

University of Life Sciences in Lublin

Regulation

XXXIV International Poultry Symposium PB WPSA "Science Practice -
Practice Science"

Lublin, 01.02.2024 r.

Arrangements of the Organizer and the WPSA Management Board

1. The organizer of the XXXIV International Poultry Symposium of PB WPSA "Science in Practice - Practice in Science" is the Department of Biochemistry and Toxicology, Faculty of Animal Sciences and Bioeconomy, University of Life Sciences in Lublin.
2. The organizer, in consultation with the WPSA Management Board, will appoint a scientific and organizational committee for the symposium.
3. The symposium will be held on September 16-18, 2024 at the University of Life Sciences in Lublin (September 16, 2024) and in a hotel in the city of Lublin (September 17-18, 2024).
4. The event will be conducted in a stationary format. The Organizer allows the possibility of conducting the event in a hybrid form on September 16, 2024.
5. Registration of symposium participants until **May 31, 2024**.
6. Fee for participation in the symposium until **May 31, 2024**.
7. Sending conference abstracts by **June 30, 2024**.

Rules of participation

1. The condition for registering participation in the symposium is to correctly complete the registration form available on the website <https://up.lublin.pl/wpsa2024/>
2. Participants of the symposium may be scientists, young scientists, PhD students, graduates of universities, research and scientific institutes, practitioners, including breeders, veterinarians, processors, representatives of companies related to the poultry industry, as well as students.
3. As part of the conference fee, one symposium participant (registered) may send one abstract (author/co-author), which will be presented in the form of an oral presentation or poster.
4. Passive participation is possible (no publication of the conference abstract in the book of abstracts, no oral or poster presentation).
5. The registered participant will receive a certificate confirming participation in the symposium, but only in the case of active participation (oral or poster presentation).
6. Registration to participate in the symposium constitutes consent to the processing of personal data for the purposes necessary to organize the symposium. Each participant is obliged to read the provisions of the GDPR (information clause*) contained in these regulations.

Conditions for submitting conference abstracts

1. The conference abstract should be sent only in electronic form using the form available on the website <https://up.lublin.pl/wpsa2024/>
2. Posting a conference abstract constitutes consent to the publication of the conference abstract by the University of Life Sciences in Lublin based on the attribution of Creative Commons 4.0 international (CC BY 4.0). Personal data will not be transferred to any other data controller.
3. Deadline for sending conference abstracts - June 30, 2024, 24:00.
4. Rules for preparing a conference abstract:
 - a) title: no more than 15 words
 - b) names and surnames of the authors
 - c) affiliation: department/institute, university, street, postal code, city, country,
 - d) 3-5 keywords
 - e) content of the summary: 1500-2500 characters with spaces
 - f) the summary should contain the following sections: introduction, material and methods, results with discussion, conclusions
5. Symposium participants from Poland prepare a conference summary in Polish and English, while participants from abroad prepare a conference summary in English.
6. Conference abstracts will be published in the form of a printed book of abstracts and in electronic form.
7. The scientific committee of the symposium reserves the right to decide on the assignment of the conference abstract to individual thematic sessions. Information about the assignment of the conference abstract to a thematic session will be published no later than 15 days after the symposium.
8. The scientific committee of the symposium may suggest that the participant change the form of presentation from a poster to an oral presentation if it considers that the proposed topic is innovative and very interesting.

Organization and course of the symposium

1. The symposium will include thematic sessions during which participants from Poland will present research results orally in Polish or English, using PowerPoint presentations prepared in English, while participants from abroad will present research results orally in English, using prepared in English presentation in PowerPoint.

2. The symposium will also include a poster session, during which the posters will include research results in English, and the authors of these studies should be available at the poster at the time indicated in the poster session program for a possible discussion on the research presented in this form during symposium.
3. During the symposium, there will be a J. Będkowski competition for young scientists for the best oral presentation of research results in English (<https://www.wpsa.pl/images/dokumenty/Konkurs%20Bedkowskiego%202023/Regulamin%20Konkursu%20im.%20Jerzy%20Bedkowski.pdf>). The WPSA Management Board, with the support of the Organizer, carries out the above-mentioned competition and provides prizes for the winners.
4. During the symposium, awards will be presented in the competition for the best master's theses on poultry - Professor Andrzej Faruga's competition (<https://www.wpsa.pl/index.php/aktualnosci/190-ix-konkurs-im-prof-andrzeja-farugi>). The WPSA Management Board is responsible for selecting and rewarding the winners.
5. During the symposium, laudations for the awarding of Honorary Members of WPSA will be held in Polish.
6. During the symposium, there will be a poultry forum "Science Practice - Practice Science" in Polish.
7. If a plenary lecture is planned with the participation of a foreign speaker, the symposium organizer will provide consecutive interpreting.
8. The organizer reserves the right to refuse to accept a conference abstract if it does not fall within the scope of the symposium topic or if it is not prepared in accordance with the editorial guidelines. The participant will be informed about this fact by e-mail.
9. The organizer will publish the conference schedule on the event website by June 30, 2024, but has the right to make changes to it even on the day of the event.
10. The organizer is not responsible for technical and organizational problems arising from reasons beyond his control.
11. The participant undertakes to comply with the regulations and organizational and technical instructions of the organizer.

