2nd International Student Conference on Industrial Pharmacy

Poznań, 25-27 January 2027

§1. General regulations

1. 2nd International Student Conference on Industrial Pharmacy, further named the Conference, is a forum for exchanging pharmaceutical knowledge and scientific experience and competition among the best scientific papers of students and young medical scientists.
2. The Conference will be held from the 25th to the 27th of January 2027. Poster Sessions and Awarded Posters Presentations will be held on the 26th of January, while Practical demonstrations - on the 27th of January.
3. The Conference is organized by the Student Chapter of International Society for Pharmaceutical Engineering at Poznań University of Medical Sciences (from now on referred to as ISPE) in the collaboration with Chair and Department of Pharmaceutical Technology of the Faculty of Pharmacy.
4. The Conference will hold the following scientific sessions:
   - Students poster session,
   - PhD Students poster session,
   - Students oral presentation session,
   - PhD Students oral presentation session.
5. The number and names of listed scientific sessions may be changed by the Organizers if needed, according to the number of registrations.
6. A particular session will take place only if five or more scientific papers are accepted in the review process. If the number of papers for a specific session does not meet this requirement, the organizers will transfer them to a session that is most closely related to the topic.
7. The Scientific Committee consists of acknowledged specialists.
8. The Organizing Committee consists of The Board of Student Chapter of International Society for Pharmaceutical Engineering and Employees of Chair and Department of Pharmaceutical Technology.
9. The official website of the conference is: http://www.ispe.ump.edu.pl/
10. The official language of the Conference is English.
11. The Conference will be held **on-site.**
12. The present regulations come into effect on (15th of June 2026 - the registration start date) and are valid until (28th January - the day after the conference ends).

§2. Abstract guidelines

1. **The submitted works - original papers - must not be previously presented at any other congress or conference.**
2. The deadline for abstract submission is **November 30th, 2026.** Submissions received after this deadline will not be considered.

3. The Organizers maintain the right to postpone the deadline for abstract submission. Such information will be shared on the Conference's social media and website.
4. Abstracts are accepted via electronic registration on the Conference Website.
5. **Each participant may submit no more than one abstract of which is the first author**.
6. **Each participant may be a co-author of a maximum of 5 papers.**
7. **Each paper may have a maximum of 5 student authors**.
8. The abstract to the original paper has to consist of 5 parts: introduction, the aim of the study, material and methods, results, and conclusions.
9. The abstract of the case report session and poster session should consist of 3 parts: background, case report, and conclusions.
10. Abstracts should be submitted in clear British or American English.
11. The first and presenting author of the submitted abstract must be a student/PhD student (including medical interns).
12. Abstracts must include the names of the author, co-authors, and tutor (which are not counted in the word limit).
13. The tutors must be written down with their scientific degrees in English.
14. The tutor is not allowed to be both a tutor and co-author of the scientific paper.
15. The abstract should not be longer than 300 words and must not contain grids, graphs, or picture images. Phrases like: introduction, the aim of the study, material, etc. **DO NOT COUNT** in the word limit.
16. The first/presenting author will receive a message about whether they are accepted for poster presentation (via email by **January 4th, 2027**).
17. The acceptance process is finished at the moment of the conference fee payment.
18. The Jury assesses abstracts and accepts them to be presented during the Conference.
19. If the work will have been rejected, the decision of the Jury is final and indisputable.
20. All accepted abstracts will be published in the abstract book available on the Conference website.
21. The Scientific Committee maintains the right to reject any abstract that does not meet the aforementioned requirements or violates them, to change the form of presented abstracts, and transfer them to another session.
22. We encourage students to present their truly original work and research. Non-validated research based on social media surveys and questionnaires may obtain fewer points from the Jury for the quality of the research.
23. Review papers and meta-analyses **will not** be accepted.

§3. Principles and forms of presentations

1. In a poster session, the Presenting Author of the original scientific paper should be present near the poster to answer questions from the audience.
2. In an oral presentation of winner's posters, the Presenting Author of the original scientific paper has 7 minutes for the presentation and 3 minutes for the discussion.
3. Details of the poster format: A0 (84,1 x 118,9 cm).
4. The Presenting Author is obliged to keep the time of the presentation precisely by themselves.
5. If possible, there would be time left displayed on the screen. Presentation taking more than the time limit can be interrupted by the Organizer.

6. In case of exceeding the time by more than 5 minutes, the Coordinator is privileged to force finish the presentation.
7. The official language of the presentation is English. All presenting authors should be able to present the paper in English and respond to the questions.
8. Multimedia presentations may be prepared using any application. The Organizer recommends *.pptx or *.pdf files. Using other types of files than recommended is on participant's own responsibility. The Organizer advises every participant to have an additional copy of the presentation saved in *.pdf format. The presentation is shared with Scientific Committee and other people entitled by the Organizer. The presenter is responsible for the correct functioning of the presentation. It is not recommended to include video recordings in the presentations as their correct display cannot be guaranteed.
9. **Organizers are not responsible for any problems from the participant's side.**
10. Presentations will take place according to a precise schedule set by the Organizers. The schedule will be shared with participants by the end of the poster session. Presenting authors' availability is required on 26th **of January 2027**.
11. Each author is obliged to be present at the place of their Session at least **10 minutes prior to the Session start**. Then, the entrance will be prohibited. Authors that are late will not be able to present their work and they will not be awarded the certificate of participation. The participant is obliged to present a valid student ID card at the request of an Organizing Committee or a Scientific Committee member. The first and last name from the ID must match the first and last name used to register for Conference.
12. There can only be one presenting person for a given scientific paper. The participant may not receive any assistance from other individuals.
13. The presenter may not access the following types of personal items: hand-held computers, other electronic devices, pagers, watches, wallets, purses, bags, coats, books, notes, or any other materials not specifically approved unless it is used for presenting the paper.
14. The participant may be asked by an Organizing Committee or a Scientific Committee member to turn out the pockets, roll-up sleeves, and show that there is nothing attached to ears, ties, or other parts of gear.
15. Eating, smoking, and chewing gum are prohibited.
16. In cases where cheating is suspected, the Organizer is allowed to decertify the cheater.
17. In case of any nonadherence to the terms of the Conference' principles of presentations and discussions or in case of problems from the participant side, in particular internet connection or other technical problems, the participant may be disqualified by the Organizing Committee or the Scientific Committee member.

