

RULES OF PROCEDURE OF THE INTERNATIONAL CONFERENCE OF THE
POLISH ASSOCIATION OF BEHAVIOURAL AND COGNITIVE THERAPY
"Cognitive-Behavioural Therapy. Beyond Individual Psychotherapy. Cracow, 8-10 May 2020 "

§ 1 General provisions

1. The International Scientific Conference "Cognitive-behavioural therapy. Beyond individual psychotherapy" (*Polskie Towarzystwo Terapii Poznawczej i Behawioralnej, PTTPB*, hereinafter also referred to as "the Conference") will be held in Cracow (Małopolskie Voivodeship) from 8-10 May 2020.
2. The Conference will be held in the didactic building of Jagiellonian University Auditorium Maximum.
3. The Conference is international.
4. The language of the Conference is Polish. The Organiser will provide simultaneous translations of selected speeches and presentations of lecturers from abroad. The materials presented by the speakers will not be translated.
5. The Conference is organized by the Polish Association of Behavioural and Cognitive Therapy, based in Warsaw (hereinafter also referred to as "the Organiser"). The Co-organiser is the Institute of Psychology of the Jagiellonian University.
6. Participants of the Conference include members of the Polish Association of Behavioural and Cognitive Therapy and other persons who have declared their wish to participate.
7. Participants of the Conference are: Active Participants (persons presenting a paper, conducting workshops, participating in panels, or presenting a poster) and Passive Participants (persons not giving a paper, not conducting a workshop, not participating in panels, or presenting a poster).
8. The Conference will include scientific and educational sessions (including Pre-Conference Workshops, plenary lectures, panel discussions, symposia, workshops, supervisions, therapeutic skills training, and poster sessions) and coffee/lunch breaks. As part of the Conference (intended only for the members of the PTTPB), there will also be a General Meeting of the Association's members, on the date indicated in the schedule. Participation in the General Meeting only is free of charge.
9. The Organisers reserve the right to cancel the Conference. In case of cancellation of the Conference, the Organisers are obliged to inform the Participants about it not later than 7 days before the planned start of the Conference.
10. The detailed schedule and programme of the Conference will be published on the website of the Polish Association of Behavioural and Cognitive Therapy: www.konferencja.pttpb.pl.
11. The Organisers reserve the right to change the Conference Schedule and Programme.
12. The provisions of these regulations are an integral part of the application for participation in the Conference and apply to all Participants.

§ 2 Participation in the Conference.

1. The prerequisites for participation in the Conference are:
 - a. Application for participation in the Conference by completing the Application Form available on the Association's website, link: www.konferencja.pttpb.pl. The application for participation should indicate the choice of the Pre-Conference Workshop and the Mid-Conference Workshop, if the Participant has chosen to participate in such a workshop.
 - b. Payment of the Conference fee.
2. The Conference fees are
 - a. For participation in the Conference, excluding participation in Pre-Conference Workshops and selected Mid-Conference Workshops: up to 25.03.2020, for the PTTPB members with paid

membership fees up to and including 2020, employees/students of the The Institute of Pedagogy at the Jagiellonian University (*Instytut Pedagogiki Uniwersytetu Jagiellońskiego, IPUJ*), and European Association for Behavioural and Cognitive Therapies (EABCT) members - PLN 750; for nonmembers - PLN 900. From 26.03-30.04.2020 for the PTPPB members with paid membership fees up to and including 2020, IPUJ employees/students, and EABCT members, the amount is 950 PLN, for non-members of the PTPPB - 1100 PLN.

b. The fee for participation in one Pre-Conference Workshop shall be, respectively:

- up to 25.03.2020 for PTPPB members with paid membership fees up to and including 2020, IPUJ employees/students, and EABCT members - PLN 100 and PLN 300 per selected workshops (indicated in the programme on the website www.konferencja.pttpb.pl), for non-members of PTPPB - PLN 200 and PLN 400 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl).
- From 26.03-30.04.2020 for PTPPB members with paid membership fees up to and including 2020, IPUJ employees/students, and EABCT members, the amount is PLN 200 and PLN 400 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl), for non-members of PTPPB - PLN 300 and PLN 500 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl).

