

REGULATIONS FOR CONFERENCE

RIMSA Congress 2024

March 21th – 23th, 2024

(hereinafter referred to as the „Regulations”)

I. General provisions

1. The RIMSA Congress 2024, hereinafter referred to as *the Conference*, is organised by the Rzeszow International Medical Students' Association, hereinafter referred to as *the Organiser*, associating Medical Students' Scientific Clubs operating at the Institute of Medical Sciences, College of Medical Sciences of the University of Rzeszów.
2. Rzeszow Medical Students Association constitute Student Scientific Club of Anatomy, Student Scientific Club of Histology, Student Endocrinology and Nuclear Medicine Club, Student Clinical Genetics Club, Student Anesthesiology and Intensive Care Club, Student Scientific Club of Psychiatry, Student Scientific Club of Physiology "Neuron", Student Scientific Club of Immunology, Student Scientific Club of Gynecology and Obstetrics, Student Scientific Club of Urology "OURON", Student Scientific Club of Neonatology.
3. The venue for the event is the College of Medical Sciences of the University of Rzeszów. The Conference takes place from 21/03 – 23/03/2024.
4. A Participant is defined as a person who registers for the event by completing and submitting the registration form available on the Conference website. Participants of the Conference may be students, PhD students conducting research in medical sciences, invited guests and representatives of companies, meeting the requirements contained in Part II of the Regulations - "Conditions of participation".
5. An active Participant is defined as a person who fulfils the conditions of participation contained in section II.1 and presents his/her work in the form of an oral presentation.
6. A passive Participant is a person who fulfils the conditions of participation contained in point II.1 and does not present an oral presentation.
7. The language of the Conference is English.
8. The official website of the Conference is available at <http://rimsacongress.com>.
9. Sending an application for participation to the Organiser is tantamount to the Participant's acceptance of these Regulations and a form of commitment between the Participant and the Organiser.

II. Conditions of participation

1. In order to become a Conference Participant, the following provisions must be met:
 - a) Correct and timely submission of a paper complying with the rules contained in Section III. "Terms and conditions for submitted papers" via the registration form;
 - b) Receipt of a registration confirmation from the Organiser by e-mail. In the absence of such information within 48 hours of registration, please contact us at the following e-mail address: rimsa.congress@gmail.com.
2. The Conference will be held in stationary and remote mode.
3. Co-authors not presenting a paper are asked to register as Passive Participants.

4. Active Participants may be all those who registered, who meet the conditions of participation included in par. 1 and presenting the submitted work in the form of an oral presentation. Persons actively participating in the Conference are entitled to a certificate of participation in the event, conference materials and gadgets, and participation in the events included in the schedule.
5. Active Participants residing in Poland are obliged to present their work in a stationary form. This obligation applies to oral presentations and scientific poster presentations. The Scientific and Organisational Committee, upon the individual request of the applicant, may allow presentation in a remote form.
6. Active Participants from foreign universities may present their work remotely or onsite.
7. Participation in the Conference is payable. All information regarding payment for the Conference can be found in section VIII of these regulations.
8. Certificates for active Participants of the event will be sent by e-mail within one month after the end of the Conference to the e-mail address provided on the registration form.
9. Passive Participants of the Conference can attend in the stationary form in particular halls of the University of Rzeszów or take advantage of participating in the scheduled broadcast of the event in an online form.
10. All information on the conference proceedings will be posted on <http://rimsacongress.com>.

III. Terms and conditions of the works submitted.

1. During the Conference, there is an opportunity to present research papers, surveys, reviews, clinical cases in the form of an oral presentation or a scientific poster.
2. In the event that a large number of applications are received, the Organiser reserves the right to select those to be delivered in an oral session during the Conference. The decision cannot be appealed.
3. Only participants who complete the registration form by 29.02.2024 will be entitled to deliver their talk during the Conference and the subsequent post-conference publication in the European Journal of Clinical and Experimental Medicine UR (Eur J ClinExp Med. e-ISSN: 2544-1361) in the form of a book of abstracts.
4. The author submitting the paper must be a participant of the Conference (as per the provisions of the Regulations) and be the author or co-author of the paper submitted. The maximum number of persons submitted for oral presentation or scientific poster presentation during the Conference must not exceed 1 person.
5. Abstracts of papers can be submitted using the registration form on the event website between 01.01.2024 and 29.02.2024.
6. Active participants will be informed of the eligibility or rejection of submitted abstracts no later than 04.03.2024.
7. After completing the registration form available on the Conference website (<http://rimsacongress.com>) you should send your presentation/scientific paper in .pdf and . pptx format and, confirmation of payment to the Conference email address: rimsa.congress@gmail.com by 11.03.2024r. The following information should be

included in the title of the message: the name of the scientific session in which the submitted work is located - the name of the presenter - the title of the submitted work.

