

Statute of 2nd Lublin International Students' Surgical Congress LISSC

§1 General provisions

1. 2nd Lublin International Students' Surgical Congress for Students and Young Doctors, hereinafter referred to as "The Conference" is an international conference which takes place from 18 to 20 of April 2024 in hybrid form - stationary in Lublin and also on Zoom™ or Microsoft Teams™ platform.

2. The main organizer of the conference is the Student' Scientific Association at the II Chair and Department of General and Gastrointestinal Surgery and Surgical Oncology of the Alimentary Tract of the Medical University of Lublin. Together with the partners hereinafter referred to as "The Organizing Committee".

3. As part of the Organizing Committee the Session Coordinators, mentioned in §2 point 1, are appointed,

4. The conference is targeted at students of majors related to surgery and young scientists conducting research in surgical sciences.

5. The aim of The Conference is to expand knowledge and interest of surgical topics among Students and Young Doctors. Therefore there will be clinical cases and research results presented at our Conference. Moreover, we aim to integrate the medical community especially those drawn to surgical fields.

6. The Conference consists of 3 components: lectures, workshops, and scientific sessions.

7. During scientific contests, active participants will present results of case reports, original research, meta-analyses and review papers.

8. Workshops will be organized and held by employees or students of the Medical University of Lublin. Workshops will be held stationary at the Medical Simulation Center of the Medical University of Lublin. The statute and schedule of workshops will be announced in a separate document. Workshops will be run by the students' associations of Medical University of Lublin and the Organizing Committee.

9. There are two types of participation in The Conference:

- passive - where a participant can take part in lectures and scientific sessions as an auditor, and actively in workshops and the social program.
- active - where a participant can take part in lectures as an auditor, in scientific sessions as a presenter, and actively in workshops and the social program.

A particular type of participation has to be determined during the registration process.

10. The Scientific Committee consists of acknowledged scientists from the Medical University of Lublin, cooperating with The Organizing Committee of the Conference. Due to possible unavailability of any commissioner, the Scientific Committee can be changed at any moment of The Conference. As a substitute, The Organizing Committee is entitled to institute any person, and such occurrence may happen in case of insufficient (to functional conduction of the conference) number of Scientific Committee members.

11. The Scientific Group is represented by a maximum of 5 students or postgraduate students with their supervisor, registered in an identical order.

12. The Conference fee is:

- A) 140 PLN or 33 EUR - active participation stationary
- B) 80 PLN or 19 EUR - active participation online
- C) 80 PLN or 19 EUR - passive participation stationary

D) free of charge - passive participation online

13. The official website of The Conference is: <https://lissclublin.wordpress.com>.

14. The official Facebook of The Conference is: <https://www.facebook.com/profile.php?id=100088188352148>.

15. The official Instagram of The Conference is: https://www.instagram.com/lissc_2024?utm_source=ig_web_button_share_sheet&igsh=ZDNIZDc0MzIxNw== (@lissc_2024).

16. The official language of The Conference is an English language.

17. The official Conference e-mail is: lissc.info@gmail.com.

18. The Organizing Committee reserves the right to change the form of the conference due to the epidemiological restrictions.

§2 Programme of the Conference

1. A scientific part of The Conference consists of following scientific categories:

General Surgery

Vascular Surgery

Interventional Cardiology

Cardiac Surgery

Gynecology

Urology

Pediatric Surgery

Laryngology

Maxillofacial Surgery

Ophthalmology

Neurosurgery

Plastic and reconstructive surgery

Orthopedics and traumatology

Surgical Oncology

Transplantology

Thoracic Surgery

Interventional Radiology

Dental surgery

2. The prerequisite of holding the sessions is the qualification to the given category of at least 8 papers submitted by at least 3 different science teams.

3. The Organizing Committee reserves the right to change the number of sessions depending on the number of submitted papers. Furthermore, The Organizing Committee reserves the right to combine sessions due to insufficient submission of papers.

4. Detailed schedule of the Congress will be announced on the official website, on the Facebook of the Conference (<https://www.facebook.com/profile.php?id=100088188352148>) and on Instagram (@lissc_2024).

