

## European Congress of Cytology

### Rules & Regulations

Updated: 10.03.2021

#### 1. General provisions

- a. These regulations define the rules of participation in the '**European Congress of Cytology**', hereinafter referred to as *Congress*.
- b. The Congress will be held on **3-6 October 2021** in the Wrocław Congress Center (Centennial Hall complex), located at Wystawowa Street 1, 51-618 Wrocław, Poland.
- c. The Organizers of the Congress are: the European Federation of Cytology Societies, The Polish Society of Pathologists and Fundacja Uniwersytetu Medycznego we Wrocławiu (Wrocław Medical University Foundation).
- d. A Participant of the Congress is a person who has reported his/her participation in the Congress on the terms set out in these Regulations.
- e. The schedule and program of the Congress are available at <https://www.cytology2021.eu/>
- f. The official language of the Congress is English.
- g. Each dates are given in local time (time zone: Poland, Warsaw).
- h. The Organizers are eligible to make changes to the program without providing reasons.
- i. The Rules and Regulations are available at the official Congress website.

#### 2. Rules for participation

- a. Participation in the Congress requires a fee. To be able to participate in the Congress, the Participants are obliged to fill in the registration form and pay the accreditation fee. The accreditation fee depends on the registration type and time of the registration. The tables with prices (Registration Fees are in EUR or PLN and incl. VAT) are available on the website and below. The bank account number is given

below. Please make sure the payment is received within **14 days** after your online registration. Filling in one registration form and paying one fee enables one person to take part in the Congress.

- b. Participation in the Congress is possible **on-site and online**. Fees are the same for on-site and online participants. The final decision about Congress form (hybrid or on-site) will be announced by Organizers till June 2021.
- c. There is a possibility to change the form of the participation in the congress (on-site/online) by contacting Organizers via e-mail: [ecc2021@convention.wroclaw.pl](mailto:ecc2021@convention.wroclaw.pl). The confirmation of the change will be sent by the Organizers. The Organizers are eligible to refuse this change because of limited places for on-site participants because of the pandemic situation.

<b>Registration type</b>	<b>Early Bird Registration fee until August 14, 2021</b>	<b>Regular Registration fee August 15 to October 1, 2021</b>	<b>Last Call Registration fee from October 2, 2021</b>	<b>One-day fee</b>
Delegates (incl. Chair, Co-Chair, Speaker)	530 EUR	580 EUR	650 EUR	190 EUR
Students and Residents	380 EUR	430 EUR	540 EUR	140 EUR
Cytotechnologists	380 EUR	430 EUR	540 EUR	140 EUR
Qualified Participants from Developing Countries*	250 EUR	320 EUR	350 EUR	105 EUR

<b>Registration type</b>	<b>Early Bird Registration fee until August 14, 2021</b>	<b>Regular Registration fee August 15 to October 1, 2021</b>	<b>Last Call Registration fee from October 2, 2021</b>	<b>One-day fee</b>
Delegates (incl. Chair, Co-Chair, Speaker)	2300 PLN	2520 PLN	2820 PLN	830 PLN
Students and Residents	1650 PLN	1870 PLN	2340 PLN	610 PLN
Cytotechnologists	1650 PLN	1870 PLN	2340 PLN	610 PLN
Qualified Participants from Developing Countries*	1090 PLN	1390 PLN	1520 PLN	460 PLN

\*Countries in Development Rate are defined by the World Bank as Low-Income or Lower Middle Income Economies –

(<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519worldbankcountryandlending-groups>)

If the chosen country is wrong the Organizer has the right to cancel this registration.

- d. Students and residents are required to send a certificate to [ecc2021@convention.wroclaw.pl](mailto:ecc2021@convention.wroclaw.pl) proving their student/resident status. Valid student card confirming your status and copy of your current tuition in graduate studies, master studies, mentoring of your doctoral thesis or fellow accreditation. Documents mentioned above will be immediately deleted after verification of the student/resident status.
- e. Cytotechnologists have to write the occupation number during the registration process. It is needed to use the cytotechnologist discount. If the occupation number is wrong the Organizer has the right to cancel this registration.
- f. There is no possibility to participate only in workshops or accompanying events without registering for Congress day(s) and paying Congress fee.
- g. The accompanying person has a possibility to participate in the ECC Congress's accompanying events only by registering with a dedicated discount code which will be provided after contacting the Congress Secretariat via e-mail [ecc2021@convention.wroclaw.pl](mailto:ecc2021@convention.wroclaw.pl). This code enables the accompanying person to participate only in accompanying events which were chosen and paid during the registration process. There is no possibility to participate in the Congress by registering on this discount code. The accompanying person will receive a band (not a delegate badge) which enables him/her to participate in chosen accompanying events.
- h. Payments have to be done to the following account numbers:  
**Bank account – PLN:** 10 1090 2503 0000 0006 3000 0423  
**Bank account - EURO:** PL74 1090 2503 0000 0001 0170 9044  
**SWIFT (BIC code):** WBKPPLPP  
**Title of the bank transfer:** ECC 2021, Participant's name and surname  
**Bank name:** Santander Bank Polska S.A. 4 O/Wrocław **Recipient:** Fundacja Uniwersytetu Medycznego we Wrocławiu or by online payment (credit card) which is available during a registration process.
- i. The registration for Participants of the Congress can be made only through the registration form available online on the official Congress website: <https://www.cytology2021.eu/>
- j. During the registration, an applicant should enter the following data into the registration form:

