

## Juvenes Pro Medicina Conference Regulations

### I. General Regulations.

1. The 20<sup>th</sup> and 62<sup>nd</sup> Conference “Juvenes Pro Medicina” 2024 of Students’ Scientific Society will be held from the 9<sup>th</sup> to the 13<sup>th</sup> of May 2024. The event will be organized within the Didactic Center of the Medical University of Lodz (Pomorska Street 251, Lodz, Poland).
2. The Conference is organized by the Students’ Scientific Society of the Medical University of Lodz (referred to as STN – *in.pol. Studenckie Towarzystwo Naukowe*) and FUMED – The Foundation of the Medical University of Lodz.
3. The Conference will be held in a hybrid form, which means that it will be possible to take part in it on-site or on-line, only in the cases referred to in Chapter II, point 3 and 5.
4. The President of the Students’ Scientific Association of the Medical University of Lodz appoints an IT Emergency team, of which the main tasks will be to train, organize, and assist the Coordinators of Scientific Sessions in holding the on-line video communication within each Session.
5. The President of the Organizing Committee appoints Coordinators of Scientific Sessions, whose main tasks will be to organize, prepare, and supervise thematic sessions of the Conference.
6. The official website of the conference is <http://jpm.umed.pl>. All Participants are obligated to visit: <https://fb.me/e/19SyYQFet> and to follow the Facebook page, where all up-to-date information will be posted.
7. The official language of the Conference is English.

### II. The general structure of the Conference.

1. The Conference consists of three parts: Scientific Sessions, Workshops, and Lecture Session.
2. The Scientific Sessions are divided into two sections: Original Research Sessions and Case Study Sessions.
3. Original Research Sessions will be organized in the form of on-site presentations. On-line participation in the Original Research Session is possible only for foreign participants or in case of a positive Sars-CoV-2 test result of the participant. The Conference will hold following Original Research Sessions: **Basic Science, Immunology, Internal Medicine, Nephrology, Neurology and Neurosurgery, Oncology, Cardiology and Cardiosurgery, Pediatrics, PhD session, Physiotherapy, Psychiatry and psychology, Radiology and Nuclear Medicine, Surgery and Transplantology, Dermatology, Gynecology and Obstetrics, Orthopedics, Human science in medicine, Gastroenterology, Dentistry, Pharmacy, Nursing and Midwifery, Anesthesiology and Emergency Medicine.**
4. The Plenary Session of the Conference includes best oral presentations (first places) from Original Research Sessions.

5. Case Study Sessions will be organized in the form of on-site presentation. On-line participation in the Case Study Session is possible only for foreign participants or in case of a positive Sars-CoV-2 test result of the participant. The Conference will hold following Case Study Sessions: **Internal medicine I, Internal medicine II, Surgery I, Surgery II, Pediatrics, Oncology**.
6. The minimum number of active participants with presentations required for the session's opening is 5. Otherwise, Organizers may decide to join two sessions which are thematically similar or do not open the session. In cases when the number of presentations presented during the thematic session is smaller than 5 (due to absence of the participants with approved abstracts or other unspecified reasons), the number of prizes awarded in the session may be decreased adequately.
7. Maximum number of presentations in one session is 12 for all Original Research Sessions. For the Case study session the maximum number of presentations in one session is 24. This is the maximum number of abstracts that can be approved for participation within the session. Organizers reserve the right to change the number of the maximum number of abstracts approved for a specific session.
8. The list of sessions from II.3 can be changed, depending on the number and quality of registered papers from specific scientific areas.
9. The Plenary Session of the Conference includes the best oral presentations (first places) from Original Research Sessions. The participants may present their study outcomes once again and compete for special prizes. The sponsor of the main plenary session award is FUMED – The Foundation of Medical University of Lodz.
10. **PhD Session** is an additional session addressed to PhD students, who have not yet defended their thesis. This session does not take part in the main Scientific Competition and the winner of this session does not take part in the Plenary Session. Maximum number of presentations presented during PhD Session is 15. Minimum number of active participants with presentations required for the session's opening is 5.
11. The Workshops will be organized by the STN, Partners or Sponsors. The workshops will only be held on-site. The panels will also be held on-site. Registering will be required participate in the workshops. The number of participants in each workshop and panel is limited. Participation in the training part of the Conference is included in the conference fee.
12. The Lecture Session of the Conference should be understood as a series of lectures "Medicina Pro Juvenes". The aim of these lectures is to provide the attendees with scientific knowledge associated with advanced medical research in an accessible form.
13. Depending on the epidemiological situation, the conference may end or not with the Closing Banquet. More information will be given when the registration process closes.

### **III. Scientific papers and their authors.**

1. In all sessions, except the "PhD session", authors have to be students or within one year after graduation.
2. Only original research papers and case-reports (scientific press, literature, conferences) will be accepted. Research registered at the Conference cannot be a part of a doctoral (Ph.D.) thesis or habilitation, with the exception of the "PhD Session".
3. The author must choose maximum two sessions from the list for the submitted abstract. The author is responsible for the improper submission of the work. If the jurors find that the subject of the abstract does not correspond to the topic of the session, the abstract will be rejected. Changes of the session

are possible only in case of an author request before the deadline of the abstract's submission, referred to point 7.

