

## Rules and Regulations for the Conference Contest

**The best presentation, poster and video reflecting the practical approach to ophthalmology**

**at the 3<sup>rd</sup> European Meeting of Young Ophthalmologists EMYO 2018  
in Cracow, Poland, June 13-14, 2018**

### §1

## GENERAL PROVISIONS

1. These Rules and Regulations shall apply to all Participants of EMYO 2018 who enter the contest for the best presentation, poster and video reflecting the practical approach to ophthalmology (hereinafter: 'Contest') at the 3<sup>rd</sup> European Meeting of Young Ophthalmologists organized in Cracow, Poland, June 13-14, 2018 (hereinafter 'Conference').
2. These Rules and Regulations constitute the legal basis for the Contest and define the rights and obligations of the Participants of the Contest (hereinafter 'Contestants').
3. The Contest is organized by Thea Polska Sp. z o. o. with its registered office in Warsaw, ul. Cicha 7, 00-353 Warsaw, entered into the register of entrepreneurs kept by the District Court for Warsaw in Warsaw, 12<sup>th</sup> Commercial Division of the National Court Register under No. KRS: 0000354319, NIP: 5213563971, REGON: 142396373 (hereinafter 'Organizer').
4. The Contest is open to all Participants of the 3<sup>rd</sup> European Meeting of Young Ophthalmologists who comply with the entry requirements defined in these Rules and Regulations and accept them.
5. The Contest is not open to the Guests, members of the Organizing Committee and Lecturers invited by the Organizer to give their papers at the Conference.
6. The aim of the Contest is to choose and award the authors of the best rapid-fire presentation, scientific poster and surgical or educational video reflecting the practical approach to ophthalmology.
7. The Contest closes for entries on February 28, 2018. For the entry to qualify for the Contest, the author must meet the Entry Requirements listed below.
8. The prizes are sponsored by the Organizer.
9. This Contest is not a promotion lottery within the meaning of the Gambling Act of 19<sup>th</sup> November, 2009.

### §2

## ENTRY REQUIREMENTS

1. Conference Participants are invited to submit entries in one or more of the following categories :
  - a rapid-fire presentation
  - a scientific poster
  - a surgical or educational video
2. In order to enter the Contest a Conference Participant must submit a description of their entry for a review by the Scientific Committee of the Conference by February 28, 2018. The description must be in the form of an abstract written in English, clearly indicating the chosen category. Abstract submissions will be accepted electronically through the abstract submission link on the official website of the Conference accessible after logging in to the Participant's account or by email sent directly to the Conference Organizer at: [ms@inspirecongress.pl](mailto:ms@inspirecongress.pl)
3. All entries must reflect the theme of the Contest - The practical approach to ophthalmology.
4. The scientific quality of each entry will be reviewed by the Scientific Committee of the Conference by March, 30, 2018. The authors shall be informed electronically if their submission has been accepted for presentation at the Conference.

5. If the submission is accepted the Contestants should ensure that the final version of their presentation, poster or video follows the detailed guidelines listed in the Appendix 1.
6. The final version of the video and the slides for the oral presentation must be submitted to the Speaker Ready Room for uploading at least one day before the scheduled session. The poster must be submitted by 9 a.m. on Friday 13<sup>th</sup> June 2018.
7. All files will be deleted after the Conference unless a permission has been granted to the congress association to retain the presentation files. No copyright transfer issues apply.
8. Technical requirements, support and safety regulations are described in Appendix 2

### §3

## PRIZES AND DISTINCTIONS

1. Successful winners will receive cash prizes awarded in the following categories:
  - best rapid-fire presentation - first prize €1000, second prize €500
  - best poster - first prize €500, second prize €250
  - best film - first prize €500, second prize €250

All cash prizes are subject to tax regulations defined in point 7.

