pursuing or defending claims that the Administrator may raise or that may be raised against him.

1.7 In cases, on the principles and in the manner specified in applicable regulations, the Participant has the right to request: access to the content of the data and its correction (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), transfer of data (Article 20 of the GDPR) and the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office with its registered office at ul. Stawki 2, 00-193 Warsaw – in the event of a suspicion that personal data are being processed by the Administrator in violation of the law.

1.8 Providing personal data is voluntary, however failure to provide it prevents participation in the Conference.

1.9 The Administrator does not use automated decision-making, including "profiling" of data, as 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 assess certain personal factors of a natural person.

In connection with the acquisition by the Wrocław Medical University the personal data of the Participants of the event entitled "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting", the University informs that it is the administrator of the data provided by the Organizer. In all matters concerning the processing of personal data, you can contact the Data Protection Inspector of the UMW via e-mail: iod@umw.edu.pl. The Participants' data are processed on the basis of art. 6 sec. 1 letters c and e of the GDPR, i.e. the performance of a task carried out in the public interest in order to support the organizer of the Conference, including the settlement of conference fees paid. The University does not share Participants' data with any recipients, except for cases where such an obligation results from the provisions of generally applicable law. 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. In cases, on the principles and in the manner specified in applicable regulations, Participants have the right to: access the content of data and correct it (Articles 15 and 16 of the GDPR), delete data (Article 17 of the GDPR), limit processing (Article 18 of the GDPR), object to processing (Article 21 of the GDPR), transfer data (Article 20 of the GDPR) and the right to lodge a complaint with the President of the Office for Personal Data protection with its registered office at ul. Stawki 2, 00-193 Warsaw - in the event of suspecting that personal data are being processed in violation of the law.

Appendix 1 to the Conference Regulations entitled "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting".

Regulations for the preparation of abstracts and posters

1. The conference program features a poster session where participants can present their research on natural products. Preference will be given to original works.

2. The abstract, along with the current affiliation of the authors, should be submitted to email address:

pse2025@umw.edu.pl. The authors will receive a response within 5 business days notifying them of the acceptance status of their work.

3. The organizers reserve the right to reject submissions that do not meet the specified criteria, including those related to content. Additionally, please note that all abstracts will be checked using an anti-plagiarism program.

4. All accepted abstracts will be published in the conference materials.

5. Submitting an abstract constitutes the authors' acceptance of the Conference Regulations. The authors are responsible for any consequences arising from non-compliance with or violation of the Regulations.

6. The poster should meet the following criteria:

- vertical orientation and maximum paper size of B1
- should contain the title, first and last names and affiliation of the authors
- should have the appropriate parts clearly separated
- all graphics should be provided with descriptions. Copyrighted material can be only presented on the poster when appropriately acknowledged.

7. Posters will be presented during the Conference in hard copy, the participants must have their posters printed beforehand. Printing of the poster is the responsibility of the Conference Participant.

Attachment 2 to the Conference Regulations entitled "Phytochemical Society of Europe Trends in Natural Product Research Young Scientists Meeting".

Rules for Awarding

1. The competition is open to submissions in the form of posters and oral presentations.

2. The award competition is organized in cooperation between the Scientific Committee and the Phytochemical Society of Europe

3. Submissions will be evaluated based on their scientific value, relevance to the presented topic, scientific rigor, as well as clarity, organization, and adherence to the formal requirements.

4. The awards are funded by the Phytochemical Society of Europe and other donors, as outlined on the conference website. The conditions for the awards are determined by the donors. The Scientific Committee, or members designated by its president, will evaluate the submissions and make the final decisions. The awards will be handed over during the closing ceremony or, in the absence of the awardee, sent by mail to the postal address provided in the registration form.