

Rules and Regulations

International Conference of the Centenary of Natural Sciences Club of Adam Mickiewicz University

Poznań, 19 November – 21 November 2020

These Rules and Regulations define the rights and obligations of the Organizer and Participant of conferences organized by the Natural Sciences Club of Adam Mickiewicz University. A Participant of the conference is a person who fills in the application form provided by the Organizer to deliver a presentation at the conference. Filling in the form with the application for participation in the conference by the Participant is tantamount to the declaration of will to participate in the conference and the acceptance of the provisions of these Rules and Regulations by the Participant.

§ 1

GENERAL PROVISIONS

1. The official name of the event is established “International Conference of the Centenary of Natural Sciences Club of Adam Mickiewicz University” hereinafter referred to as “Conference”.
2. The conference is the result of the commitment and work of the Organising Committee of the Conference hereinafter referred to as “Organizer” which is composed of students belonging to the Natural Sciences Club of Adam Mickiewicz University.
3. English is established by Organizers as a main language of the conference, for both organization and communicates as well as all lectures and prelections. The Polish language will be allowed during the session on reminiscences of the history of the founding and the activities of the Natural Sciences Club over the last hundred years of its existence and also during the session of popularisation of science.
4. The Conference will be held on 19-21 November 2021 in Poznan – Adam Mickiewicz University Faculty of Biology, Uniwersytetu Poznanskiego Street, 6.
5. These Rules and Regulations include 2 attachments:
 - a. Attachment no. 1 – Abstract requirements and template;
 - b. Attachment no. 2 – Supervisor declaration.

§ 2
SARS – COVID- 19

1. According to Her Majesty Adam Mickiewicz University Rector Professor Bogumiła Kaniewska, Faculty of Biology Dean Professor Beata Messyasz, as well as Prime Minister and appropriate Ministers decisions based on WHO recommendation for counteracting and prevention of SARS-COVID-19 Pandemic, the conference would be performed in an online system based on the dedicated streaming platform and there would be no meetings during the conference.
2. Due to the decision and restrictions effectual in the moment of validation of the following Statutes organizers established the conference as an online conference.
3. Organizers and main Participants only are allowed to be present in the plenary room.
4. Organizers are the only hold in law to cancel, change the form or time of a conference due to the coming, temporally unknown law regulations. Depending on the current and coming pandemic situation all current agreements can be canceled or changed.

§ 3
PARTICIPATION IN CONFERENCE REGULATIONS

1. Each and every person giving a speech or presenting a poster during Conference is considered an Active Conference Participants (farther called: "Participant"). To be accepted as a Participant the applicant has to be a Student of Consistent Master Program, First Degree (Bachelors or Engineer's Program), Second Degree (Master Program), or Third Degree (Doctoral program or Doctoral School Program).
2. All registered individuals attending the conference but not presenting their work are considered an audience of passive participants and are hereinafter referred to as "Passive Participants"
3. In Conference, all interested can take part, although because of the restriction of streaming platform Microsoft Teams only Active and Passive Participant have a guaranty of access, other non-registered Participants would be accepted and allowed to join the Conference depending on the computing abilities.
4. The information about the conference will be provided on the appropriate Facebook event, the Natural Sciences Club website (<http://knp.home.amu.edu.pl/>), and the AMU Faculty of Biology website (<http://biologia.amu.edu.pl/>). The information about conference rules and regulations, personal data processing, rules and regulations attachments, and link to the registration form will be available on the NSC official website.
5. The conditions of Participant as Active Participant is inclusive fulfilling all following requirements:
 - a. Create an account on the Microsoft Teams platform (for Students of other universities and institutes).

- b. Fulfill the registration form available on the Konfeo platform: <https://100nsc.konfeo.com/en/groups>
 - c. Send the abstract, written according to the regulations (Attachment no. 1) and the signed Supervisor declaration (as Supervisor a person with minimal Ph.D. title or with five, documented years of experience in the domain is accepted) (attachment no. 2) to the email address: knj@amu.edu.pl. The documents should be sent up to 1 day after filling the registration form on the Konfeo platform.
 - d. obtain Scientific Commission positive opinion
 - e. payment of the conference fee and sending confirmation of the bank transfer,
6. It is permissible for the Scientific Committee to propose to the applicant that the format of the presentation be changed. It is permissible that this will be a condition for acceptance of the submission.
7. Non-execution one of the above conditions equaled participant expounding without entitlement to standing for money return.
8. The joint authorship of the speech is not an active participant in the conference as long as the co-author is not present during the speech.
 - a. Listing of more than one speaking author in abstract and during speech is not forbidden, however, only authors present during speech are equaled acceptance and is treated as permission of confirming active participation in the conference.
 - b. Two co-authors are considered to be the maximal number of authors of a speech and active participants.
9. The Passive Participant has to register till 15.11.2021, fulfilling the requirements 5a and 5b.
10. The Active Participation fee is established as 25,00 PLN (twenty five Polish Zlotys).
11. Passive Participation is established as free.
12. The conference fee has to be paid 5 days after achieving positive acceptance of the abstract.
13. The necessity to bank transfer data would but published in a separate communication, which is going to be sent directly to the accepted participants and published on web site.
14. Each speech given during the conference would be graded by the Commission joining Members of the Scientific and Organizing Committee.
15. Members of the Organizing Committee are allowed and encouraged to active participation in the conference, in condition of fulfilling all requirements, however, are excluded from Scientific Competition
16. The Organizing Committee has inalienable permission to control the affiliation of participants.

