

# **Regulations of the 11<sup>th</sup> edition of the European Young Engineers Conference (EYEC)**

## **§1**

### **General resolutions**

1. Organisers of the 11<sup>th</sup> European Young Engineers Conference (hereafter called the 'Conference') are the Scientific Club of Chemical and Process Engineering "Venturi" located at the Faculty of Chemical and Process Engineering, Warsaw University of Technology, Poland, located in Warsaw, Ludwika Waryńskiego 1 and the Foundation of Young Science, located in Warsaw, Uniwersytecka 5 (hereafter called the 'Organisers').
2. The Conference will be held on 17–19 April 2023 at the Faculty of Chemical and Process Engineering, Warsaw University of Technology (Ludwika Waryńskiego 1, 00 – 645 Warsaw, Poland).
3. Each Participant should fulfil the following requirements:
  - a. Be a Bachelor's or Master's degree studies student, a PhD student or a PhD candidate.
  - b. Acquaint with the Regulations of the Conference and accept the Regulations throughout the registration form available on the Conference website.
  - c. Sign an agreement regarding personal information processing. The processing will be carried out strictly for registration purposes under regulations regarding personal data protection.
  - d. Pay the registration fee according to information available on the Conference website.
  - e. Receive the acceptance of the submitted abstract (regarding both plenary session presentations and poster presentations).
4. Participation in the Conference requires the payment of a registration fee.

## **§2**

### **Registration**

1. Participants registration is conducted through a form available on the Conference website: <https://www.eyec.ichip.pw.edu.pl/>.

2. The registration process requires completing the registration form, which will be available on the Conference website.

### **§3**

#### **The Conference**

1. In order to participate, online registration is obligatory.
2. Organisers do not provide accommodation. However, the Organisers can help with booking accommodation upon request from the Participant.
3. A detailed Conference schedule will be available on the Conference website from 17 March 2023.
4. Organisers provide every Participant with a complete kit of Conference materials and catering during the event.
5. Participants are fully responsible for the potential damage caused within the event area.

### **§4**

#### **Personal details of participants**

1. All personal details provided by the participants will be administrated by the Scientific Club of Chemical and Process Engineering "Venturi". Data will be processed to carry out the Conference, including the registration process through the Conference website or communication about further editions. All details can be accessed and corrected by the Participant. Although providing the organisers with personal data is voluntary, the lack of personal data or incapacity of processing it may make participation impossible.
2. All data is protected according to law, using up-to-date safety devices.

### **§5**

#### **Publish rights**

1. Organisers reserve the right to publish and register materials related to the Conference and make them third-party-accessible, including the Conference Monograph publication on the Conference website.

## §6

### **Participation in the Conference**

1. Three Conference participation types are available:
  - Free listener – the Participant is obliged to pay the registration fee. There is no need for an abstract or paper submission for this type of participation in the Conference.
  - Poster presenter – the Participant is obliged to pay the registration fee and submit an abstract concerning their research work to present during the poster session. The Participant can also choose to submit a scientific article or a monograph article.
  - Plenary session presenter – Participant needs to pay the registration fee and submit an abstract concerning their research work to present during the plenary session. The Participant can also choose to submit a scientific article or a monograph article.
2. All participants are obliged to comply with the Conference regulations.
3. The Conference fee is the same regardless of the participation type.
4. The Conference fee depends on the date of registration:
  - 24 October 2022–14 November 2022: 90 EUR~430 PLN if the Participant registers until 14 November 2022.
  - 15 November 2022–25 November 2022: 130 EUR~620 PLN if the Participant registers until 25 November 2022.
5. Each Participant is allowed to give one or two presentations. Following combinations are possible:
  - One plenary session presentation,
  - One plenary session presentation and one poster presentation,
  - One poster presentation,
  - Two poster presentations.

## §7

### **Certificate of participation**

1. The Organising Committee provides the certificate of participation (hereafter called 'Certificate') for each Participant who meets the following requirements:
  - Participated in the Conference (all types of participation);
  - Gave all the presentations they stated in the registration form.
2. The Certificate can be received only after all the Participant's presentations.
3. In case of the Participant's absence during the Conference, no certificate is given.

## **§8**

### **Conference fee**

1. All payment information will be available on the conference website.
2. If a Participant resigns from participation in the Conference before 10 January 2023, the Conference fee will be fully returned. If the Resignation is submitted after 10 January 2023, the Conference fee will not be refunded.
3. In case that the Conference mode is changed from stationary to online, all Participants will receive a refund of 90% of the Conference fee.
4. If a Participant will not pay the conference fee by 9 January 2023, this is equal to resignation from the participation in the Conference
5. If a Participant does not send the article/abstract with corrections sent by the editorial team or after the deadlines given by the organizers, this will cause resignation from participation in the conference and the conference fee will not be refunded.
6. If a participant resigns after 10 January, the conference fee will not be refunded. Any request for a refund will be considered individual
7. In case of unjustified absence of a Participant during the Conference, the conference fee will not be refunded. Participant's absence during the Conference may be excused only by presenting a relevant medical certificate describing the health conditions that caused the Participant not to participate.

## **§9**

### **Papers**

1. All Conference Participants have an opportunity to publish the results of their scientific work in the EYEC Monograph. The EYEC Monograph will contain three types of scientific papers:
  - Monograph articles – a preferable form of publication in the EYEC Monograph. Minimum of 20 000 characters with spaces or equivalent in pictures, presenting original research work;
  - Scientific articles – research articles, a concise form of publication. Minimum of 10 000 characters with spaces or equivalent in pictures;
  - Abstract – an obligatory form of publication for all participants. Abstract is a short summary of completed research.

Participants of the Conference will be chosen based on submitted abstracts. The EYEC Monograph editorial board will validate all abstracts based on the scientific value, compatibility with Conference topics and the form.

2. Guidelines for Authors and templates for each type of document are available on the Conference website.

## **§10**

### **Regulation changes**

1. Organisers reserve the exclusive right to make minor amendments to the rules and regulations. Any changes to the rules and regulations cannot violate the rights of the participants. The changes do not require justification from the Organisers.
2. Any information on possible changes in the rules and regulations of the Conference will be published immediately on the Conference website, and the Participants will be informed of the changes via e-mail messages.

## **§11**

### **Final regulations**

1. Rules and regulations are available in the Organisers' office and on the Conference website.
2. Organisers are not responsible for cancelling the Conference or any obstacles during the Conference, which are beyond their control. These can especially be caused by:
  - a. Failure or necessity of fixing unforeseen faults on the website;
  - b. Influence of a third party, disrupting the functioning of the website or the course of the Conference;
  - c. Any actions carried out by the partners or sponsors of the Conference;
  - d. Absence of a participant during the Conference,
  - e. Restrictions related to the epidemiological situation in the country in which the Conference is to take place.
3. Organisers reserve the right to suspend, interrupt, prolong or cancel the Conference after prior notification to the participants.
4. In case of changing or cancelling/invalidating any part of these rules and regulations by a decision of the authorised executive or refereeing bodies, the remainder of these rules and regulations shall be binding on the Organisers and the Participants.
5. In any case not regulated by these regulations, the provisions of Polish law shall apply.