

# **Regulations for the Student Scientific Session Conducted in English**

## **§1. General Provisions**

1. These regulations are Annex No. 4 to the main regulations of the National Conference of Medical Simulation and Education MedIQ 2025 and pertain to the organization of the scientific session conducted in English.
2. The Student Scientific Session conducted in English is a part of the scientific program (scientific sessions) of the National Conference of Medical Simulation and Education MedIQ 2025.
3. This session is dedicated to students of English-language medical programs studying in the Republic of Poland.
4. Students from Polish medical faculties may also participate in this session, provided they prepare their work in English.
5. A participant in the Student Scientific Session conducted in English is also a registered participant of the MedIQ 2025 Conference and, after receiving information about the acceptance of their work, is obliged to make the necessary payments within the specified deadline.
6. The following types of scientific works will be accepted for oral presentation before the Scientific Committee:
  - Original papers
  - Case reports
  - Review and overview papers
7. The Scientific Committee of the Conference will assess the submitted abstracts and, based on this evaluation, select works for oral sessions.
8. During the scientific session, there will be a scientific competition, where the Scientific Committee will select the three best papers.
9. Participants will be informed about the acceptance of their paper via email or social media, and the information will also be posted on the event website.
10. Each type of work will be evaluated using a specially prepared evaluation form.
11. The detailed program of the Conference will be published on the Conference website and official social media channels.

## **§2. Registration and Acceptance of Abstracts**

1. Abstract submissions should be sent to the following email address:  
[info@mediq.umlub.pl](mailto:info@mediq.umlub.pl).
2. The submission deadline is May 12, 2025.
3. The Organizing Committee reserves the right to extend the submission deadline.
4. Submissions for this session must be prepared in English.
5. Each submission should include:
  - Title in English
  - List of authors

- Supervisor
  - Affiliation (place of work and/or research for the authors and supervisor)
  - Corresponding author – the first author is also the corresponding author and the person presenting the work at the Conference
  - Abstract
6. The abstract for **original papers** should contain:
    - Introduction
    - Objective
    - Materials and methods
    - Results
    - Conclusions
    - Study involvement
    - Keywords – up to 6
  7. The abstract for **case reports** should contain:
    - Introduction
    - Case description
    - Conclusions
    - Keywords – up to 6
  8. The abstract for **review and overview papers** is unstructured and should contain keywords at the end – up to 6.
  9. The maximum character count for the abstract is 2500 characters (including spaces). The character count excludes the title, authors, supervisor(s), and affiliations.
  10. The corresponding author and supervisor are the only persons the Conference Organizers will contact regarding scientific matters.
  11. One corresponding author may submit a maximum of 3 works.
  12. A maximum of two supervisors can be listed for work.
  13. Only abstracts that meet the conditions outlined in the regulations will be accepted for presentation at the MedIQ 2025 Conference.
  14. The corresponding author of the scientific papers will be informed about the acceptance or rejection, the assigned session, and the form of presentation by May 16, 2025.
  15. The decision regarding the acceptance or rejection of the work is final.

### **§3. Presentation of Scientific Papers**

1. Accepted scientific papers will be presented in English during the designated scientific session.
2. Selected authors are required to prepare a multimedia presentation and give an oral presentation in English.
3. The presentation must be prepared using appropriate programme and delivered during the assigned session. Authors are accountable for including any animations and audio files in their presentations.
4. The presentation must be submitted by May 25, 2025, to the email address of the appropriate session coordinator (provided on the Conference website), including the

name of the presenter, the title of the work, and the session. Acceptable file formats: pdf, ppt, pptx.

5. The work will be presented by the first author, who is also the corresponding author. In justified cases, the work may be presented by another author, provided that the session coordinator is notified at least 24 hours before the session begins. The presenter is required to participate in the discussion in English after the presentation. Co-authors may also participate in the discussion.
6. Presentations will be conducted according to the schedule established by the Organizing Committee.
7. If the presenting author is absent at the scheduled time, the presentation will be moved to the end of the scientific session.
8. The Organizing Committee reserves the right to make changes to the scientific session schedule.
9. The duration of an original paper presentation is 8 minutes. 6 minutes are designated for case report and review paper presentations. A 2-minute discussion is allocated after each presentation (for all types of work).
10. If the time limit for a presentation is exceeded, the session coordinator has the right to stop the presentation or end the discussion.
11. The presenter will receive a certificate (1 paper – 1 certificate).

#### **§4. Evaluation of Scientific Works**

1. The submitted works will be evaluated by the Scientific Committee, appointed by the Chair of the Conference Organizing Committee.
2. The evaluation by the Scientific Committee is final.
3. Each work in the scientific sessions will be evaluated by the Committees using a standardized evaluation form.
4. Based on the works assessed by the Scientific Committee of each session, the top 3 works with the highest scores will be selected as the winners of the scientific competition.
5. The winners of the session will receive a certificate and will be announced during the official closing ceremony of the MedIQ 2025 Conference.
6. The Organizers reserve the right to award physical prizes to the session winners.
7. Participation certificates will be issued in both paper and electronic formats and sent by email within 2 weeks after the Conference ends. The condition for receiving the certificate is submitting the License Agreement.
8. Participants will receive prizes at the award ceremony at the end of the Conference.
9. Prizes for the winners can be collected at the Medical Simulation Center after making an appointment by phone until June 14, 2025. If no appointment is made, the prize will be the property of the organizer.

