

RULES OF PROCEDURE OF THE INTERNATIONAL CONFERENCE OF THE
POLISH ASSOCIATION OF COGNITIVE AND BEHAVIOURAL THERAPY ONLINE
"Cognitive-Behavioural Therapy. Beyond Individual Psychotherapy. July 2-4 2021"

§ 1 General provisions

1. The "Cognitive-behavioural therapy. Beyond individual psychotherapy" International Scientific Conference (hereinafter also referred to as "the Conference") will be held online from July 2 to July 4 2021. The online form of the Conference involves both a real-time transmission allowing for passive participation, asking questions to the Presenters, and participating in the discussions, as well as sharing audio and/or video recordings of previously recorded presentations.
2. The Conference is international in character.
3. The language of the Conference is Polish. The Organiser will provide simultaneous translations of selected speeches and presentations of lecturers from abroad. The presenters' materials used during the presentations will not be translated.
4. The Conference is organized by the Polish Association of Cognitive and Behavioural Therapy (PTTPB), based in Warsaw (hereinafter also referred to as "the Organiser").
5. Participants of the Conference include members of the Polish Association of Cognitive and Behavioural Therapy and other individuals who have declared their wish to participate.
6. Participants of the Conference include: Active Participants (individuals presenting a paper, leading workshops, participating in symposia or panels, or presenting a poster) and Passive Participants (individuals not giving a paper, not leading a workshop, not participating in panels or symposia, nor presenting a poster).
7. The Conference will include scientific and educational sessions (including Pre-Conference Workshops, plenary lectures, symposia, workshops, supervision sessions, and poster sessions).
8. The Organiser reserves the right to cancel the Conference. In case of cancellation of the Conference, the Organiser is obligated to inform the Participants about the cancellation no later than 7 days before the planned start of the Conference.
9. 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.
10. The Organiser reserves the right to change the Conference schedule and programme.
11. The provisions of these Rules are an integral part of the application for participation in the Conference and apply to all Participants.

§ 2 Consent to sharing the Participant's image

1. By accepting these Rules, the Participant states that they are aware of and consent to the fact that the online nature of the Conference means that, should the Participant share their device's video feed during the conference, including if applicable the Participant's image, it will be visible to other Participants.
2. By accepting these Rules, the Participant consents to the Organizer recording the audio and video feed of the Conference (its individual modules, panels, and presentations). By accepting these Rules, the Participant also consents to their device's video feed, including if applicable the Participant's picture, being shared with other Participants for seven days from the date of the Conference's end.

§ 3 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

	Early registration until 15.06.2021		Registration from 16.06.2021 to 30.06.2021	
	Members of PTTPB (membership fees paid up to and including 2021) and members of EABCT	Regular fee (Other individuals)	Members of PTTPB (membership dues paid up to and including 2021) and members of EABCT	Regular fee (Other individuals)
Conference fee	PLN 600	PLN 750	PLN 800	PLN 950
Pre-Conference Workshops (6 teaching hours)	PLN 200	PLN 300	PLN 300	PLN 400
Paid Mid- Conference Workshops (4 didactic hours)	PLN 50	PLN 80	PLN 80	PLN 100

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 for Cognitive and Behavioural Therapy, No. 15 1050 1038 1000 0022 3148 3237, with the following title of the transfer: "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, based on the data provided by the Participant in the Application Form.
 - a. The invoice is issued on the basis of the exact data provided, including the NIP number of the company to which it is to be issued.
 - b. The Organiser informs that after the end of the Conference, it will not be possible to correct the invoices which were already issued.
 - c. It is not possible to issue combined or split invoices.

