14TH YES MEETING REGISTRATION TERMS & CONDITIONS

SETTING

1. The present document establishes the Registrations Terms and Conditions of the 14th YES (Young European Scientist) Meeting taking place from September 12th to 15th 2019 at CIM-FMUP (Centro de Investigação Médica - Faculty of Medicine of the University of Porto), Porto, Portugal.

2. The 14th YES Meeting is an international conference organized exclusively by students from the Faculty of Medicine of the University of Porto.

3. The 14th YES Meeting official language is English.

4. Registration in the 14th YES Meeting implies full acceptance of the present regulation.

PURPOSE

1. The 14th YES Meeting major goal is to provide a global platform of scientific and cultural exchange to biomedical students all over the world.

2. The YES Meeting is specially aimed at undergraduate students in the biomedical field, such as but not limited to medical, pharmacy, bioengineering, biology and chemistry students. It has two participation modalities:

   a. Non-Presenting Students: participants must be undergraduate students from any biomedical school and have a passive participation (not presenting a research project);

   b. Presenting Students: all eligible participants are undergraduate and postgraduate students (as long as the abstracts submitted only reflect work conducted during a Bachelor's/Licentiate or Master’s degree) who wish to present a research work;
1. Registrations will open on June 10th, 2019, at 9pm (UTC+1).

2. Participants will need to fill in the Registration form available at our website (www.yesmeeting.org) and on social media pages (Facebook).

3. To register for the conference, participants will have to provide the following information:
   a. Full name;
   b. Badge Name;
   c. Gender;
   d. Email;
   e. Phone Number;
   f. City;
   g. Country;
   h. National ID/Passport Number;
   i. Faculty;
   j. University;
   k. Grade.

4. The participant will receive a registration confirmation email, a few minutes after the submission of the registration form.

5. Each person can only register once.

6. In order to complete the registration process students must pay the registration fee (see below). If the participant does not pay the registration fee within the established deadline, the vacancy will be cancelled.

7. A 2nd phase Registration for Non-Presenting Students will be open later. The dates will be announced at our website and social media pages (Facebook and Instagram). Registration process will be similar to 1st phase.
8. Participants can ask for an Invitation Letter during the payment registration process, being provided a link for the requirement. Later, the Invitation Letter will be sent to the email used in the Registration form.

9. If a participant cannot attend the conference, the 14th YES Meeting Organizing Committee allows substitution. The 14th Organizing Committee has no responsibility regarding money transfer between the two intervients. The participant must inform the Organizing Committee and give the data of replacement until August 15th.

FEES AND PAYMENT

1. Attending the 14th YES Meeting as a Non-Presenting Student has a cost of 45 EUR. It gives you access to 9 scientific lectures, 3 different workshops, the Clinical Competition and the Social Programme.

2. To conclude the registration and secure a seat, all participants are required to pay the total entrance fee, within 7 days after receiving the registration confirmation email.

3. Participants will have three possible methods of payment: Bank Transfer, PayPal and Western Union. If the participant chooses to pay by Paypal, an additional service fee of 2,50 EUR will be added to the total amount. More detailed information about payment methods will be available in the registration confirmation email.

4. To validate payment, all participants must send a Proof of Payment (either a proof of transfer, a paypal receipt or a Western Union receipt) to treasurer@yesmeeting.org. Participants must send it from the email used on the registration form, stating their Full Name, Phone Number and the Name of the Account Owner if not stated elsewhere, in order to allow the Treasurer to validate their payment.

5. Participants will receive a payment confirmation email, concluding their registration.

6. If the payment deadlines are not met, registration will no longer be valid.
7. If the participant does not send the **Proof of Payment**, registration will no longer be valid.

8. Participants whose registration is no longer valid will be assumed as cancellations.

9. After paying, refunds will not be guaranteed.

10. The 14th YES Meeting Organizing Committee is not responsible if the participant provide a non-valid or inaccessible email even if payment is already made.

11. Participants can ask for an invoice. During the payment confirmation process, a link will be provided in order to ask for an invoice. Later, the invoice will be sent to the email used.

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**2ND PHASE REGISTRATION**

1. A 2nd phase for Non-Presenting Students **may open later**. In that case, dates will be announced at our website (www.yesmeeting.org) and social media pages (Facebook and Instagram).

2. Registration process will be similar to the 1st phase.

3. 2nd phase registration has a cost of **50,00 EUR**.

4. Fees and payment process will be similar to the 1st phase.

5. Please note that opening a 2nd phase registration depends on the number of vacancies remaining from the 1st phase.
1. All Presenting Students candidates must be: undergraduate students, currently attending a biomedical course; or Master’s Degree students of the same field; PhDs students who graduated (from Bachelor’s degree or Master’s degree) but conducted his/her research work while being an undergraduate student.

2. Candidates must submit their abstracts to the Abstract Submission Form according to our Abstract Submission Policies and Procedures, from the 1st of March to the 3rd of June 2019.