#### **§5. Copyright**

1. By registering for the Conference, the participant declares that they are the author of the submitted work and have unlimited personal and proprietary rights to the work, and that the work is not encumbered by third-party rights or infringes on third-party copyrights.

2. In the case of co-authored works, the participant declares that they are a co-author of the submitted work, possess all necessary consents from co-authors, and confirm that they have unlimited personal and proprietary rights to the work, and that the work is not encumbered by third-party rights or infringes on third-party copyrights.

## **§6. Processing of Personal Data**

In accordance with Articles 13(1) and (2) and Article 14 of the European Parliament and Council Regulation (EU) 2016/679 of April 27, 2016, on the protection of individuals 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 – GDPR), in connection with the Conference, the Organizing Committee informs that:

1. The data controller of personal data collected for the organization of the Conference is the Medical University of Lublin, located at Al. Raławickie 1, 20-059 Lublin, Poland.
2. Providing personal data is voluntary but necessary for the purposes of processing, i.e., recruitment and participation in the Conference.
3. The Medical University of Lublin, as the data controller, informs that the collected personal data will only be processed for the purposes of conducting the recruitment process and the Conference, as well as for statistical and archival purposes, and to establish and pursue any potential claims, in accordance with the legitimate interest of the Data Controller. The basis for processing the data of the person registering for the Conference (completing and submitting the registration form) is their consent, i.e., Article 6(1)(a) GDPR. Consent can be withdrawn at any time, and its withdrawal does not affect the legality of processing prior to its withdrawal. The organization of the Conference is based on Article 6(1)(b) GDPR, i.e., the necessity for the performance of a contract to which the participant is a party, as well as actions before the contract is concluded, and Article 6(1)(c) GDPR – processing is necessary to fulfill a legal obligation of the controller, and Article 6(1)(f) GDPR – processing is necessary for the legitimate interests pursued by the controller.
4. Data will not be sold or shared with third parties, except in cases provided for by law or with entities with which the Controller has signed appropriate agreements, such as external services (e.g., IT services). Data will not be transferred to third countries or international organizations. Data will be processed during the organization of the Conference and for the archiving of documentation after the Conference, in accordance with legal provisions and University procedures, and in case of potential claims, within periods required by public law. The individual whose data is being processed has the right to access their data, rectify it, and in cases provided by law, restrict processing, transfer data, and file a complaint with a supervisory authority. Data will not be used for any other purposes, and no automated decisions will be made based on it, nor will it be subject to profiling.
5. The data controller has appointed a person to oversee the compliance with personal data processing, who can be contacted at [iod@umlub.pl](mailto:iod@umlub.pl) or in writing at the address of the Controller.
6. The Organizers reserve the right to record and stream the Conference; participants must be aware that their image may be processed during online streaming via

platforms such as Zoom or YouTube. The obtained materials will also be published on the University's website and social media (Facebook, Instagram, etc.).

## **§7. License Agreements**

1. Participants are required to sign a free, non-exclusive license agreement (Annex No. 1d to the Rector's Order No. 62/2019 of the Medical University of Lublin dated June 12, 2019) with the Medical University of Lublin for the publication of abstracts.
2. Abstracts will be published in the abstract book, which will be distributed electronically on publicly accessible platforms selected by the Medical University of Lublin, including, in particular, the University's Repository and the Polish Medical Platform Repository.
3. If the license agreement is not signed, the abstract submitted by the Conference participant will not be included in the Abstract Book.
4. The license agreement, which participants must sign, will be sent electronically after the Scientific Committee accepts the abstract. License agreements must be signed by ALL authors of the work and submitted in two original copies to the Medical Simulation Center at ul. Chodźki 4, by May 12, 2024. If sending the license agreements by mail, they must be sent to the address provided by the Organizers (Medical Simulation Center – ul. Chodźki 4, 20-093 Lublin) with the note "MedIQ2025 License Agreements." The cost of sending the license agreements is borne by the participant.

## **§8. Final Provisions**

1. The Organizing Committee resolves disputes that are not covered by these Regulations.
2. Participation in the XIII Conference of Medical Simulation and Education MedIQ constitutes acceptance of these Regulations by the participant, including acceptance of the personal data processing rules.
3. By registering for the Conference, the participant agrees to the processing of personal data for the purposes of the tasks of the Organizing Committee, preparation of the abstract book, publication of the abstract, and competition results on the Conference website.
4. The Organizers are not responsible for personal belongings of participants that may be lost, destroyed, or stolen during the Conference.
5. Participants are accountable for any damage caused during the Conference.
6. Participants are required to comply with the applicable sanitary and epidemiological regulations during the Conference.
7. These Regulations come into effect upon publication on the official Conference website.