§ 4
ABSTRACT

1. All abstracts have to be done according to the regulations and template (Attachment no. 2).
2. The summary has to be sent by mail: knp@amu.edu.pl up to 1 day after registration on the Konfeo platform.
3. The Applicant would be informed about the decision of the Scientific Committee in 14 days' time after sending the application summary.

§ 5
PERFORM REQUIREMENTS

1. The Active Participant is obliged to take all steps necessary to deliver a presentation of poster or speech at the conference smoothly and without interruption. The Participant is obliged, inter alia, to keep the camera and microphone switched on and working (audio-video transmission) and to ensure the proper functioning of his internet connection and multimedia (e.g., PowerPoint) during the entire presentation (speech).
 - a. The Participant is obliged to report all technical problems (before the conference and on the day of the conference) via a private message to the Organizer on Facebook or via email knp@amu.edu.pl, making a precise indicating of the nature of the problem.
2. The Participant is obliged to have access to the software necessary to participate in the conference at the time of submitting the application form. The Participant is responsible for integrating the e-mail address provided in the application form with the software used by the Organizer to organize the conference, such as Microsoft Teams. The organizer reserves the right not to take into account any changes in this regard at a later date.
3. The Participant is obliged to be present at the conference panel during which they deliver a presentation or speech.
4. In matters not specified in this paragraph, the principles of good academic mores shall apply to the obligations of the Participant.

§ 6
PROVISIONS CONCERNING THE PRESENTATION OF SCIENTIFIC POSTERS

1. Participants presenting posters are required to send the poster in pdf format on the e-mail address knp@amu.edu.pl till 14.11.2021 11:59 PM (UTC+1).
2. The posters will be published in the Microsoft Teams files section 1 hour before the appropriate poster session.

3. Each poster session will be moderated as a meeting on the Microsoft Teams platform. Each participant presenting the poster will be informed about the date and hour of the presentation. The participant is obliged to enter the appropriate meeting and participate in the discussion about the participant's poster.
4. Each poster will be judged by the Scientific Committee members.

§ 7

CONFERENCE SCIENTIFIC COMMITTEE

1. Academics, Professors, Associate Professors, Assistants, and Doctors from Adam Mickiewicz University and Other Scientific and Academics Units are members of the Conference Scientific Committee.
2. The Conference Scientific Committee is responsible for the validation of application and presentations in both formal and scientific areas.
3. The Conference Scientific Committee Members:
 - a. prof. dr hab. Jan Holeksa
 - b. prof. UAM dr Agnieszka Knopik-Skrocka
 - c. prof. UAM dr hab Marlena Lembicz
 - d. prof. UAM dr hab. Agnieszka Ludwików
 - e. prof. UAM dr hab. Daria Bajerlein
 - f. prof. UAM dr hab. Grażyna Liczbińska
4. Additionally Organizing Committee can ask Specialists to support the Scientific Committee. Such experts would be treated as ad hoc (for case) Member.

§ 8

ORGANIZING COMMITTEE

1. The conference is the result of the commitment and work of the Organising Committee which is composed of students belonging to the Natural Sciences Club of Adam Mickiewicz University in the following members:
 - a. The president of the organizing committee Katarzyna Hubert
 - b. The vice president of the organizing committee Kamil Kisiel
 - c. The vice president of the organizing committee Michalina Krakowiak
 - d. The vice president of the organizing committee Mariola Majewska
 - e. The secretary of the organizing committee Michał Zacharysiewicz

§ 9

CONFERENCE PARTICIPANTS PERSONAL DATA

1. 1. Personal data of conference participants, collected in the registration form on the KONFEO platform: name, surname, data of the research unit, e-mail address, telephone number, correspondence address, will be processed for the purpose of registration, organization, and conducting of an online conference via the MS Teams tool.
2. Providing data is voluntary, however, to the extent required by the Organizer in order to register and participate in the conference, it is necessary. Failure to provide these data will prevent participation in the conference.
3. The basis for the processing of personal data is consent to the processing of personal data.
4. Each of the conference participants may voluntarily turn on the camera and share their images. Turning on the camera is tantamount to consent to public sharing of the image, recording, and free, multiple, dissemination of the image by transmitting the conference online via the Internet. The image can be used for all kinds of electronic image processing, framing, and composition, with no obligation to accept the final product, but not in an offensive or generally considered unethical forms.

§ 10

FINAL STATEMENTS

5. The Organizes has the only right to interpret statements of the following Statute.
6. Sending the application means an agreement for the following Statute, the regulation, and law, also personal agreement between Organizers and Participants.
7. In cases that are not mentioned in the following Statute, the Civil, Administration, and Penal Code Regulation are mandatory.
8. The Organizers are not responsible for personal belongings and Computer Hardware and Software of Participants.
9. The following Statute is thought to be legal – valid on the day of signing by the President of Organizing Committee on 22.09.2021.

Organizing Committee