4. All case-reports shall be submitted only for Case Study Session. Case-reports presented in other sessions than the "Case study" session will not be considered for the awards for best presentation. If the case-report was submitted to the other session by mistake, the session specified in the submission can be changed at the Author's request. If the case-report was submitted to the other session, and was not reported by the Author nor recognized by the Organizing Committee, the Author is responsible for the improper submission of the work. The presentation of the case-report in sessions other than "Case study" session will still be granted the certificate of participation, as any other presentation of Juvenes Pro Medicina Conference, but will not enter the contest for the best presentation in the session, and thus cannot be awarded the prize.
5. Papers based on literature (reviews) will be rejected from the scientific part of the Conference.
6. Each participant of the Conference may register up to 2 abstracts (i.e. 2 original papers, 2 case studies, one original paper and one case study, or one original paper or case study and poster). For each accepted abstract submission, the participant will receive a certificate of participation. This rule applies to the presenting authors. The author, who is presenting two works, may be a co-author in other abstracts presented by the other people.
7. Registration of the abstracts is based on submitting an abstract (in English) via the form on the website – the deadline of abstract submission is the 17<sup>th</sup> of March 2024, 23:59 CEST. In specific cases, this deadline may be extended as needed by the Organizers.
8. The abstract should not be longer than 3000 characters including spaces. The abstract must consist of 5 parts (introduction, aim of the study/purpose, material and methods, results, conclusions). For case reports, the abstract should consist of an introduction, case report, and discussion/conclusion.
9. The abstract of the original work (regardless of the progress of the research) must contain results and conclusions – it is unacceptable to use assertions such as "Our results will be presented at the Conference ". The abstract cannot contain grids, graphs or picture images. Abstracts violating this regulation will be rejected.
10. Abstracts registered to the Conference are reviewed by the Scientific Committee of the Conference in order to verify the correctness of the submitted abstracts and decide either to accept or reject the abstract. Moreover, the Scientific Committee qualifies accepted abstracts to the appropriate scientific session.
11. Decisions of the Scientific Committee will be published no later than 18<sup>th</sup> of April 2024. The decisions are final.
12. Each scientific paper can be presented and discussed by ONLY ONE of the authors – indicated in the registration process.
13. Authors, who do not fulfill criteria stated in point 1, will be automatically moved to the tutor section.

#### IV. The conference fee.

<b>Active participation +</b>	<b>Active participation</b>	<b>Online active participation</b>	<b>Workshops</b>	<b>Passive participation</b>
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<b>Social + Closing Banquet</b>				
<b>55€</b>	<b>15€</b>	<b>15€</b>	<b>free</b>	<b>free</b>
<ul style="list-style-type: none"> <li>• Active participation on-site</li> <li>• Catering</li> <li>• Workshops</li> <li>• Panels</li> <li>• Social programme</li> <li>• Banquet</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation on-site</li> <li>• Catering</li> <li>• Workshops</li> <li>• Panels</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation online</li> </ul> <p>(Possible only for foreign participants or in case of a positive Sars-CoV-2 test result).</p>	<ul style="list-style-type: none"> <li>• Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Panels</li> </ul>

## V. Principles of presentations.

### 1. Original Research Sessions and PhD Session:

- original papers and PhD sessions will be held on May 9 and 10, 2024, on -site. Authors meeting the conditions of II.3 may participate in the online session.
- Presentation requirements: English, file format: PDF or PPTX.
- The time allotted for the presentations is 10 minutes (7 minutes for the student presentations and 3 minutes for a discussion).
- The works will be assessed according to the rules set out in 6. and the best works of the Original Works Sessions (excluding PhD Sessions) will be eligible for the Plenary Session.
- The plenary session will be held on May 11, 2024. The Organizing Committee of the Conference will contact the people who won the first place on the day of the respective sessions. Confirmation of participation in the plenary session should be sent back by 9:00 PM CEST on the relevant Original Works Session.
- The presentation time in the Plenary Session is 13 minutes (10 minutes for the student presentation and 3 minutes for the discussion).
- The presentation for the plenary session may be extended with additional slides.

### 2. Case Study Sessions:

- case Study Sessions will be held on May 11, 2024, on -site. Authors meeting the conditions of §2.3 may participate in the online session.
- Presentation requirements: English, file format: PDF or PPTX.
- The time allotted for a presentation is 8 minutes (6 minutes for a student presentation and 2 minutes for a discussion).
- The works will be assessed in accordance with the rules set out in § 6.

### 3. Multimedia presentations may be prepared using any application. The author of the presentation is responsible for the correct functioning of the presentation during the on-line video communication. We recommend the use of Microsoft Office PowerPoint or Adobe Reader. Video recordings included in the presentations are not recommended and their correct display via internet connection cannot be guaranteed.