- name and surname, title, e-mail address, phone number, name of the represented institution or university, country, occupation number (cytotechnologists), food preferences,
  - data required for invoicing purposes,
  - consent for the processing of personal data by the Organiser in compliance with the enclosed declarations.
- k. Completion of registration is confirmed by an e-mail sent to the e-mail address indicated in the form. The message also includes payment information.
- l. In order to any data changes, please contact the Organiser via e-mail:  
[ecc2021@convention.wroclaw.pl](mailto:ecc2021@convention.wroclaw.pl)
- m. Registration fee includes:
- Admission to the ECC 2021 Congress (on-site or online participants),
  - Congress materials including delegate badge (Participant is obliged to carry the personal Badge during each day of the Congress). Only a person who demonstrates the personal Badge will be able to attend the congress and get permission to the Congress venue. Such persons will be required to leave the Facility immediately at the request of the Organiser's representatives (onsite participants),
  - Opening Ceremony – 3<sup>rd</sup> October 2021 (attending in the first day of the Congress is a must; onsite and online participants),
  - Access to the exhibition area (on-site and online participants),
  - E-Poster session (online participants),
  - Virtual tour (online participants),
  - Free internet access in designated areas (on-site participants),
  - Lunch and coffee breaks (on-site participants).

- n. If you want to use **Early Bird** price you have to register and pay **maximum till August, 14 2021**.
- o. If you want to register for 2 weeks or later before the Congress opening, you have to pay the registration fee in the same day as your registration.
- p. Due to the limited availability of places, the Organizer reserves the right to close the registration if the maximum number of Participants has been reached.
- q. Each workshop has limited number of participants. For workshops taking place in Multifunctional Hall - 60 participants, for workshops in Room E - 30 participants and for workshops in Room F - 30 participants. Participation depends on the order in which applications were received. If the limit will be reached, please send your interest by e-mail, you will be placed on the substitute list. A fee must be paid to confirm the reservation of participation in the workshop and accompanying events.
- r. Participation in a Presidential Dinner is limited for the first 60 registered participants (excl. invited guests).
- s. Presidential Dinner and Get Together party are available only for on-site registered participants.
- t. The Organizer has the right to cancel the accompanying events because of the not enough participants or the force majeure.
- u. In regard to possibility of changing the event's participants limits by the local sanitary commission, the Organizers are eligible to make changes in available places in workshops and accompanying events.
- v. The Payer (the recipient of the invoice) is the entity indicated by the Participant in the registration form.
- w. By paying the fee the Participant authorizes the Organizer to issue a VAT invoice and send it only to the e-mail address provided in the registration form.
- x. Registration fees **are not refundable**.
- y. No payment for participation in the Congress on the date specified by the Organizer entitles the Organizer to cancel the participation application, without incurring any liability for damages.

### 3. Abstracts and e-poster sessions

a. Only the registered person can send an abstract via the abstract system. b.

Important dates:

February,2021	Abstract submission opens
June,2021	Deadline for abstract submission
July,2021	Notification of results
August,2021	Deadline for payment for registration of accepted abstracts' authors (14 days after notification)

c. General rules:

- Abstracts must be sent through the online platform – link to the abstract system will be sent after participant registration.
- During the abstract submission process, presenting authors must be clearly identified providing contact details (email required).
- Author(s) must select the topic (list of topics is presented on congress website) that best suits their paper. Each abstract must include a correct description of **objectives, material and methods, results and conclusions** so that the Scientific Committee of the Congress can make a correct review.
- An abstract cannot exceed in any case the 300 words. This does not include the abstract title, authors and their affiliations and references. Larger abstracts will not be admitted.
- One graph, table or diagram is allowed to be included in the abstract.
- • A maximum of 3 abstracts can be submitted by the same first author.
- All abstracts will be reviewed by at least two members of the Congress Scientific Committee. The final consideration will be of the Congress Scientific Committee.