c. The fee for participation in one Mid-Conference Workshop shall be, respectively:

- up to 25.03.2020 for PTPPB members with paid membership fees up to and including 2020, IPUJ employees/students and EABCT members - PLN 30 and PLN 150 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl), for non-members of PTPPB - PLN 60 and PLN 250 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl).
- From 26.03.2020-30.04.2020 for PTPPB members with paid membership fees up to and including 2020, IPUJ employees/students and EABCT members, the amount is PLN 60 and PLN 250 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl), for non-members of PTPPB - PLN 70 and PLN 350 per selected workshop (indicated in the programme on the website www.konferencja.pttpb.pl).

	Early registration until 25.03.2020		Registration from 26.03.2020 to 30.04.2020	
	Members of PTTPB (membership fees paid up to and including 2020) Employees and students of IPUJ, and members of EABCT	Other persons	Members of PTPPB (membership dues paid up to and including 2020)//Employees and students of the IPUJ, and members of EABCT	Other persons
Conference fee	PLN 750	PLN 900	PLN 950	PLN 1100

Pre-Conference Workshops, 6 teaching hours	PLN 100 PLN 300 *	PLN 200 PLN 400 *	PLN 200 PLN 400*	PLN 300 PLN 500*
Paid Mid-Conference Workshops, 4 didactic hours	PLN 30 PLN 150 *	PLN 60 PLN 250*	PLN 60 PLN 250*	PLN 70 PLN 350*

*the price applies to selected workshops

3. Registration for Pre-Conference and Mid-Conference Workshops is possible only for persons who have registered for the Conference and paid the Conference fee.
4. The fee for participation in the Conference should be sent to the bank account of the Polish Association of Behavioural and Cognitive Therapy, No. 15 1050 1038 1000 0022 3148 3237, indicating in the title of the payment: "Conference fee, *name of the Participant*". The fee is a one-time payment, it is not possible to pay in instalments.
5. The Organiser - at the request of the Participant, reported in the Application Form - issues a VAT invoice for participation in the Conference on the data provided by the Participant in the Application Form. The invoice is issued on the basis of the exact details of the invoice, including the NIP number of the company to which it is to be issued. The Organiser informs that after the end of the Conference, it will not be possible to correct the invoices already issued. It is also not possible to issue combined or split invoices.
6. The cost of the participation in the Conference, accomodation, and travel is covered by the Participant on his own.
7. The deadline for sending applications for participation using the Application Form is 30.04.2020. The Organiser reserves the right to set a limit of places, after which they can close the registration for the Conference before the indicated deadline.
8. Failure to pay the Conference fee within 4 days from the date of registration entitles the Organiser to cancel the application for participation without incurring any liability for damages.
9. Reservation of places is obligatory for selected (indicated on the page www.konferencja.pttpb.p) free-of-charge workshops, therapeutic skills training, and supervisions, and the order of applications decides the order of the reservation. The means of reserving places will be announced by the Organiser on the website www.konferencja.pttpb.pl no later than 7 days before the beginning of the Conference.
10. Teaching hours for a passive participant; 25 hours for participation in the Conference; 6 hours for participation in a Pre-Conference Workshop; 4 hours for participation in one, additionally paid, Mid-Conference Workshop. The hours will be taken into account when renewing the PTPB Psychotherapist Certificate.
11. In case of indicating in the Application Form the Conference and workshop fee for PTPB members with paid membership dues up to and including 2020, IPUJ employees/students, and EABCT members by persons not entitled to do so (not being PTPB members with paid membership dues up

to and including 2020, not being IPUJ employees/students, or not being EABCT members), the Organiser reserves the right not to accept the application for the Conference.