6. Participation in the Conference may be related to additional fees issued to the Participants by their Internet Service Providers. The Organisers will not provide an Internet connection to the Participants.
7. The cost of the participation in the Conference is covered by the Participant on their own.
8. The deadline for sending Applications for participation using the Application Form is 30.06.2020. The Organiser reserves the right to set a limit of places, after which they can close the registration for the Conference and/or the Pre-Conference and/or Mid-Conference Workshops before the indicated deadline.
9. 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.
10. Reservation of places is obligatory for select (indicated in the program and covered by the Conference fee) workshops and supervisions, and the order of Applications decides the order of the reservations. The means of reserving places will be announced by the Organiser on the Conference website www.konferencja.pttpb.pl no later than 7 days before the beginning of the Conference.
11. Teaching hours (*godziny dydaktyczne*) for passive participants:
 - a/ 25 hours for participation in the Conference;
 - b/ 5.5 hours for participation in a Pre-Conference Workshop;
 - c/ 4 or 2 hours for participation in one Mid-Conference Workshop, according to its length.The hours will be taken into account when renewing the PTTPB Psychotherapist Certificate.
12. Teaching hours (*godziny dydaktyczne*) for active participants:
 - a/ 25 hours for participation in the Conference;
 - b/ 6 hours for participation in a Pre-Conference Workshop;
 - c/ 4 or 2 hours for participation in one Mid-Conference Workshop, according to its length.
 - d/ 4 hours for a giving a presentation or conducting a workshop;
 - e/ 2 hours for presenting a poster.The hours will be taken into account when renewing the PTTPB Psychotherapist Certificate.
13. Medical doctors taking part in the Conference will receive educational points (*punkty edukacyjne*), according to the ordinance of the Minister of Health currently in effect.
14. In case of indicating the Conference and workshop fee for PTTPB members with paid membership dues up to and including 2021 and EABCT members in the Application Form by individuals not entitled to do so (i.e., not being PTTPB members with paid membership dues up to and including 2021 or not being EABCT members), the Organiser reserves the right not to accept the Application for the Conference.
15. Paying the Conference fee grants the Participant individual access to the Conference's Digital Online Platform (hereinafter also referred to as "the Platform"). The Platform provides the following services:
 - streaming of a live transmission of the Conference lectures and workshops,
 - the ability to ask questions to the presenters and to take part in the Conference's interactive elements,
 - access to virtual poster sessions, Conference bulletin, and materials shared by the Conference's partners,
 - access, for a period of one week, to select archived Conference presentation recordings
16. The individual Platform login credentials cannot be transferred to individuals other than the Participant. In case the Organiser can confirm that an unauthorized individual has used a Participant's login credentials to take part in the Conference (simultaneously or at specific time

points), the Organiser reserves the right to block the Participant in question's access to the Platform.

§ 4. Terms and conditions of providing services online

1. To access the Platform, the Participant requires an Internet connection and a personal computer or a mobile device which meets the following specifications:
 - An Internet connection with an optimal bandwidth of 10 Mb/s (minimal bandwidth is 1Mb/s, although connectivity issues may occur).
 - Due to the length of the transmission, the Participant's Internet connection should not have data limits imposed (transfer of a recording in HD quality is estimated to require 3GB/h), (Internet bandwidth can be measured, e.g., on the <https://www.speedtest.pl> website).
 - Depending on the operating system of the Participant's device, an up-to-date version of Chrome, Firefox, Safari, or Edge browser which allows video playback.
 - The browser should support JavaScript and the HTML5 standard. Cookies and JavaScript should be enabled.
 - Use of headphones with a microphone is recommended.
 - When using Zoom, the Participant may share their audio and video feed. The leader or presenter may mute individual Participants, whereas only the Participants can turn on their audio feed sharing (using the microphone icon).
 - We ask the Participants to mute their microphones whenever they do not want to speak. This will prevent disruptions, especially if more Participants are present.
 - We ask the Participants to:
 - a) Use their full names and surnames as login.
 - b) Not share the individual access links to the Conference meetings with unauthorized individuals.
 - c) In case of insufficient experience with using the Zoom application, test their connection beforehand.
2. Because using services provided online through a public Internet network is related to a risk of infecting the system with malicious software and data breaches, we recommend using an up-to-date version of a chosen antivirus and firewall software on the Participant's device.
3. Three days before the Conference (or up to 48 hours after registering the payment of the Conference fee in case of late registrations), the Participant will receive, via an email sent to the address given during registration, information on how to access the Platform, login to the Conference, and authenticate access during online transmission.
4. The Participant accesses the Platform using their individual login credentials. These credentials are personal and cannot be shared with other individuals. They allow for accessing the Platform from only one device at a time.
5. Usage of individual login credentials to grant passive participation in the Conference to unauthorized individuals is not allowed.
6. The Organiser is not responsible for any consequences of intentional or unintentional sharing or disclosing of the Participant's login credentials with any third parties.
7. All content shared on the Platform (including text, images, logos and trademarked symbols, photos, video and audio recordings, and downloadable content), their composition and structure, as well as the Platform software itself constitute copyrighted works as defined by the Act of 4 February, 1994 on Copyright and Neighbouring Rights, and are subject to legal protection on the basis of the relevant provisions of universally binding law.