8. The organisers reserve the right to change the above deadlines for submission of abstracts and finished presentations.
9. The title and abstract of the oral presentation/poster shall be submitted by one author only. In the case of double registration, only the last submission will be acknowledged.
10. Abstracts must be submitted in English.
11. The abstract must include:
 - title,
 - the names of all authors of the paper, specifying the presenter,
 - the full name of the organisational unit represented (Study Club, Department/Institute, College, University),
 - the academic supervisor of the organisational unit,
 - summary of content,
 - keywords (3 - 5 headwords) arranged in alphabetical order,

Templates for abstracts of research papers, review papers and clinical cases can be found on the Conference website. An abstract that does not follow the template will not be considered by the Conference Scientific Committee.

12. The abstract should contain max. 250 words. This limit does not include the title of the paper and the details of the authors, the supervisor and the name of the unit represented. Technical requirements for submitted abstracts: font Times New Roman, size 12, justified text, spacing 1.0. The abstract must not include tables, graphs and photographs.
13. The maximum number of authors per paper is five.
14. One person can be the author or co-author of a maximum of 3 submitted works.

In case of a larger number of papers, the Scientific Committee reserves the right to reject all submitted abstracts.
15. Scientific supervisors of submitted papers should not be submitted as authors of abstracts. If a scientific supervisor is included in the list of authors of abstracts, the Scientific Committee reserves the right to remove their details from the list of authors.

IV. Conditions for the presentation of work

1. Qualified papers are entitled to be presented during the Conference in a session designated by the Organiser. If too many papers are submitted in the oral presentation sessions, the Scientific Committee may decide to move the unqualified paper to the poster session.
2. Sessions will take place according to the Conference schedule available on the website <http://rimsacongress.com> and the event's social media (Facebook and Instagram).
3. The form of delivery of the paper is an oral presentation or a poster.

4. Each paper may be presented by a maximum of one speaker.
All co-authors of the paper may participate in the discussion.
5. The duration of the discussion after the work presented is a maximum of 5 minutes.
6. A maximum of 10 minutes is allowed for the presentation of a research paper, 7 minutes for a review paper, 5 minutes for a clinical case and 5 minutes for a scientific poster. If the time limit is exceeded, the Scientific Committee reserves the right to interrupt the presentation.
7. The order of papers to be presented will be announced by the Organiser at least two weeks before the Conference.
8. Each active Participant is allowed to present only 1 paper at the Conference.
9. Presentations and poster should be prepared according to the template prepared by the Organiser. Presentations should be prepared only in a format compatible with Microsoft PowerPoint. Presentations prepared in programs other than Microsoft PowerPoint (Prezi, etc.) will be accepted for presentation after conversion to a format compatible with Microsoft PowerPoint.
10. All submitted papers will be assessed by the Scientific Committee. Authors of the best papers will receive a prize and a diploma. Material prizes will only be awarded to registered active conference participants who deliver a paper stationary.
11. The Scientific Committee will evaluate papers according to strict criteria: the merits of the paper (introduction, aim of the paper, material, research methods, results, conclusions), manner of presentation, fitting the presentation into the allotted time, manner of discussion, own contribution to the preparation of the paper. The elements of the paper evaluated by the Scientific Committee during the poster session are the merits of the paper, the manner and clarity of communication.
12. The Organisers reserve the right to change the form in which oral presentations and posters are presented.

V. Conference programme

1. Participants can present their research findings in the session:
 - Anesthesiology and intensive care
 - Internal diseases
 - Surgery
 - Pediatrics and neonatology
 - Pharmacology
 - Gynecology and obstetrics
 - Basic sciences
 - Psychiatry
 - Neurology and neurosciences
 - Session of young doctoral students (PhDsession)

2. The Organisers reserve the right to change the session submitted by the Participant in the registration form. The Organisers have the right to combine individual sessions in case of insufficient number of entries.
3. A minimum of 5 papers presented by 3 different research teams must qualify for the sessions scheduled by the Organiser.

VI. Workshop

1. Conference participants have the opportunity to participate in scientific workshops. The workshop offer will be published in advance on the event website and social media.
2. Participation in the workshop will only be possible after prior registration through the appropriate application form and payment of the workshop package fee as specified in point VIII of these rules.
3. The number of workshop participants is limited.

VII. Prizes and awards

1. Depending on the number of papers in a given session, the members of the Scientific Committee may, on the basis of the number of points obtained, designate 1st, 2nd and 3rd place in a given session. For an exceptionally interesting oral presentation or poster, the Scientific Committee may award a distinction.
2. The results of the competitions in the respective sessions are indisputable and not subject to change.
3. All winners will be announced on the event's social media.
4. Prizes and awards will not be sent by post.
5. Prizes for the best speeches should be collected at the end of the Conference or within 14 days after the end of the Conference in building A5, ul. Leszka Czarnego 4, 35-326 Rzeszów, Poland.