§4. Terms of competition during the Conference

1. Positively reviewed papers have the right to be presented during the Conference and will take part in the competition.
2. Each session has a specially established Jury, consisting of acknowledged specialists in the particular field.
3. **If there is a member of the Jury who is also the supervisor or co-author of the presented work in a specific session, the assessment of this member of the Jury is not taken into account when calculating the average score of the work. Moreover, the score given by the**

Jury that might be engaged in the work (i.e. Head of the Department) will not be involved in the final score of the paper. This is to maintain the highest objectivity.

4. The Jury awards 3, 2, or 1 place for each poster session (Students session and PhD session). Additionally, the Jury awards one people's choice award.
5. The special prizes are awarded by the Jury of a particular session unless the prize founder states otherwise.
6. The evaluation of the Jury is ultimate and indisputable.
7. Organizing Committee or a Scientific Committee member have the right to exclude a scientific paper from the competition if the person registering an abstract or presenting a paper does not abide by the regulations of the 2nd International Student Conference on Industrial Pharmacy.
8. Assessment of the paper in each session is based on prepared form, which is focused primarily on evaluating the poster (for the poser session) or the way of presentation, ability to discuss the topic and answer the questions, and sticking to the time limit and value of the research (for the oral presentation).

§5. Registration and Fees

1. The registration process for participants starts on the **15th of June 2025**.
2. The deadline for registration and fee payment for the **participant** is **January 18th, 2027.**
3. After these times, no fee will be considered an participant and will not be returned.
4. The Organizing Committee has the right to postpone given dates.
5. **Payments:**
   - **150 PLN for registration until 15.07.2026**
   - **225 PLN for registration between 16.07.2026 - 30.11.2026**
   - **300 PLN for registration after 1.12.2026**
6. **The payment method: transfer to account number: Uniwersytet Medyczny w Poznaniu 56 1030 1247 0000 0000 4771 8000 with the title: "Name Surname, 2ND International Student Conference on Industrial Pharmacy 2027"**
7. The confirmation of the payment must be sent by mail to: ispepoznan@gmail.com

§6. Participation: possibilities and rules

1. The certificate is issued ONLY in electronic form and ONLY in English.
2. Every participant must attend **at Lectures and Workshops** to receive a participation certificate.

§7. Final Points

1. The payment of the registration fee is the act of acceptance of these regulations and consent for the processing of all data given during the registration of the scientific paper for the purposes of the Student Chapter of International Society for Pharmaceutical Engineering and Conference Organizing Committee tasks, for a preparation of the participant's, abstract book, publishing the abstracts and results of the competition on the Student Chapter of International Society for Pharmaceutical Engineering Website.

2. Registration as a participant is equivalent to the approval of processing personal data to create name tags for participants.
3. Interpretation of these regulations and settlement of any problems which are not included in regulations should be resolved by the Organizing Committee according to Polish law.
4. If the Conference does not take place for reasons beyond the control of the Organizers (“force majeure” – e.g. flood, hurricane, PANDEMIC), the participant may not be able to get any compensation or reimbursement of fees associated with participation in the Conference.
5. Depending on the situation, the Organizing Committee reserves the right to change the regulations, but Participants will be informed about every change at least 2 weeks prior to the event.

§8. Privacy Policy

1. Please be advised that in accordance with art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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) hereinafter "GDPR", the following applies:The administrator of your personal data is Poznan University of Medical Sciences. In all matters concerning the processing of personal data and the use of rights related to their processing, you can contact the Data Protection Supervisor at the following address: email: abi.ump@ump.edu.pl
2. Your personal data is processed in connection with participation in the event and sending presentation certificates.
3. The course of the event: the 2nd International Student Conference on Industrial Pharmacy, is covered by publishing photo reports on the websites of the Poznan University of Medical Sciences.
4. Your personal data will not be transferred to other entities.
5. You have the right to obtain information regarding processing personal data by Poznan University of Medical Sciences, demanding their rectification, removal, or limitation of data processing, the right to transfer the data provided, and the right to object to the processing.
6. You have the right to file a complaint with the Office for Personal Data Protection if you believe that the processing of your personal data violates the law.
7. Personal Data Administrator - Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań informs that:
8. You have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, right to be forgotten, the right to withdraw consent to the processing of personal data.
9. Data can be made available by the Poznan University of Medical Sciences, ul. Fredry 10, 61701 Poznań, to entities authorized to obtain information.
10. The given data will be processed based on art. 6 par. 1 point a) and in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 (RODO (GDPR)) of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95 / 46 / EC (general regulation on data protection) (DZ.U.U.L.2016.119.1.) - from 25 May 2018.
11. Contact to the Data Protection Officer at the Poznan University of Medical Sciences, ul. Fredry 10, 61-701 Poznań, email: abi.ump@ump.edu.pl

12. You have the right to file a complaint to RODO (GDPR) if you feel that the processing of personal data concerning you violates the General Data Protection Regulation provisions of 27 April 2016.