§ 3 Submission, registration conditions, and copyrights

1. The registration will be possible via the registration form on the Facebook of the Conference (<https://www.facebook.com/profile.php?id=100088188352148>) until 17th March 2024, 23:59 (UTC+01:00).
2. The registration of abstracts will be possible until 17th March 2024, 23:59 (UTC+01:00).
3. The Organizing Committee reserves the right to change the dates of registrations.
4. Abstracts must be submitted in English via an abstract admission form available on the official Facebook of the conference.
5. Following the end of registration, submitted abstracts will be rated by the Scientific Committee till 27th March 2024.
6. Authors will be notified about the results by The Organizing Committee till 28th March 2024.
7. Each participant can submit any number of papers but the only papers with a positive recommendation of the Scientific Committee will be presented.
8. The maximum number of authors of one paper is 5.
9. Authors of each paper are obliged to provide their affiliation and the supervisor.
10. Abstracts can consist of no more than 300 words. Phrases like: introduction, material and methods etc. do not count in the word limit.
11. Abstracts with more than 300 words will be rejected. Abstracts must include the names of the author, co-authors and supervisor (which are not counted in word limit). Abstracts must not include pictures, photos, schemes etc.
12. The original papers and review papers consist of 5 parts:
 - A) Title.
 - B) Introduction.
 - C) Material and methods.
 - D) Results.
 - E) Conclusions.
13. Case reports consist of 4 parts:
 - A) Title.
 - B) Background.
 - C) Case Report.
 - D) Discussions and Conclusions.
14. Any other type of abstracts will not be considered.
15. The Organizing Committee reserves the rights to transfer accepted work to another session than primarily chosen by the Participant.
16. The decision of The Scientific Committee about acceptance or rejection of work is final.
17. Abstracts, after receiving the license referred to in §3 point 19, will be published in the Book of Abstracts, which will be distributed by the Repository of Polish Medical Platform of the Medical University of Lublin and the Repository of Polish Medical Platform, as well as by any other platform chosen by the Medical University of Lublin.
18. Authors and co-authors of the abstract are obliged to deliver two copies of the licensing agreement (which constitutes appendage 1 to this statute), signed by all the authors - the license „CC-BY-NC-SA” - the formula chosen by the Medical University of Lublin. The formula will be available at the website - <https://lissclublin.wordpress.com>.
19. The prerequisite for authors to have their abstract included in the Book of Abstract is to deliver a properly signed license to The Organizing Committee by 20th April 2024, addressed:

Dr n. med. Justyna Wyroślak-Najs
Klinika Chirurgii Ogólnej, Gastroenterologicznej i Nowotworów Układu Pokarmowego
Samodzielny Publiczny Szpital Kliniczny w Lublinie
POLAND
20-081 Lublin
ul. Staszica 16

20. The Conference Participant undertakes to release the Organizer from any liability arising from claims of third parties regarding violation of any third party rights, including personal rights, copyrights, related rights or industrial property rights, in connection with the use of these rights by The Organizing Committee if any of the Participant's statements turned out to be false. In the event of such claims, the Participant undertakes to satisfy the claim and release The Organizing Committee from any liability in this field. In case of that happening, and if The Organizing Committee would be obliged under the applicable law to pay any compensation in connection with the third party claims referred to previously, the Participant shall immediately return The Organizing Committee the amount of money corresponding to these claims and bear all costs related thereto and expenses including costs of the legal representation.

21. The Participant of The Conference, at the moment of sending their abstract and work, states that they accept the statute of The Conference and the contest, and all the conditions of participation in The Conference.

§4 Principles and forms of presentations

1. The official language of the presentation is English.
2. The authors are obliged to prepare their presentation in .ppt or .pptx or .pdf file formats. Other file formats will not be accepted. Organizers do not bear any responsibility for malfunctioning of presentations created in different formats. All animations and sound files are attached by the authors at their own responsibility.
3. The presentations should be sent to the Organizing Committee by an e-mail to the following address: lissc.info@gmail.com. Participants are obliged to send emails with the name of their session in the title of each email.
4. The schedule of presentations in all sessions will be determined by the Organizing Committee.
5. The schedule of presentations is to be published on the official Facebook of The Conference (<https://www.facebook.com/profile.php?id=100088188352148>) no later than 7 days before The Conference.
6. Presentations will take place in the order given in the precise schedule.
7. The work can be presented only by one author. All authors can participate in the discussion.
8. The oral presentation of the original papers, review papers and meta-analyses may last no longer than 7 minutes, the discussion no longer than 2 minutes.
10. The oral presentation of a case report may last no longer than 5 minutes, discussion no longer than 2 minutes.
11. The Organizing Committee has the right to change the time devoted to presentations and discussions.
12. The Session Coordinator reserves the right to stop the presentation or discussion in the event of exceeding the time limit.

13. In case of exceeding the time by more than 5 minutes, the Coordinator is privileged to force finish the presentation – in this case, the discussion does not take place. (and the participant receives 0 points for discussion)

14. The online presenting person must be equipped with a computer/tablet with an operable camera and microphone. The camera should show the view of the participant including the whole face and upper limbs. The presenting person is not allowed to move out from the camera view and mute the microphone during the whole time of presentation, discussion and the time between presentation and discussion.

15. While presenting the scientific work eating, smoking, and chewing gum are prohibited.

16. In case the presentation transmission is interrupted and less than 60% of given time has passed, the participant is allowed to come out again at the end of the current session. If more than 60% of the given time has passed, the presentation is evaluated and the participant is not allowed to answer the questions at the end of the current session.

17. The Organizing Committee does not take responsibility for any technical problems from the participant side, in particular an internet connection or other technical issues during the Conference.