§ 3 Resignation from participation in the Conference.

1. A Participant may resign from participation in the Conference. A written resignation of the Participant should be sent:
 - a. By Polish Post to the postal address of the PTPB, post office box 22, Al. Solidarności 129/131, 00-951 Warsaw.
 - b. To the e-mail address: konferencja@ptpb.pl in the form of a scan of a hand-signed document.
2. The date of submitting the statement of resignation to the Organiser shall be the date of delivery of the statement.
3. In case of resignation of a Participant from participation in the Conference:
 - a. In case of delivery of the statement of resignation by 15.04.2020, half of the paid Conference fee shall be reimbursed
 - b. In case of delivery of the statement of cancellation after 15.04.2020, the Conference fee is not refundable
 - c. The Pre-Conference and Mid-Conference Workshop fee is not refundable regardless of the date of delivery of the statement of cancellation.

§ 4 Applications for active participation in the Conference - rules for sending and selecting abstracts.

- 1 Abstracts of presentations, posters or workshops, should be sent in accordance with the criteria set out below, to the following address: callforpapers@ptpb.pl with the e-mail title of "Abstract - Presentation", "Abstract - Workshop" or "Abstract - Poster".
- 2 The deadlines for reporting active participation in the Conference are as follows:
 - workshops: until 15.01.2020.
 - Conference presentations: until 29.02.2020
 - posters: until 31.03.2020.
3. Conference presentations: case study, research work, presentation of a theoretical or clinical problem. Should be sent in the form of a presentation of a theoretical or clinical problem, presentation of research results, or case studies. Presenters are required to be present during the relevant Conference session. The speaking time is 20 minutes (including the discussion). In the case of English language speeches, abstracts should be sent in two languages (Polish and English). All details that may facilitate patient identification in case a study or case studies must be removed or changed to maintain anonymity. The first author of the presentation assumes responsibility for ensuring that all authors agree to the presentation of their research results. The schedule of presentations and guidelines for presentations will be announced after the Conference's Scientific Advisory Committee has accepted the submission. The applicants should provide an abstract with the following information:
 - Title of the speech
 - Name(s) of author(s)
 - Affiliation of author(s)
 - Biographical note of the author(s)

- Summary (maximum 500-700 words):

a Case study (studies):

1. Presentation of the problem
2. Conceptualisation of the problem and the interventions applied
3. Monitoring of change
4. Results
5. Conclusions

b Research work:

1. Introduction
2. Methods
3. Results
4. Discussion

d Presentation of a theoretical or clinical problem:

1. Introduction
2. Discussion
3. Suggestions

4. Workshops. Abstract of a therapeutic skills workshop with a duration of 3 clock hours and 1.5 clock hours. The proposed workshop should be aimed at practitioners with different levels of clinical experience. Workshops will be conducted in parallel in specific hour blocks. Applicants should provide an abstract with the following information:

- Workshop title
- Name and surname of the workshop leader(s)
- Affiliation of the leader(s)
- Summary (maximum of 500 words)
- Method of conducting the workshop (e.g., Powerpoint presentation, video, exercises, role-playing)
- The aim of the workshop and the practical skills that workshop users will be able to apply in everyday clinical practice
- Biographical note(s) of the leader(s)

5. Posters. Focused on clinical topics, presenting preliminary results of ongoing studies, or case presentation. Poster sessions are scheduled throughout the entirety of the Conference. Persons presenting the posters are obliged to be present at their posters and to present them during the poster session. All details that may facilitate patient identification in a case study(studies) poster must be removed or changed to maintain anonymity. The first author of a poster assumes responsibility for ensuring that all authors agree to the presentation of the poster. The presentation schedule and guidelines for the posters will be announced once the proposal has been accepted by the Scientific Advisory Committee of the Conference. Applicants should provide an abstract with the following information:

- Poster title
- Name(s) of poster author(s)
- Affiliation of poster author(s)
- Biographical note(s) of the poster author(s)
- Summary (maximum of 500 words)

Case study(studies):

1. Presentation of the problem
2. Conceptualisation of the problem and interventions applied
3. Results
4. Conclusions

Research work:

1. Introduction
2. Method
3. Results
4. Discussion

Clinical topic poster:

1. Introduction
2. Discussion
3. Suggestions

6. The presentation or poster may not violate the copyrights, legal, or and material interests of third parties within the meaning of the Act of 04.02.1994 on Copyright and Related Rights (Journal of Laws No. 24, item 83 as amended) and may not have been published earlier.
7. The Organiser will select Active Participants on the basis of the submitted abstracts by 20.03.2020.
8. The authors of abstracts and posters selected by the Organiser will be notified by 23.03.2020 at the latest.
9. Resignation from participation in the Conference by an Active Participant should be delivered to the Organiser not later than 31.03.2020, in accordance with the provisions of § 3.
10. Authors of presentations, workshops, and posters submitted in the mode described in these Regulations do not receive any fees for workshops, posters, and presentations. The amount of the fee for participation in selected workshops is allocated to the costs of room renting and promotional activities.
11. Teaching hours for the Active Participant; 25 hours for participation in the Conference; 6 hours for participation in a Pre-Conference Workshop; 4 hours for participation in one, additionally paid, Mid-Conference Workshop; 4 hours for presentation and workshop; 2 hours for presentation of poster. The hours obtained will be taken into account when renewing the PTPPB Psychotherapist Certificate.

§ 5 Complaints

1. Any complaints of the Conference Participants against the Organiser should be submitted in writing by registered letter with acknowledgement of receipt to the address of the Organiser's headquarters.
2. Complaints of the Conference Participants may be submitted no later than 3 days after the end of the Conference in writing.
3. No complaints will be considered after the abovementioned deadline.

§ 6 Final provisions

1. Sending an application for participation through the Application Form means acceptance of the provisions of these Regulations, as well as compliance with the regulations and any other arrangements made between the Participant and the Organiser and binding for the Participant during the Conference.

2. Passive participation certificates and confirmation of Active Participation will be sent in .pdf form to the e-mail address provided by the participant in the registration form, after the registration of the participant on the day of the beginning of the Conference (at the registration point for the Conference in Auditorium Maximum) and after their presentation, up to 14 days after the end of the Conference. It is not possible to receive the abovementioned documents in paper form.
 2. In matters not regulated by these Regulations, the provisions of the Civil Code shall apply.
 3. By accepting these regulations, I agree to the processing of my personal data by the Polish Association of Behavioural and Cognitive Therapy (Administrator), Chłodna Street 64/306a, 00-872 Warsaw, as regards my name, address of residence, business address, e-mail address, telephone number, NIP number, and REGON number. Legal basis for the processing of personal data consists of Article 6(1)(a) of Regulation No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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), Article 23(1)(1) of the Personal Data Protection Act. The Conference Organiser does not transfer, sell, or lend the collected personal data of the Participants to other persons or institutions. Personal data provided by the Participant are treated as confidential information and are used only for the purposes of communication between the Participant and the Conference Organiser. The Conference is closed and does not constitute a mass event within the meaning of the Act of 23 March 2009 on the safety of mass events (Journal of Laws 2009 No 62, item 504). Acceptance of the regulations means consent to the processing of personal data for Conference purposes.
 4. The Organiser is not responsible for any items owned or held by Participants that may be lost, destroyed, or stolen during the Conference.
 5. Participants bear full financial responsibility for the damage they have done, both on the premises where any activities related to the Conference are carried out and in the accommodation locations.
 6. These Regulations shall enter into force on the date of their publication on the Conference website.
 7. The Organiser has the right to change the provisions of the Regulations. The amendments shall enter into force within 7 days from the date of their publication on the Conference website.
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