

**9th INTERNATIONAL SCIENTIFIC CONFERENCE
OF VETERINARY MEDICINE STUDENTS
CONFERENCE REGULATIONS**

May 11 – 12, 2024

1. General provisions

1. It is mandatory to read and accept the following regulations. Participants are obligated to comply with the Conference Regulations and obey Polish law.
2. The name of the conference will be „9th International Scientific Conference of Veterinary Medicine Students *Non sibi sed omnibus* - Not for themselves but for everybody” (hereinafter “Conference”).
3. The Conference is organized by the Scientific Society of Veterinary Medicine Students and the employees of the Institute and the Faculty of Veterinary Medicine (hereinafter “Organizing Committee”) of Warsaw University of Life Sciences (SGGW).
4. The official email address for the Conference is: vetconference@sggw.edu.pl
5. The Conference official website is: <https://wmw.sggw.edu.pl/ix-scientific-conference-of-veterinary-medicine-students/?lang=en>
6. The Conference language is English.
7. The Conference will be held from 11th to 12th May 2024 at Institute and Faculty of Veterinary Medicine, SGGW, Warsaw, Poland.
8. The scientific reports will be presented in 5 thematic sections: Pre-clinical sciences, Small animals, Farm animals, PhD, and Poster. The number and name of sections may change depending on the number of participants and the decision of the Organizing Committee.
9. An active Participant may present one oral presentation and/or one poster. It defines the active participant as a speaker. Participant may be a co-author of other scientific reports.
10. The active Participant may be a Student, 2023/2024 academic year Graduate and a PhD Student whose research is substantively related to the subject of the Conference.
11. In order to register for the conference, Participant must complete the registration form available on the Conference website. It is mandatory to accept the conference regulations, GDPR policy (Annex No. 1 of the Regulations) and pay the registration fee. Lack of registration, acceptance of the above-

mentioned documents or lack of payment within the specified deadline is tantamount to resignation from participation in the Conference.

11. During registration, the Participant is obliged to provide the accurate and authentic personal information. The Organizer disclaims responsibility for the submission of erroneous or fictitious data.

12. The only acceptable method of payment is bank transfer to the account number provided by the Organizing Committee.

13. The Organizing Committee, after receiving and verifying the data provided in the registration form, will send a confirmation e-mail containing the official account number for payment of the conference fee. The registration fee is expected to be paid within seven business days of confirmation of the registration date. Applications for which payment is not received by the specified deadline will be canceled.

14. Registration deadline: 31st of March 2024.

15. Types of participation in the Conference and fees:

a) Active - a Participant who presents a scientific report (one oral and/or one poster), receives a certificate of active participation in the Conference and takes part in the competition for the best scientific report.

- active participation: 249 PLN if paid by the 1st of February 2024,
 - active participation: 299 PLN if paid after the 1st of February 2024.
- It is not possible to pay in cash during the Conference.

b) Passive - a Participant who passively participates in the conference - listens to lectures, will receive a certificate of passive participation in the Conference.

- passive participation: 80 PLN
 - passive participation: 149 PLN (catering included)
- It is not possible to pay in cash during the Conference.

16. A person who has accepted the regulations, paid the registration fee and sent an abstract obtains the status of an active Participant. A person who has accepted the regulations, paid the registration fee obtains the status of a passive Participant (passive Participant does not send an abstract).

17. The Organizing Committee reserves the right to change the Conference program, Conference regulations and to cancel the Conference. After the Conference is canceled, the registration fee will be refunded to the account from which the payment was received.

18. The participation fee is non-refundable, except in the event of cancellation of the Conference by the Organizing Committee.

19. Certificates of participation will be issued during the Conference and will not be sent by post or e-mail.

20. In case of non-compliance with the Conference regulations, the Organizing Committee reserves the right to exclude a Participant from participation in the Conference, as deemed necessary. In such a situation, the participation fee will not be refunded and no certificate will be issued to the excluded Participant.

