

Regulations of the 13th International Biotechnology Symposium “Symbioza”

1. The full name of the conference is as follows: the 13th International Biotechnology Symposium “Symbioza,” referred to in these regulations as the Conference.
2. The Conference is organized by the Warsaw Society for Biotechnology “Symbioza” (abbreviated as WSB “Symbioza”), referred to in these regulations as the Organizer. Logotypes of the Conference and the Organizer are restricted, and we do not allow any changes to it (e.g. change of colours).
3. The Conference will take place between the 8th and 10th of May 2026 at the Faculty of Political Science and International Studies at the University of Warsaw.
4. During the Conference, there will be oral presentations, poster sessions, and keynote speakers’ lectures.
5. Possible forms of participation include:
 - a. Active participation – authors and co-authors of oral and poster presentations;
 - b. Passive participation – in-person;
 - c. Participation of guests, especially keynote speakers, honorary guests, conference sponsors, organizers of workshops, and other people approved by the Organizer;
 - d. Media persons accredited by the Organizer;
 - e. Active and passive participants are collectively referred to in this document as The Participants.
6. The conference will be held in English. Active participants are expected to prepare their presentations or posters in English. The keynote lectures will also be held in English. Active participants are also expected to include the Conference logo on the first and last slide of their presentation.
7. Translation to Polish will not be provided during any lectures.
8. The conference fee is 39,00 euros (165 PLN) for participants. This fee may be reduced if additional funding is provided. The Conference is a non-profit event, and all funds provided by the Participants will be spent to cover the costs of organizing the Conference. Organizers, keynote speakers, and media representatives are exempt from the conference fee.
 - 8a. For passive in-person participants, we offer prices that omit lunch (33,30 euros | 140 PLN) or omit conference merch (31 euros | 130 PLN) or omit both - lunch and merch (25 euros | 105 PLN). We reserve the right to offer special prices for certain promotional offers or for participants connected with our organisation.
9. No refunds are available. Payment is a direct confirmation of the attendance at the Conference and no refunds will be issued due to any participant mistakes.
10. The organizers will provide an invoice upon demand. If the participant wishes to receive an invoice, they are obliged to fill in the appropriate fields in the registration form. The Organizer does not take any responsibility for the consequence of providing incorrect data in the registration form. The Organizer reserves the right not to issue the invoice should the participant fail to notify the Organizer of the necessity of such before the Conference.
11. Participants are entitled to:
 - a) Attend all oral presentations;

- b) Attend all poster sessions;
- c) Attend all keynote lectures;
- d) Attend the integrational event;
- e) Receive the conference materials (if the offer is chosen);
- f) Receive the certificate of attendance;
- g) Take part in coffee breaks;
- h) Receive a hot meal on Saturday (if the offer is chosen).

12. All participants can be provided with a certificate of attendance after asking for such by sending an email. The email should be sent not later than two weeks after the Conference. Certificates will only be provided in a digital form.

- a) The certificate will be provided in English;
- b) The certificate will include the conference name, date, and place, the Participant's name and surname, the type of participation (active or passive), and, in the case of active participants, the title of the presentation;
- c) The certificate will be provided in accordance with the data provided in the registration form;
- d) If the active participant is a co-author of multiple presentations, they will be asked to select one of them that will appear on the certificate;
- e) The Organizer does not take any responsibility for the consequence of providing incorrect data in the registration form and reserves the right not to issue corrected certificates.

13. The main ways the Organizer communicates with the Participants are the conference webpage, conference mailing list, or, in case of an emergency, the phone number provided by the Participants during registration.

14. Only posters and oral presentations presenting original research will be accepted for the Conference.

15. The selection of active Participants will take place based on the abstracts provided by the authors in the registration form:

- a) Each Participant is allowed to be the main author of only one submitted abstract, and the person submitting the abstract must be the presenting author. Submitted abstracts must present original work and may not constitute self-plagiarism. Work that has been previously presented at another conference may be submitted only if the title and abstract have been substantially revised and the presentation includes new data, extended results, or a clearly expanded perspective. Participants are required to disclose prior presentations in the submission form and describe the differences. Failure to disclose such information may result in removal from the Conference or exclusion from competition and awards;
- b) Each participant is allowed to be a co-author of any number of submitted abstracts. In the case of a joint project, each presenting author must clearly present their individual contribution and explicitly declare which part of the work they conducted. If more than one author from the same project presents at the Conference, each presentation must have a distinct title and focus on a different aspect of the project (e.g., different methodology, dataset, analysis, or perspective). One author may present an oral presentation while another presents a poster, provided that the content presented is not identical;

- c) The main author of the submitted abstract must be a student or a Ph.D. student or hold an equivalent degree (completed European Qualifications Framework level below 8). In case of doubt, the Organizer makes the final decision;
- d) The main author is not allowed to hold a Ph.D., an equivalent, or a higher degree (European Qualifications Framework level 8);
- e) The co-authors of the submitted abstracts may hold a Ph.D. or higher degree, but the majority of the work must be done by students or Ph.D. students. In case of doubt, the co-authors will be required to provide a written declaration regarding their contribution;
- f) There is no limit on the number of co-authors, but the organizers ask the participants to use common sense;
- g) Acceptance of the main author for the Conference does not automatically provide acceptance of all co-authors;
- h) Members of the WSB Symbioza may take part in the conference as participants.