2. In addition, five submissions in each category will be awarded with a distinction and their authors will receive book prizes. All book prizes are subject to tax regulations defined in point 7.
3. Contest winners will be announced at the Prize Award Ceremony on Saturday, July 14, 2018.
4. Cash prize winners will receive their awards within 30 days after the end of the Conference. They will be fully informed about the procedures concerning the receipt of the prize after the Ceremony. The book prizes will be presented on Saturday, July 14, 2018.
5. No prize transfers to a third party are permitted.
6. Non-cash prizes may not be redeemed for cash value.
7. Each Contest prize is subject to a flat income tax rate of 11.11%. The Organizer, as a prize awarding body is required to calculate the flat-rate income tax on prizes, withhold it at source and pay to the relevant tax office. Therefore, the value of each cash prize and book prize will be increased by an additional supplementary prize in the amount equivalent to the tax due. The value of the supplementary prize will represent 11.11% of the value of the cash or book prize. The prize winner agrees that this supplementary prize is withheld by the Organizer on account of the tax due for the contest prize.
8. The Contest Participant agrees to provide all necessary data to comply with the tax obligations imposed on the Organizer.
9. The Organizer undertakes to store all the necessary documents confirming the accuracy of settlements, including documents relevant for tax purposes, such as prize receipts, tax information and tax declarations.
10. The Organizer shall not be held liable in the event that the winner fails to collect the prize for reasons beyond the control of the Organizer.

### §4

## RULES FOR GRANTING THE AWARDS

1. The winners in each category will be chosen by an international Jury composed of the most eminent specialists in the field of ophthalmology: Ana Miguel Quintas, Luis Fernande-Vega Cueto, prof. Wojciech Omulecki, prof. Ewa Mrukwa-Kominek, prof. Marco Hawlina, prof. Jan Tjeerd H. N. de Faber (President of SOE).
2. The Contest submissions will be assessed for their scientific quality as well as the attractiveness and clarity of presentation.
3. Contest winners will be announced at the Prize Award Ceremony on Saturday, July 14, 2018.

## §5

**PROTECTION OF PERSONAL DATA**

1. Personal data of the Contestants are collected, processed and administered by the Contest Organizer - Thea Polska Sp. z o. o, in compliance with the provisions of the Act of August 29, 1997 on the Protection of Personal Data.
2. Providing personal data is voluntary yet necessary for entering the Contest.
3. Contestants give their consent to the collection and processing of their personal data solely for the purpose of preparing informational materials, organizing the Contest and choosing the winners, distributing the prizes defined in § 3 of this document and for the announcement of the winners on the official website of the Conference (www.emyo2018.com).
4. Each Contestant agrees to have their name, surname and the city/country of origin published on the official website of the Conference and in informational materials.
5. Each Contestant shall have the right to access their personal data at any time and request the correction, modification or deletion.

## §6

**COMPLAINTS**

1. Each Contestant shall have the right to file a complaint under these Rules and Regulations. A written complaint containing the Contestant's name and surname and a detailed description and justification of the complaint should be sent electronically directly to the Conference Organizers at: ms@inspirecongress.pl by the end of the Conference.
2. Any complaints filed after the Conference may not be acknowledged by the Conference Organizer.
3. Complaints will be handled promptly. The Contestants will receive the answer to their complaint within 14 days of its receipt.

## §7

**FINAL PROVISIONS**

1. These Rules and Regulations constitute an integral part of the participation in the Conference Contest. By participating in the Contest each Participant confirms that he/she has read the Rules and Regulations and accepts them.
2. Rules and Regulations are available at the office of the Conference Organizer and on the official website.
3. The Contest Organizer reserves the right to make changes to these Rules and Regulations and shall be obliged to publish current information on the official website. The changes shall not impose stricter or more demanding entry requirements.
4. The Contest Organizer shall not be held liable if a Participant fails to give a presentation, or present their poster or video due to technical problems or any other causes or unforeseen circumstances beyond the control of the Organizer.
5. In all matters not regulated herein the provisions of generally applicable law shall apply.