### 4. All presentations must be delivered using an online method described in the qualification e-mail. Organizers are not responsible for any problems from the participants' side.

### 5. Online participation will be held through the ZOOM program. The Organizing Committee will inform about the details closer to the date of the event. For active participants "demo" event will be held, during which the internet connection and a short instruction for the authors will be provided. We encourage all the authors to take part in the "demo" to ensure good connection during the session. In

the event of connection problems from the authors' side, we recommend contacting the University IT Department of the authors' residency.

6. The schedule will be shared with participants at least 14 days prior to the conference. A mail confirmation of the presenting authors' availability according to the sessions schedule is required at least 7 days prior the conference. Further details for the authors presenting online will be provided in the email information from the session coordinators. Each author is obligated to login for the online video communication room specific for the part of the session at least 10 minutes prior to the session's start. Rooms will be opened 20 minutes prior to the beginning of the session, and the link for access to the video communication room will be sent to the email address specified in the abstract's submission panel. The condition for admission to the room is a nickname set in the form of the name and surname entered in the abstract application.
7. Presentations in all sessions are held in a random order. If the person is not present at the scheduled time of the presentation, the presentation is moved to the end of the queue. If there is no presenting author at the end of the session, the abstract is disqualified.
8. Exceeding the time of presentation results in getting negative 5 points. In case of exceeding the time by more than 5 minutes, the Coordinator can pause the presentation – in this case, discussion does not take place.
9. There can only be one presenting person for a given scientific paper – one of the authors must be indicated in the registration process.
10. Tutors and co-authors are not allowed to participate in the discussion – participation of a tutor or co-author will result in deduction of 5 points.

## **VI. Jury and awards.**

1. Presentations will be judged by a Jury properly selected for each scientific session. A tutor of a paper submitted to the Conference cannot be a member of the Jury. Before the start of each scientific session, the Jury selects the Chairman of the Jury from its members.
2. Presentations will be judged by the Jury on a scale of 0-5 in the following categories:
  - structure of the presentation,
  - the aim and the background of the presentation,
  - correct selection of the methodology,
  - presentation of the results, its discussion and the correct drawing of conclusions,
  - the factual correctness of answers to the questions,
  - the general performance.From the final score determined by the Jury, the Coordinator of the session subtracts points for exceeding the time allotted for the presentation. The assessment of the Jury is final.
3. After the end of each scientific session, a protocol shall be drawn up. The protocol (with the detailed results of the session) is confidential and will not be published in any form to avoid violation of the privacy policy. All requests concerning publication of the results including personal information of participants will be automatically rejected.
4. In Each session 3 best works will be chosen (1st place, 2nd place, 3rd place). The criteria used for ranking will be specified by the jury's opinion. In a situation where two or more presentations have the same score, the Chairman of the Jury of the session has a casting vote.
5. Physical prizes will be awarded from the 1st to 3rd place only in case of in-person form of the presentation. Online participant winners will receive a certificate – physical prizes can be sent only with shipping payment from the winner side. All the high-ranking authors (1st to 3rd place) will get

the certificate of the best work within the session, and all the authors will get the certificate of the active participation in the scientific competition.

6. 1<sup>st</sup> place authors from each Original Research Sessions have the opportunity to take part in the Plenary Session. The prizes will be presented in April, 2024. In the case of cash prizes, the prize will be transferred by bank transfer after the Conference. The condition for receiving the cash prize is to provide the data necessary for the transfer in the reply to the informational e-mail.

## **VII. Final clauses.**

1. During the Conference, organizers can provide accommodation booking or hosting opportunities. For this purpose, please contact the organizers via the contact information available on the website.
2. Authors and their tutors agree to sharing and processing of the data provided during the registration and publication of the abstracts and results of the Conference on the websites of the Medical University of Lodz, the Conference and STN and in the published conference proceedings.
3. An abstract book will be published by the Publishing House of Medical University of Lodz in an online form.
4. The registration of abstract is tantamount to accepting this regulation by authors and their tutors. Authors of scientific works who fail to comply with the regulations may face the consequences as stipulated in these Regulations.
5. If the Conference does not take place for reasons attributable solely to the organizers, the organizers will entirely refund the fee to bank account designated by the Participant.
6. If the Conference does not take place for reasons beyond the control of the Organizers (“force majeure” – e.g. flood, hurricane), the participant may not be able to get any compensation or reimbursement of fees associated with participation in the Conference.
7. The organizers are not responsible for personal belongings of participants that can be lost, damaged or stolen during the Conference.
8. Participants assume liability for destruction they made on the premises, where any activities related to the Conference are carried out.
9. Interpretation of these regulations and settlement of any problems which are not included in regulations should be resolved by the Conference Coordinator, in consultation with the Organizers.
10. These regulations become effective on the date of its entry on the official website of the Conference.