16. Abstracts are evaluated by the Evaluation Committee appointed by the Chair of the Scientific Division of the WSB Symbioza:

- a) Personal details about the Evaluation Committee are not provided to the Participants;
- b) The Chair of the Scientific Division of the WSB Symbioza serves as the Chairman of the Evaluation Committee and supervises the committee's work. The Chairman of the Evaluation Committee is allowed to be a reviewer. The Chairman of the Evaluation Committee is not subject to paragraph 16, point a), and paragraph 16, point e) of these Regulations;
- c) Members of the Evaluation Committee are selected according to their scientific knowledge and expertise regarding each submitted abstract;
- d) Information about the Participant's name, surname, affiliation, and level of education is not provided to the reviewers. They receive only the title and content of the abstract;
- e) In case of any conflict of interest, a new reviewer is appointed to evaluate the provided abstract;
- f) Any attempts to put pressure on or otherwise influence the Evaluation Committee will cause automatic disqualification of the provided abstract;
- g) The Chairman of the Evaluation Committee may decide to disqualify an abstract without review when its scientific level is abnormally low or the formal requirements are not met;
- h) The Organizer is not obliged to inform the Participant about the basis on which his abstract was not accepted or provide him with reviews. If there is no risk concerning revealing the personality of reviewers, the organizer may grant the participant access to the reviews of his abstract after a written request;
- i) The final decision about accepting an abstract is made by the Chairman of the Evaluation Committee.

17. During the oral sessions, the authors are expected to present a 10-minute speech. There are 5 minutes provided for discussion after each presentation:

- a) All presentations should be uploaded to the computer from which they will be presented before the beginning of the oral session;
- b) The Participants are not allowed to present using their computers;

c) All co-authors are encouraged to participate in the discussion after the presentation.

18. During the poster session, the authors are expected to present a 3-minute speech followed by 2 minutes for questions. This requirement does not apply to teams including members, supporting members, or former members of the WSB "Symbioza". The Organizer provides space for a poster up to the size A0 (84×119 cm) in vertical alignment. The Organizer does not guarantee space for posters exceeding this size. The poster may not be allowed if its dimensions cause discomfort for other participants.

19. During the Conference, a Contest for the Best Lecture and the Best Poster are held. The evaluation is conducted by the Contest Evaluation Committee. The Contest for Audience Award is based on the audience evaluation.

19a. The Contest Evaluation Committee assesses separately:

- a) students and master students (or equivalent);
- b) Ph.D. students (or equivalent).

19b. Teams including members, supporting members, and former members of the WSB "Symbioza" may not be awarded prizes for the best presentation or posters, except the Audience Award. Their posters and oral presentations are not assessed by the Contest Evaluation Committee. Their posters and oral presentations should be clearly marked.

20. If a company / sponsor / patron / partner wishes to hold its own competition, it has its own assessment scale / competition requirements, leading to the selection of the winner of the additional prize.

21. Rules for the assessment of the presentations and posters:

- a) Each lecture will be evaluated by a Committee consisting of three members present at the lecture. Each poster will be evaluated during the poster session by a Team consisting of two members;
- b) Three aspects will be evaluated:
 - i) content (C);
 - ii) how it was presented (P);
 - iii) technical features (T).
- c) In each category, a member of the Committee can give from 0 (minimum) to 100 (maximum) points;
- d) Points are drawn out to get a combined mark (MC) according to the following formula: $MC = 0,5 \cdot C + 0,3 \cdot P + 0,2 \cdot T$;
- e) The average of the combined marks of the Committee members will be drawn out, and this mark will be the final mark of the Committee (MF);
- f) There will be a ranking list made based on the final marks of the Committee;
- g) If a score draw occurs, the average mark for content (C) will be taken into account;
- h) If the verdict still cannot be announced, the President of the Committee, by agreement with the President of the Science Section of WSB "Symbioza", will decide on the winner.

22. Audience award:

- a) The audience votes are conducted online using a survey prepared by the Committee and distributed before the start or during the Symposium in a way defined by the Organizer;

- b) Each member of the audience will vote for one poster and oral presentation;
 - c) There will be a ranking list made based on the points;
 - d) If the verdict cannot be announced, the President of the Committee, by agreement with the President of the Science Section of WSB "Symbioza", will decide on the winner.
23. The Committee's decisions are final and irrevocable. No correspondence relating to the competition will be entered into.
24. Authors of the awarded works are required to sign the acceptance protocol of the prizes. The prizes are not exchangeable for their cash equivalent.
25. In the event of detection of plagiarism at any stage of the conference (from submitting an abstract to the presentation of results), the work is disqualified, the Participant's delegating unit is informed, and relevant authorities provided by Polish law are notified.
26. By sending the registration form, the Participant agrees to:
- a) Processing of the Participant's data by the Organizer to the extent necessary to conduct the Conference. The Participant's personal data is administered by WSB Symbioza in accordance with the General Data Protection Regulation of the European Union. The data collected are as follows: the Participant's name and surname, e-mail, telephone number, and billing address. The Participant may withdraw his consent at any moment by contacting WSB Symbioza by mail at conference@symbioza.edu.pl;
 - b) Publication of name, surname, affiliation, and e-mail address in the book of abstracts and possibly other conference materials;
 - c) Submitting information about other WSB "Symbioza" projects by the Organizer, in particular subsequent editions of the Conference, to the e-mail address provided during registration;
 - d) To use the Participant's image on photos, videos and other promotional materials of the conference, including placing them on the Organizer's websites and social media platforms. The organizers undertake not to transfer the personal data of the Participant to third parties without the consent of the Participant;
 - e) The fact that the Organizer reserves the right not to be held accountable for any communication issues due to participant's lack of involvement (e.g. emails missed in spam folder, answers after deadlines).
27. In all disputable issues not included in these Regulations, the final decision belongs to the Organizer.