VIII. Fees

1. The RIMSA Congress 2023 is payable.
2. Three variants of the participation package are possible:
 - 1) I turn (01 – 31. 01. 2024r) – 18 € ; 80 PLN
 - II turn (01 – 15. 02. 2024r) – 27 € ; 120 PLN
 - III turn (16 – 29. 02. 2024r) – 36 € ; 160 PLN

*Each subsequent work – a fee of 50% of the initial amount.

- 2) Workshops available for purchase from 01.01.2024 to 29.02.2024, the amount remains constant.
 - Single – 5 € ; 20 PLN
 - Package – 11 € ; 50 PLN
3. Passive participation in the conference is free of charge.
4. Conference fees should be paid to the individual bank account, after completing the registration form and selecting the appropriate participation package.

5. Recipient: University of Rzeszow
Account number for deposits in PLN: 37 1240 6960 1562 0000 0230 0148
Account number for payments in EURO: 90 1240 2614 1111 0000 3970 2135
Bank PEKAO S.A. SWIFT number: PKOPPLPW
6. In the title of the transfer, include the name of the presenter and the title of the presentation according to the scheme: Name - title of presentation.
7. Payment for active participation in the conference is to be made after approval of the submitted abstract by the Scientific Committee in accordance with paragraph III.7 of these Regulations.
8. Once the fee has been paid, a confirmation of the transaction should be sent immediately by email to rimsa.congress@gmail.com.
9. The Organiser reserves the right to delete from the list of participants any person who fails to send confirmation of payment by 11.03.2024.
10. Refund of the conference fee in case of cancellation of participation. Cancellation before the Conference:
 - 2 months – refund of 100% of the amount
 - 1 month – 50% refund
 - 2 weeks – no refund

IX. Personal data

1. The Conference Organiser is the administrator of the Participants' personal data.
2. The Conference Organiser shall not pass on, sell or lend the collected personal data of Participants to other persons or institutions.
3. The personal data provided by the Participant is treated as confidential information and is used only for the purpose of communication between the Participant and the Conference Organiser.
4. The Participant's personal data contained in the registration form is processed in order to conduct the Conference in accordance with the provisions of the Regulations. By registering, the Participant consents to the data processing.
5. Providing personal data is required to participate in the Conference.
6. Data subjects have the right of access to the content of their personal data and the right to rectification, erasure, restriction of processing, the right to data portability, the right to object, the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal.
7. The Organiser shall take all appropriate security measures in accordance with the law as well as generally accepted principles to protect the confidentiality of information.

X. Participant at the time of registration:

1. Declares authorship of the submitted work and unlimited personal and property rights to the work and that the abstract and presentation or scientific poster are not encumbered by the rights of third parties and do not infringe any third party copyrights.

2. Grants a royalty-free, unlimited, indefinite temporal or local licence of the submitted abstract, presentation or poster, to the Scientific and Organising Committee of RIMSA Congress 2024.
3. By completing the registration form, the author agrees to the recording, reproduction in various forms, circulation of the original or the resulting copies, distribution including playback, re-broadcasting and broadcasting of the submitted abstract and the delivered presentation.

XI. Anticipated form of dissemination

Publications of the Scientific Committee-reviewed abstracts of the Participants' papers will be published as a Book of Abstracts in the European Journal of Clinical and Experimental Medicine UR (Eur J ClinExp Med. e-ISSN: 2544-1361).

*Absence of presentation of the work is equivalent to the non-publication of the abstract in the Book of Abstracts.

XII. Final provisions

1. The Conference regulations are available at <http://rimsacongress.com>.
2. The Organiser reserves the right to change the content of the Conference Rules. Modifications to the Rules of Procedure become effective when posted on the Conference website.
3. Disputes and issues not covered by the Rules shall be resolved by the Conference Organiser.
4. The proceedings of the Conference will be photographed, recorded and shared on public and social media.
5. Conference Participants are strictly prohibited from recording, photographing, sharing or distributing the proceedings of the Conference without the prior consent of the Organiser.
6. Sending an application for participation in the Conference is tantamount to accepting the Regulations and agreeing to the processing of personal data by the Organiser (in accordance with the Personal Data Protection Act of 29.08.1997; Journal of Laws of 2002. No. 101, item 926 as amended).
7. The Organiser reserves the right to cancel or postpone the Conference for reasons beyond its control.
8. The Participant shall cover the cost of any stay and travel on their own.
9. Participants are fully liable for any damage they cause to the event facilities.
10. The Organiser is not responsible for Participants' personal belongings which may be lost, damaged or stolen during the Conference.
11. Any questions or comments can be emailed to: rimsa.congress@gmail.com