

The Rules and Regulations for Submitting Original Works

Conference: **XV International Congress of the Polish Society of Allergology**
Kraków, 9 – 12 October 2024

Organizer: **Polish Society of Allergology (Polskie Towarzystwo Alergologiczne)**
Kopcińskiego 22 St., 90-153 Łódź
KRS: 0000191180, REGON: 930083523, NIP:113-22-57-908

Organizing Office: **AltaSoft Sp. z o.o.**
Pukowca 15 St., 40-847 Katowice
KRS: 0000558517, REGON: 361525651, NIP: 634 28 39 789

Place (Congress Centre): **Congress Centre ICE Kraków**
Marii Konopnickiej 17 St., 30-302 Kraków

Conference website: <https://kongres2024.pta.med.pl/>

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§1. General provisions

1. The Organizer having regard to popularization of knowledge about the progressions in allergology and other disciplines related to it among the doctors and other medical workers projects during the Conference: programme blocks that enable doctors and researchers to present their papers pertinent to the subject area of the Conference in the form of:
 - a) Oral Presentation – that consist in several-minute presentation of a paper with a slide show presentation,
 - b) Poster Presentation – that consist in preparation, presentation and brief discussion of the Poster (prepared in the form specified by the Organizer) by the presenter.
2. The Organizer decides about the acceptance of the paper to be presented, the form and the time of the presentation.
3. In order to reach an objective described in para. 1, the Organizer invites the group mentioned in para. 1 to collaborate – to voluntarily send the abstract of one's paper to be reviewed and then after the positive verification to present the paper during the Conference.
4. Through joining the collaboration with the Organizer in the abovementioned extent, all of the authors' of given paper:
 - a) consent to print or publish the submitted abstract in any other way in the materials and supplements published for needs of Conference and thereby consent to publish the authors' names, surnames and affiliation;
 - b) acknowledge that their abstract will be published and presented at the Conference without any compensation for the authors, including the compensation for the presenter;

- c) confirm that all of the authors of the abstract agree with the content and the findings of the abstract, as well as that the paper is original and does not infringe on the copyright rights of any third part.
5. By submitting the abstract the submitter confirms agreeing and acknowledging given regulations indicated in Para. 1 Subsection 4 by all of the authors and is solely responsible, both legally and financially, for the absence of approval and under-information of any of the authors.

§2. Submission of the abstracts and the rules of qualification for presentation during the Conference

1. Only the abstracts that have been submitted in the electronical form via <https://kongres2024.pta.med.pl/abstracts>, before the deadline for submitting the abstracts, that is on the 31st of May 2024, that fulfill the technical, structural and topical requirements (specified in the Rules and Regulations) will be reviewed.
2. The abstracts will be reviewed by the member of the Central Board or the Chairman of the problem section of PTA.
3. Till the day of the deadline of submitting the abstracts there is a possibility to correct the abstract and submit the revised version.
4. When submitting the abstract one should choose the preferred manner of presentation. Nevertheless, the final decision about the acceptance of the abstract and its qualification to either oral or poster presentation will be made by the Scientific Committee. While making the decision both the submitter's preferences and organisational considerations will be taken into account. The decision will be sent to the person that submitted the abstract electronically to the email address stated in the application form.
5. The list of qualified papers and their authors will be published **on the 15th of July** on the website: <https://kongres2024.pta.med.pl/abstracts> along with the detailed programme of the presentations and all the essential technical and logistical information in regard to the presentations.
6. The condition of presenting the work is the registration of at least the presenting author to the Congress.

§3. The list of the topics

1. It is possible to submit abstracts on the subject of:
 - a. Epidemiology of allergic diseases
 - b. Anaphylaxis
 - c. Asthma
 - d. COPD
 - e. Allergic rhinitis
 - f. Food allergy
 - g. Drug allergy
 - h. Hymenoptera venom allergy
 - i. Atopic dermatitis
 - j. Urticaria
 - k. Other dermatosis
 - l. Angioedema
 - m. Diagnostics of allergic diseases
 - n. Occupational allergy

- o. Immunotherapy
- p. Varia

§4. Technical and structural guidelines for submission

1. The submitted abstract must fulfill the following technical requirements:
 - c) Language: Polish or English
 - d) File types: Ms WORD documents: *.doc, *.docx
 - e) Font: Times New Roman
 - f) Font size: 12
 - g) Line spacing : 1,5
 - h) Maximum characters count of the abstract: 1800 (including the spaces)
2. The abstract should include undermentioned elements in given order:
 - a) subject of the abstract (the list given in para. 3 subsection 1) – please enter the correct letter or letters;
 - b) title of the abstract;
 - c) list of the authors – please underline the author that would be presenting;
 - d) affiliation;
 - e) body of the abstract (standard structure should include: INTRODUCTION, AIM, METHODOLOGY, RESULTS, FINDINGS);
 - f) the information regarding authors' conflicts of interest;
 - g) the information, if the publication has been already presented at PSA International Congress (Międzynarodowy Kongres PTA).