21. Photos will be taken during the Conference (consent for free processing and dissemination of images by the Warsaw University of Life Sciences, Nowoursynowska 166 St. is included in Annex No. 2 of the Regulations). Participants give a consent to use of image in the registration form. Participants who do not give such consent are obliged to inform the photographer about this issue and not to pose for photographs during the Conference. Photos will be posted on the website of the Scientific Society of Veterinary Medicine Students, the website of the Institute of Veterinary Medicine, the website of the Faculty of Veterinary Medicine of the Warsaw University of Life Sciences, as well as the Facebook and Instagram of the aforementioned organization/institutions.

2. Abstracts

1. Only previously unpublished original research will be accepted as scientific reports. In addition, 2023/2024 academic year Graduates may submit case reports.
2. Abstracts having the character of review papers will not be accepted.
3. Abstracts must follow the formatting guidelines.
4. Abstract must contain the following sections: background, aim, material and methods, results and conclusions.
5. Abstracts will be evaluated by the Scientific Committee in terms of content and form (abstracts prepared not in accordance with the specified template will not be accepted).
6. Abstract may be sent back to the Participant with a request to correct the abstract according to the suggestions of the Scientific Committee.
7. The Scientific Committee reserves the right to transfer submitted abstract to another Session.
8. The final acceptance of the abstract shall be decided by the Organizing Committee on the basis of the opinion of the Scientific Committee and suggested correction made by the Participant.
9. The decision of the Organizing Committee to accept or reject an abstract is final.
10. Modifications of abstracts after final acceptance will not be possible.
11. Abstracts should be submitted by email to: **vetconference@sggw.edu.pl**

Submission of abstracts: **until April 7, 2024.**

3. Oral presentations

1. Each Participant will have 10 minutes for presentation and 5 minutes for discussion. The duration of the presentation must not exceed 10 minutes.

2. Presentation must be prepared using Microsoft PowerPoint software. A copy of the presentation saved as a PDF file must be prepared.
3. Presentation must include the following: title, author's name, name of scientific society, university affiliation, background, aim, methodology, results and conclusions.
4. There is no limit to the number of authors. If there is more than one author, only one of them can be the speaker (one person will receive a diploma listing all authors).

4. Poster presentation

1. Each Participant will have 4 minutes for presentation, followed by an additional 3 minutes for discussion. The duration of the presentation must not exceed 4 minutes.
2. Poster format: vertical orientation (portrait); size 70cm/90cm.
3. The poster must include the following: title, author's name, name of scientific society, university affiliation, background, aim, methodology, results and conclusions.
4. There is no limit to the number of authors. If there is more than one author, only one of them can be the speaker (one person will receive a diploma listing all authors).

5. Evaluation of oral and poster presentations

1. All presented scientific reports will be evaluated by a Jury selected by the Organizing Committee. The members of the Jury will be selected from among the specialists representing areas of research belonging to the section.
2. Evaluation criteria: form of presentation and communication; content, layout and aesthetics of the work; scientific value; answers to questions; fitting within the time limit.
3. The evaluation of the scientific reports and the verdict of the Jury are indisputable and final.
4. All awards and diplomas will be presented to the Winners at the Awards ceremony.
5. Awards and diplomas for the winners will be awarded only to the Participant presenting a scientific report (not to co-authors; co-authors will be listed on the diploma).

6. Final regulations

6. In case of any disputes, the final decision will be made by the Chairman of the Organizing Committee. The decision of the Chairman of the Organizing Committee is final.



Annex 1

The information obligation for attendees of scientific conferences, training courses, workshops or other events organized by Warsaw University of Life Sciences (SGGW)

WHO IS THE DATA CONTROLLER?

In accordance with the general data protection regulation (hereinafter: GDPR), the controller of your personal data is Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: **SGGW** or the **Data Controller**).

The Data Controller can be contacted:

- In writing: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie ul. Nowoursynowska 166, 02-787 Warszawa (SGGW, 02-787 Warsaw, Nowoursynowska 166)
- By phone: +48 (22) 59 310 00.

The Data Controller is an entity responsible for the security of personal data and their processing in accordance with the provisions of the law.