**APPENDIX 1****Guidelines for preparing presentations for the Conference Contest at EMYO 2018****I. Presentation of scientific poster**

1. The maximum poster size is A0 : 80 x 100 cm.
2. Contestants have to bring the printed poster with them (there will not be a possibility to print the poster at the Conference centre).

3. Posters will be displayed for 2 days - 13<sup>th</sup> and 14<sup>th</sup> July, 2018.
4. Contestants shall indicate time and day when they will be available for poster presentation to explain their work and answer any questions from the Participants of the Conference. The time (about 20 minutes) and day should be clearly indicated on a sticker attached to the poster (to be received upon arrival).

## II. Rapid- fire presentations

1. Each Contestant will have a defined time - 5 minutes - to present slides with a case report or a summary of the research they are doing.
2. The session chair will introduce each presentation and monitor its length. A computerized countdown timer will display the time left. It will turn RED close to the end of the presentation. In order to stay on schedule, chairs are requested to stop the speakers if the presentation exceeds the allotted time.
3. Industry logos or brand names should not be used in PowerPoint presentations .

## III. Guidelines for preparing surgical or educational video

1. Surgical Video must show a surgery performed by the Contestant.
2. Educational video should relate to nonsurgical treatment of eye diseases.
3. During video presentation Contestants are required to make live comments. It is not acceptable to pre-record voice commentary.
4. Each Contestant will have 5 minutes to present their video.

## APPENDIX 2

### Technical requirements, support and safety regulations for the Contestants at EMYO 2018

1. An AV technician will be present in the session room to assist in starting each presentation. When the presentation file is opened the Contestant will control the slides from the podium using a computer.
2. The session room will be equipped with
  - Stage with head table
  - One or two large screens for displaying PowerPoint presentations
  - Computer running MS PowerPoint with a mouse
  - Fixed lectern microphone
  - Lavalier microphone
  - Laser pointer
  - Countdown timer showing remaining presentation time
3. Acceptable formats of presentations:
  - PowerPoint(.ppt/x)
  - Adobe Acrobat (.pdf)
4. Acceptable size of slides:
  - standard (4:3)
  - widescreen (16:9)

5. For Apple users : Please make sure that all inserted pictures are either JPEG or PNG
6. If the presentation includes movies or animations the Contestants should bring them to the Speaker Ready Room for uploading at least one day before the scheduled session, even if you chose to embed your media files.
7. Acceptable video formats
  - Windows Media (.wmv) - recommended and preferred video format for Windows-based presentations
  - MP4 (ideally MPEG 1 & MPEG 2 but H.264 codecs as well)
  - AVI (Divx, Xvid, or WMV codecs)
  - MPG (MPEG 1 & MPEG 2)
  - MOV (H264 & MPEG4)

For more detailed information regarding fonts, sound, video, and general compatibility, please refer to [ms@inspirecongress.pl](mailto:ms@inspirecongress.pl)

8. Acceptable storage formats
  - USB Memory Stick
  - DVD

If you plan to play a DVD as part of your presentation, please notify the technician in the Speaker Ready Room so arrangements can be made for assistance in the session room.

9. The computers available in the session room will run the following software:
  - Keynote 2013 (Keynote 6) or earlier
  - Adobe Reader
  - Quicktime
  - VLC1
  - Media File.

10. Special Fonts

We use fonts supplied with Office 2010. If you need a specialized font it should be embedded into your PowerPoint presentation.

11. File Names

There are no restrictions to file names. The system will automatically create a special directory for each presenter.

12. Laptops

Personal laptops cannot be used in the session rooms. Contestants must upload their files in the Speaker Ready Room. We offer assistance in the Speaker Ready Room for file transfers from personal laptops. Each Contestant should bring a backup of the presentation on an alternate medium (see the list of acceptable formats above).

13. Please make sure you have all power, video, and networking adapters with you.

14. Safety regulations

Contestants are required to present their ID in order to access the Speaker Ready Room and upload their files.