§5. Information about processing of personal data

1. The administrators of your personal data are The Organizer and The Organizing Office of the Conference.
2. Under current law consent to the processing your personal data is necessary for a successful submission and registration of the abstract and subsequent service of its review and presentation.
3. On the basis of Article 13 Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th 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), we inform about the principles of employing the data.
4. The Organizer processes your personal data for following purposes:
 - a) the review and qualification of the abstract for presentation during the Conference;
 - b) the correspondence with the submitter about the status of the abstract and about any queries or requests for clarification from the reviewers;
 - c) in the event of qualifying of the abstract for presentation in order to enable the presentation and the publication of the paper in the educational materials that are distributed by the Organizer (applies to names, surnames and affiliations of the authors).

5. The Organizing Office – the owner of the system that is used to submit the abstracts, process your personal data for following purposes:
 - a) to technically and logistically enable the submission and presentation of the abstract;
 - b) in situations linked with qualification and presentation of the paper that require the action from the submitter to contact the person;
 - c) help desk services,
 - d) publication of the content on the Conference's website and at the Participant's Internet Zone
6. The data of your account in the Abstract Submission System will be processed till the end of the period necessary to pursue claims associated with the Conference or till your approval revocation for processing. However, no longer that 12 months after the Conference. In case of lack of claims, till the end of the period necessary to pursue notices of complaints, that is 7 days after the Conference.
7. It is important to realize that in the moment of qualifying of the given submission for the presentation and its publishing the removal of the paper itself, any changes or removal of the authors' names, surnames and affiliations from all resources will be impossible.
8. In connection with the processing of your personal data by the Organizer and the Organizing Office, you have the following rights for the above-mentioned purposes:
 - a) the right to access the data and its correction;
 - b) the right to rectification of the data;
 - c) the right to request the deletion of data ("the right to be forgotten");
 - d) the right to limit the processing;
 - e) the right to transfer the data;
 - f) the right to object to the processing of your personal data.
9. Each data subject also has the right to lodge a complaint with the supervisory body (the President of the Personal Data Protection Office), if one believes that the processing of personal data concerning oneself violates the applicable provisions.
10. Each of the operations listed in subsection 8 is always possible by contacting the person supervising the processing of data:
 - a) at the Organizing Office: administrator@altasoft.pl or with the Conference Customer Service Office (Event Organization Department): konferencje@altasoft.pl, address as given in the registration data, telephone: (+48) 32 259 83 99, (+48) 32 259 83 98, (+48) 32 259 83 96, fax: ext. 18
 - b) with the Organizer: pta@pta.med.pl, tel. +48 42 677 69 48
11. Each of the administrators will inform the other about one's claims.
12. Your data will not be transferred outside the EEA or to international organizations. Your data is not subject to profiling. None of the administrators will also make automated decisions in the processing of your personal data.
13. The Organizing Office and the Organizer inform that they use appropriate measures consistent with General Data Protection Regulation that ensure the proper level of security of your personal data, including:
 - a) all of the forms base on Secure Socket Layer protocol (SSL);

- b) the access to personal data is controlled and restricted. The access is only available to persons working on the basis of legal agreements for the Organizer or The Organising Office, for whom it is necessary in order to operate, develop or improve our services. These persons are bound by confidentiality obligations and in case of failure to comply with these obligations, will be subject to discipline, including termination and criminal penalties.

14. The submitter of the abstract is obligated to inform all of the authors of the work about the content of the Rules and Regulations, including the rules upon processing personal data presented in this paragraph.

§6. Complaints

1. All of the complaints concerning the results of the qualification process should be reported in written form via e-mail or registered letter with acknowledgement of receipt c/o The Organizing Office within 7 days from receiving the results. All of the other complains should be reported over the course of 7 days from the Conference. The complaints received after the expiration of a term will not be considered.
2. The complaint is being considered within 14 days from receiving. The grievant will be informed about the status of the complaint via e-mail or SMS, supposing the proper and correct data that would enable the communication was provided in the form.

§7. Final provisions

1. All matters not provided in these regulations are regulated by the Civil Code.
2. Any disputes arising owing to the participation in the Conference, will be resolved by the competent court in the Organizer or the Organizing Office (depending on which of the parties is involved in the dispute).

3. Contact with the Organizing Office:

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phone: +48 322598399 , +48 322598398, +48 322598396, fax: +48 322598398 ext.18

e-mail: konferencje@altasoft.pl

The office is open on working days - Monday to Friday from 8:30 a.m. to 4:30 p.m.

4. Contact with the Organizer:

Polish Society of Allergology (Polskie Towarzystwo Alergologiczne)

PSA Office

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