- In order to have the abstracts included in the final program, all presenting authors must register for the Congress before August, 2021.
- For accepted abstracts, the presenting authors are required to be in attendance at their oral/poster sessions (allocated by the Congress organization).
- All abstracts should be **submitted and presented in English** by using clear language, avoiding complex characters or formulas difficult to understand.
- Participants may not express theses or views inciting hatred or discrimination against any person based on race, culture, ethnicity, religion, belief or gender.
- The authors are authorized by their co-authors to enter into these arrangements.
- The authors warrant that they secure the right to reproduce any material that has already been published or copyrighted elsewhere.

#### 4. Final Provisions

- a. The Organizer is not responsible for Participants' belongings that have been lost, damaged or stolen during the Congress.
- b. Each Participant of the Congress bears full financial responsibility for the damage s/he has caused during the Congress.
- c. The Organizer is not liable for damage caused to the Participant as a consequence of the force majeure. Force majeure is understood as an event or combination of events or circumstances, independent of the Organizer, which generally hamper or prevent the Organizer's obligations and which the Organizer could not have predicted or prevented or overcome by acting with due diligence.
- d. The Organizer reserves the right to change the date or cancel the Congress for reasons beyond their control. If the event of the Congress being cancelled, the Organizer will refund the entire fee paid by the Participant to the bank account which was used to make a payment.
- e. The Organizer does not cover the costs of transport, insurance and accommodation for Participants of the Congress.
- f. The Organizer has the exclusive right to a binding interpretation of the Regulations.



- g. These Regulations shall enter into force upon acceptance.

## 5. Personal data protection

### Agreement clause

I agree to the processing of my personal data included in the form for the purpose and scope necessary to organize the “European Congress of Cytology”, held in Wrocław on **3-6 October 2021**, by Fundacja Uniwersytetu Medycznego we Wrocławiu (Medical University Foundation in Wrocław), ul. J. Mikulicza-Radeckiego 5, 50-345 Wrocław, KRS: 0000051251, NIP: 8980026419.

### Information clause:

Fundacja Uniwersytetu Medycznego we Wrocławiu (Medical University Foundation in Wrocław), ul. J. Mikulicza-Radeckiego 5, 50-345 Wrocław, KRS: 0000051251, NIP: 8980026419 as administrator of personal data, informs Mr / Ms, that:

- a. The processor of your personal data is Convention Bureau – Wrocław with the headquarters in Wrocław, ul. Wystawowa 1, 51-618, Poland, District Court in Wrocław-Fabryczna, VI Economic Department of the National Court Register, KRS: 0000139886;
- b. The subprocessor of your data is CONREGO Sp. z o.o. Sp. k., 66-400 Gorzów Wielkopolski, ul. Ignacego Paderewskiego 40/6, District Court in Zielona Góra, VIII Economic Department, KRS, KRS: 0000717933, CONREGO Sp. z o.o., 66-400 Gorzów Wielkopolski, ul. Ignacego Paderewskiego 40/6, District Court in Zielona Góra, VIII Economic Department KRS, KRS: 0000716221.
- c. Your personal data will be processed in order to organize the “European Congress of Cytology” Congress according to Art. 6 section 1 point a of the General Data Protection Regulation of April 27, 2016;
- d. The recipients of your personal data will be: event Organizers, event producer and a company providing the registration system necessary to conduct the registration process for the event;
- e. Your personal data will be kept for the period of preparation, implementation and evaluation of the “European Congress of Cytology”;
- f. You have the right to access your data and the right to rectify, delete, limit processing, the right to data transfer, the right to object, the right to withdraw consent at any time without affecting the legality of processing, which was made on consent before its withdrawal;

- g. You have the right to file a complaint with the President of UODO when you feel that the processing of your personal data regarding you violates the provisions of the General Data Protection Regulation of 27 April 2016.
  
- h. The Congress Participant, in accordance with Article 81 paragraph 1 of the Act of February 4, 1994 on copyright and related rights (Journal of Laws, 2019, item 1231 as amended) agrees to the free and noncommercial dissemination by the Organiser (or on the Organiser's behalf) of the Participant's image recorded in connection with the participation in the Congress in any available form, including photography and film, without territorial or time restrictions, within the following fields of exploitation: copying, reproduction, dissemination, lending for use, and broadcasting, including via the Internet.