8. The Participant is entitled to accessing the Platform and the content hosted therein. The Participant is not entitled to record or use the content of the Platform in any other form or in any other ways. Modifying, copying, and distributing or sharing the content hosted on the Platform, in its entirety or any of its part, in any medium or form, to any third parties, requires obtaining prior written consent of the Organiser.
9. The Participant is obligated to not engage in any activities which would violate generally binding law or these rules of procedure, as well to not engage in any activities which may impair the Platform's functioning. In particular, the following activities are not allowed:
 - uploading or allowing the upload on the Platform of any content that violates the law or that the Participant obtained in an unlawful manner, that violates customs, copyright, and intellectual property rights, or that may violate the personal rights or legally protected secrets of any third parties,
 - uploading or allowing the upload of any malicious components, including software or source code (such as computer viruses or software designed to send unsolicited information to recipients – spam),
 - carry out any attempts to circumvent the security systems in place.
10. Violating Provisions 4, 5, 7, 8, and 9 of this section entitles the Organiser or the technical partner – Operator of the Platform – to block the Participant's access to the Platform. The Participant takes full responsibility for violating these provisions.
11. To maintain stability of the Platform's functioning, the Organiser or the Operator of the Platform may send to the Participants information or notifications of a technical nature, which do not constitute commercial information within the meaning of the Act on Providing Services by Electronic Means.
12. The Organiser does not guarantee uninterrupted or access to the Platform without issues or errors. However, the Organiser will aim to eliminate any technical issues whenever they arise.
13. When carrying out 12-month maintenance services related to the provision of access to the archive, the Operator of the Platform is entitled to carrying out technical and conservation work which may cause short-term, transient limitations of the Platform's functioning and access to the content hosted on the Platform, either in part or in its entirety.
14. The Operator of the Platform may, at any time, carry out necessary maintenance work, which may involve limitations of the Platform's functioning, in order to restore the security and stability of the Platform.

§ 5 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 PTTPB, post office box 22, Al. Solidarności 129/131, 00-951 Warsaw.
 - b. To the e-mail address: konferencja@pttpb.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 15.06.2021, half of the paid Conference fee shall be reimbursed
 - b. In case of delivery of the statement of resignation after 15.06.2021, 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. Reimbursement of the Conference fee is transferred directly to the account from which the Conference fee was paid. In case of VAT invoices, up to 14 days after the Organiser receives a signed copy of the correcting invoice.
5. In case the Participant pays the Conference fee but does not access the Platform and the Conference online using their individual login credentials, the Conference fee will not be reimbursed and any Conference materials will not be shared with the Participant by the Organiser or the Organising Office. Absent Participants are not entitled to receiving the certificate of participation.

§ 6 Applications for Active Participation in the Conference - rules for submitting and selecting abstracts.

1. Due to inviting for active participation in the 2021 Conference those presentation and workshop authors whose submissions for the 2020 Conference, which was cancelled due to the COVID-19 pandemic by the Organiser based on the provisions of the 2020 Conference Rules of Procedure, were already accepted, the Organiser does not open the submission process for presentations and workshops. Additional submissions may be accepted in special cases. Invitation for active participation involves only poster submissions.
 2. Submissions of poster abstracts, prepared according to the criteria given below, should be sent to callforpapers@pttpb.pl with the title "Abstract – Poster."
 3. Submissions of active participation in poster sessions should be sent by 30.05.2021.
 4. Posters. Focused on clinical topics, preliminary results of ongoing studies, or case presentations. Poster sessions are scheduled throughout the entirety of the Conference in the form of online e-posters, meaning that the accepted posters will be presented in the form of PowerPoint files exported into .pdf. Such poster presentations should contain a maximum of 10 slides. 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 consent 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 poster author(s)
 - Summary (maximum of 500 words)
- Case study(studies):
1. Presentation of the problem
 2. Conceptualisation of the problem and the applied interventions
 3. Results
 4. Conclusions
- Research work:
1. Introduction
 2. Method
 3. Results
 4. Discussion