Guidelines for preparing an oral presentation

1. The presentation should be prepared in English in PowerPoint. In order to ensure the best possible reception of the presentation, especially for people with disabilities, it is

recommended to use a white background for the slides, with a predominantly black font, and to limit the use of motion animations.

2. The organizer assumes that the oral presentation of the multi-authored abstract will be made by the first author. If the author's team appoints an author other than the first one for the oral presentation, such information should be provided to the moderators before the start of the session.

3. The time allowed for an oral presentation in the plenary session is 15 minutes + 2 minutes for discussion.

4. The time allocated for an oral presentation in a thematic session is 10 minutes + 2 minutes for discussion.

Guidelines for preparing a poster

1. The poster should contain: name and surname of the author(s), title, name of the university, purpose of the work, material and methods, research results, conclusions.

2. The poster should be prepared in Polish. Only the title of the summary and the title of the table/chart/figure should be in Polish and English.

3. The poster should be printed in portrait orientation, in A1 format (594 × 841 mm).

4. The participant is obliged to place the poster himself in the place designated by the organizer and to remove it after the event.

Cost of participation in the symposium

1. The fee for participation in the symposium is PLN 850 and includes participation in plenary lectures, scientific sessions, conference materials, lunches, coffee breaks, and gala dinner.

2. The fee for participation in the symposium for young scientists up to 32 years of age is PLN 600 and includes participation in plenary lectures, scientific sessions, conference materials, lunches, coffee breaks, and gala dinner.

3. The fee for participation in the symposium for Honorary Members of WPSA is PLN 600 and includes participation in plenary lectures, scientific sessions, conference materials, lunches, coffee breaks, and a gala dinner.

4. Participants who receive the distinction of Honorary Member of WPSA as part of the symposium program are exempt from the conference fee. Participants selected for the award will be informed about this fact by the WPSA Management Board or the symposium organizer.

5. Until March 31, 2024, young scientists and doctoral students may submit applications to the WPSA Management Board at wpsa@wpsa.pl for a scholarship named after Professor

Andrzej Rutkowski for participation (including conference fee, accommodation, travel) in the WPSA International Poultry Symposium "Science Practice - Practice Science"
<https://www.wpsa.pl/images/dokumenty/Stypendium%20Rutkowski%202023/Regulamin-Stypendium%20im.%20prof%20Andrzeja%20Rutkowski.pdf>

6. The symposium fee should be paid by transfer by May 31, 2024 to the account:

University of Life Sciences in Lublin

Akademicka 13

20-950 Lublin

26 1240 5497 1111 0011 3333 1849

Bank Pekao S.A. o/ Lublin Krakowskie Przedmieście 72,

20-076 Lublin

Transfer title: wpsa2024 / name and surname of the participant / name of the institution

7. Lack of payment within the specified deadline means resignation from participation

8. Invoices confirming the conference fee will be sent to the e-mail address provided by the participant.

9. The conference fee is non-refundable.

The regulations were prepared by the organizer of the symposium and are valid from February 1, 2024.

INFORMATION CLAUSE

According to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 repealing Directive 95/46/EC (General Data Protection Regulation), OJ L 119, p. 1. 1, we inform you that:

1. The administrator of your personal data is the University of Life Sciences in Lublin with its registered office at ul. Akademicka 13, 20-950 Lublin;

2. The administrator has appointed a Data Protection Officer who can be contacted at ul. Akademicka 13, 20-950 Lublin or by e-mail: anna.buchlinska@up.lublin.pl or by phone at +48 81 445-60-12;

3. Your personal data will be processed for the purpose of servicing the International Scientific Conference XXXIV International Poultry Symposium PB WPSA "Science Practice - Practice Science" participation in it and printing, publication and delivery of post-conference

materials on the basis of the concluded contract (in accordance with Article 6(1)(b) of the General Regulation);

4. Providing your personal data is voluntary, but it is a condition for the conclusion and performance of the contract for participation in the conference and the publication of post-conference materials. The consequence of not providing personal data will be the inability to conclude a contract, and thus the inability to participate in the conference;

5. You have the right to: a) access your data, rectify it, delete or limit the processing of personal data, b) transfer data, c) object to processing - in cases and under the conditions set out in the General Regulation;

6. Your personal data will not be made available to other recipients;

7. Your personal data will be processed until the end of the conference and delivery of post-conference materials, and then for the purpose of documenting the issuance of an invoice for a period of 5 years from the end of the accounting year in accordance with art. applicable law;

8. You have the right to lodge a complaint with the competent supervisory authority - the President of the Office for Personal Data Protection, when it is justified that your personal data is processed by the administrator contrary to the provisions of the general regulation;

9. Your personal data will not be processed in an automated manner, including in the form of profiling;

10. Your personal data will not be transferred to a third country or an international organization;

Organizer of the Symposium