§5 Jury, certificates and awards

1. Works from individual sessions will be evaluated in the scientific contest by the Jury composed of persons from the Scientific Committee of 2nd Lublin International Students' Surgical Congress, who are not participants of the Conference (or supervisor of the participant's scientific work).

2. The results of Jury's assessment are final and indisputable.

3. Assessments will include the following: the summary, relevance of the topic, the use of research in practice, diligence of presentation, language of presentation, time limit, discussion.

4. Jury will select the winners of scientific contests of each category - 1st, 2nd, 3rd place.

5. Jury reserves the right to award ex aequo place in a given category.

6. Each winner will receive a certificate (via email).

7. The following prizes are awarded for taking the place in the scientific contests:

A) First Place - a book or an in-kind prize

B) Second Place - a book or an in-kind prize

C) Third Place - a book or an in-kind prize

8. Winners of each category in the scientific contest will be announced during the Closing Ceremony of the Conference, which will take place on 20th April 2024.

9. The presenter receives a presentation certificate (one certificate per person for each of the submitted works). Certificates will be sent by email.

10. Prizes will be handed out to on-site participants on the 20th April 2024 and sent by post to online participants at the expense of the Conference, after 20th April 2024, but no later than 1st July 2024.

§6 Author's rights

1. The participant of The Conference, at the moment of registration:

A) declares the authorship of the submitted work and unlimited personal and property rights to the work, and that the work is not encumbered with the rights of third parties, and does not infringe any third party copyrights mentioned in the Statute.

B) gives a non-exclusive, free of charge license of their abstract and presentation (sent as the part of The Conference) to The Organizing Committee. The non-exclusive license is not restricted by time, quantity or territory, and it is given for the usage in all known (at the date of registration) areas, in particular:

a) in recording and multiplying the work - the production of copies of the work by a specific technique, including printing, reprographic, magnetic recording, and digital techniques;

b) in trading of the original or of copies on which the work was recorded - introduction to the market, lending or renting the original or copies;

c) in the dissemination of work - public performances, displaying, projecting, recreating as well as broadcasting and re-broadcasting along with the public sharing of work in a way which allows for access in any place and time by everyone;

C) agrees for enforcement of copyrights dependent on the photography and its development, mainly creative recasting, remaking, and adaptation of the whole work or its fragments, multiple publishing in promotional materials associated with The Conference.

§7 Processing of Personal Data

1. The Administrator of Personal Data is the Medical University of Lublin, headquartered in Al. Raclawickie 1, 20-059 Lublin.

2. Providing Personal Data is voluntary, nevertheless it is necessary in order to accomplish the objective, i.e. organizing The Conference.

3. The Medical University of Lublin as the Administrator of Personal Data informs that obtained personal data will be processed only in order to hold a competition and for statistical and archival purposes as well as for the determination and pursuit of the potential claims in connection with the legally justified interest of the Administrator of Personal Data. The basis for the Data processing is Article 6 Paragraph 1 lit. b), c), f) of The Regulation of The European Parliament and the Council of the EU 2016/2017 of 27th April 2016, in the protection of natural persons in connection with processing of the Personal Data and the free flow of the Personal Data and the repeal of the Directive 94/46/WE (i.e. The General Data Protection Regulation/GDPR), that is the fact it is necessary to perform the agreement whose party the Participant is, and actions prior to its conclusion, legal provisions and the legitimate interest of the data controller.

4. The data will not be sold and shared with third parties, except for in cases provided by law, they will also not be forwarded to third countries and international organizations. They will be processed during The Conference period, as well as, to archive documentation after The Conference, following the law and procedures of the University, and in case of any claims in the periods under the rules of the common law. The data subject has the right to access its data, to rectify it and, in the cases provided by law, to limit data processing, data transfer, it has the right to make a complaint to the supervisory authority. The data will not be used for any other purpose, no automated decisions will be made based on it, it will not be profiled. Information regarding data processing in connection with the use of the portal Facebook:

https://umlub.pl/gfx/umlub/userfiles/_public/menu_uczelnia/ochrona_danych_osobowych/klauzula_informacyjna_w_zwiazku_ze_wspoladministrowaniem_z_facebookiem.docx

5. The Administrator of Personal Data has appointed a person supervising the correctness of personal data processing who can be contacted at: iod@umlub.pl

§8 Final provisions

1. The Organizing Committee is responsible for resolving any disputes which are not regulated by this Statute.
2. Participation in the Conference constitutes an acceptance of this Statute.
3. By work registration for the Conference, participants accept the possibility for further inclusion of their works in promotional materials of Lublin International Students' Surgical Congress for Students and Young Doctors
4. Any questions or comments should be sent through the message by the official Facebook (<https://www.facebook.com/profile.php?id=100088188352148>) of the Conference or via email to lissc.info@gmail.com.
5. The Organizing Committee reserves the right to change above regulations by the day of the 10th April 2024.
6. An active participant, i.e. presenting the work during the conference, announces that he has read the content of appendage 1 to the above statute, available on the conference website, accepts them and undertakes to send the signed license agreements to the address of the conference.