Clinical topic poster:

1. Introduction
2. Discussion
3. Suggestions

5. The presentation or poster may not violate the copyrights and legal and/or material interests of third parties within the meaning of the Act of 4 February, 1994 on Copyright and Neighbouring Rights (Journal of Laws No. 24, item 83 as amended) and may not have been published earlier.
6. The Organiser will select Active Participants on the basis of abstracts submitted by 30.05.2021.
7. The authors of poster abstracts selected by the Organiser will be notified by 11.06.2021 at the latest.
8. Withdrawal from participation in the Conference by an Active Participant should be delivered to the Organiser not later than 15.06.2021, in accordance with the provisions of § 5.
9. Authors of presentations, workshops, and posters submitted in the mode described in these Rules do not receive any fees for workshops, posters, and presentations.

§ 7. Force majeure. Cancelling and rescheduling the Conference

1. Force majeure denotes a sudden, impossible to predict and prevent external event, independent of the Organiser, which prevents meeting the stated obligations in full or in the declared form and scope. In particular, such events include armed conflicts, natural disasters, strikes, and declarations by the state government and administration – for example, declaring a period of national days of mourning or a state of epidemic. In case of an online Conference, force majeure events may also include a sudden, impossible to predict failure of the transmission studio, the Internet Service Provider, or the server infrastructure, caused by, for example, flooding, fire, or other event which would make transmission impossible.
2. In case of force majeure events independent of the Organiser, the Organiser may make the decision to cancel or reschedule the Conference. The Organiser is not responsible for any of the Participants' losses and is not obligated to reimburse any of the Participants' costs related to the changes described above.
3. In case of cancelling the Conference due to circumstances independent of the Organiser, the conference fee will be reimbursed to the Participants in its entirety.
4. In case of rescheduling the Conference due to circumstances related to the Organiser, the Participant may decide to withdraw from the Conference, upon which the conference fee will be reimbursed to the Participant in its entirety.
5. The reimbursement is carried out by the Organiser. The reimbursement is transferred directly to the account from which the conference fees were paid. In case of VAT invoices, up to 14 days after the Organiser receives a signed copy of the correcting invoice.
6. The Organiser will inform the Participants of the events described in Provisions 2, 3, and 4 of this paragraph through appropriate information published on the Conference website (www.konferencja.pttpb.pl) as well as an email or an SMS text message, if appropriate contact information was given during the registration.

§ 8 Other changes to the Conference

1. The Organiser reserves the right to change the Conference program, including the presenters, topics, and hours of presentations, as well as the Conference date and location in case that, despite the Organiser's efforts, the initial Conference program becomes impossible to

or significantly more difficult to realize, for example, in the event of a presenter's illness or other events independent of the Organiser. The current Conference program will be published on the Conference website (www.konferencja.pttpb.pl)

2. The Organiser reserves the right to change the provisions of these Rules. The changes are in force from the moment the updated Rules document is published on the Conference website (www.konferencja.pttpb.pl)

§ 9 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.

§10 Final provisions

1. Sending an application for participation through the Application Form means acceptance of the provisions of these Rules, as well as compliance with 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 Application Form, after the Participant logs in on the Platform on the day of the Conference's beginning and after their presentation, and up to 14 days after the end of the Conference. It is not possible to receive the abovementioned documents in paper form. It is not possible to receive certificates of participation in two workshops which will take part during the same time slot.
3. In matters not regulated by these Rules, the provisions of the Civil Code shall apply.
4. By accepting these regulations, I agree to the processing of my personal data by the Polish Association of Cognitive and Behavioural Therapy (Administrator), Chłodna 64/306a, 00-872 Warsaw, as regards my name, address of residence, business address, email 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 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 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.
5. The Organiser is not responsible for any knowledge and skills gained during the Conference being used unlawfully.
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.