FOR WHAT PURPOSE AND ON WHAT LEGAL BASIS DO WE USE THE DATA?

We will use your personal data for the following purposes:

- implementation of activities performed at your request prior to entering into a contract i.e., before registering and submitting the application for participation in an organized event (Article 6 (1) (b) of the GDPR - to take steps at the request of the data subject prior to entering into a contract;

- entering into a contract for participation in an event organized by SGGW, and its proper performance, registration of attendees, organization and conducting the meeting, and the implementation of any activities related to the organization of the event, including communication on organizational matters, possible preparation of IDs and certificates confirming participation in the event (Article 6 (1) (b) of the GDPR - contract, or art. 6 (1) (f) GDPR - legitimate interest),

- investigating or defending against possible claims related to the contract being the basis for participation in the event or in connection with the need to prove certain facts that are of significant importance to the Controller in this respect (Article 6 (1) (f) of the GDPR - legitimate interest); the deadlines for pursuing claims under the contract are specified in detail in the Civil Code.

The provision of data is voluntary, but necessary for the conclusion of the contract and its performance. The consequence of failure to provide personal data will be the inability to conclude and perform the contract, including participation in an event organized by the Controller.

Please be advised that your data will not be used to make decisions based solely on the automated processing, including profiling within the meaning of Article 22 of the GDPR.

HOW LONG DO WE INTEND TO USE THE DATA?

We will use the data for the period necessary to achieve the purposes described above. Depending on the legal basis, it will be respectively:

- the term of preparation and organization of the event;
- the term of limitation of claims;
- until a possible objection is raised;

WHAT ARE YOUR RIGHTS?

You may submit a request to us for: an access to personal data (information about the personal data being processed and a copy of the data), rectification of data (if they are incorrect), data portability (in the cases specified in the GDPR), erasure or restriction of personal data processing in accordance with the principles set out in the GDPR.

Notwithstanding the rights listed above, you may file an objection against processing of your data at any time, if the legal basis for the use of data is a legitimate interest (Article 6 (1) (f) of the GDPR).

Moreover, you have the right to lodge a complaint with the President of the Personal Data

Protection Office if you believe that the processing of your personal data violates the law.

WHO DO WE TRANSFER YOUR DATA TO?

Subject to all data security guarantees, your data may be transferred (except to persons authorized by the Controller) to other entities, including entities authorized to receive them as provided by law, to entities processing them on our behalf (e.g., technical service providers and entities providing us with consultancy services), as well as other administrators ((e.g., notary or legal offices).

HOW CAN YOU CONTACT US ON THE PERSONAL DATA PROTECTION?

The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via:

- In writing: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie ul. Nowoursynowska 166 02-787 Warszawa (SGGW, 02-787 Warsaw, Nowoursynowska 166);
- e-mail address: iod@sggw.edu.pl

TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

Due to the use of Microsoft services by the Data Controller, your data may be transferred outside the European Economic Area, e.g., to the USA. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with the protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at: <https://privacy.microsoft.com/pl/pl/privacystatement>



SZKOŁA GŁÓWNA
GOSPODARSTWA
WIEJSKIEGO

Annex 2 to the Conference Regulations of the 9th International Scientific Conference of Veterinary Medicine Students

date: _____, . ____ . .

CONSENT TO USE OF IMAGE

I, the undersigned (please enter the name and surname)

I hereby grant my consent to use my image by the **Warsaw University of Life Sciences**, located in Warsaw, Nowoursynowska 166 (hereinafer referred to as SGGW or the Controller), to the following extent:

Photographs	YES	NO
<ul style="list-style-type: none">• Publication on the Controller's website in the SGGW.edu.pl: website of:<ul style="list-style-type: none">- the Scientific Society of Veterinary Medicine Students- the Institute of Veterinary Medicine- the Faculty of Veterinary Medicine of Warsaw University of Life Sciences <p>and the Facebook and Instagram pages of the above-mentioned organization/institutions.</p>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that:

1. Transfer the consent to a third party requires my prior written consent.
2. Personal data will be processed in accordance with the content of the following information obligation.

Signature of the person giving consent