3. The submission of an abstract does not guarantee that the respective research work will be accepted for the 14th YES Meeting Scientific Competition.

4. All eligible abstracts will be evaluated by a jury of experts of each scientific field involved. In each category, the abstracts will be given a score and ranked by the Jury. This process will take place between the Abstract Submission deadline (3rd of June) and the end of July 2019.

5. Candidates will receive an email notification until the end of July 2019, stating if their abstract was accepted and specifying which type of presentation (Plenary Session, Parallel Oral Session or Poster Session) was attributed to their research work. This notification will be sent to the email used in Abstract Submission Form.

6. In the email mentioned above, the accepted Presenting Students will receive a link to register to the 14th YES Meeting and a Presenting Student Identification Number (e.g. PS10).

7. Participants will get a registration confirmation email shortly after submitting the form. This email will describe the payment details in order to conclude the registration process.

8. Evaluation of the submitted abstracts are exclusively knowledge of the 14th YES Meeting Organizing and Scientific Committee.

9. Co-authors may register as Presenting Students only in case of first-author unavailability. Nevertheless, co-authors may register as Non-Presenting Students.
10. Presenting Students whose work was selected to be presented at the Plenary Session should confirm their participation by sending an email to scientific@yesmeeting.org within 7 days. In case the Scientific Department do not receive any confirmation within this deadline this position will be offered to the student with the next best classification.

11. Registration can only be concluded when the Presenting Student pays the congress fee within the established deadline and sends a proof of payment.

12. If Presenting Students do not submit the registration form within the established deadline, registration will no longer be valid and their research work will be disqualified from the 14th YES Meeting Scientific Competition.

13. Participants can ask for an Invitation Letter during the payment registration process, being provided a link for the requirement. Later, the Invitation Letter will be sent to the email used.


**FEES AND PAYMENT**

1. Attending the 14th YES Meeting as a Presenting Student has a cost of **35,00 EUR**. It includes 9 scientific lectures, 3 different Workshops, the Clinical Competition, the Social Programme and the Scientific Competition.

2. To conclude the registration and secure a seat, all participants are required to pay the total entrance fee, within 7 days after registration confirmation.

3. Presenting Students will have three possible methods of payment: Bank Transfer, PayPal and Western Union. If the Presenting Student chooses to pay by PayPal, an additional service fee of 2,50 EUR will be added to the total amount. More detailed information about payment methods will be available in the registration confirmation email.
4. To validate payment, all Presenting Students must send a **Proof of Payment** (either a proof of transfer, a PayPal receipt or a Western Union receipt) to treasurer@yesmeeting.org. Participants must send it from the email used on the registration form, stating their **Full Name, Phone Number and the Name of the Account Owner** if not stated elsewhere, in order to allow the Treasurer to validate their payment.

5. Participants will receive a payment confirmation email, concluding their registration.

6. If the payment deadlines are not met, registration will no longer be valid.

7. If the participant does not send the **Proof of Payment**, registration will no longer be valid.

8. The 14th YES Meeting Organizing Committee is not responsible if the participant provide a non-valid or inaccessible email even if payment is already made.

9. After paying, refunds will not be guaranteed.

10. All accepted abstracts are guaranteed to be included in the Porto Biomedical Journal - 14th YES Meeting Abstracts once the participant have the Presenting Student has paid the congress fee within the established deadline. Any other use of the abstracts is conditioned to the authors’ permission.

11. Participants can ask for an invoice. During the payment confirmation process, a link will be provided in order to ask for an invoice. Later, the invoice will be sent to the email used.
SERIATION FORM

1. The Seriation Form is a form aimed to order the participants prioritizing their choices when filling in their preferences, regarding Workshops, Social programme, Parallel Oral Sessions and Gala Dinner.

2. All participants regardless of their participation modality, must fill in the Seriation Form. They will be ordered according to the time of submission of this form.

3. Dates will be announced at our website (www.yesmeeting.org), social media pages and by email (please note all emails will be sent to the email provided in the registration process).

4. The Seriation Form will be sent by email to all participants of the 14th YES Meeting.

5. The earlier the form is submitted, the more chances the participant is placed in the activities of his/her preference, concerning Workshops, Social programme, Parallel Oral Sessions and Gala Dinner.

6. Participants will receive a confirmation email after submitting the Seriation Form.

7. This form will be open until the closure of the Preferences Placement Form.

8. Participants who do not fill in this form will not be taken into account during the Preference Placements process.

PREFERENCES PLACEMENT FORM

1. The Preferences Placement Form is a form that will allow the participant to order its choices regarding Workshops, Parallel Oral Sessions and Social Programme preferences and attendance to the Gala Dinner.

2. All participants regardless of their participation modality, must fill in the Preferences Placement Form.

3. To validate their preferences, participants must have had filled in the Seriation Form beforehand.

4. Priority of participants preferences will be defined by the submission time of the Seriation Form.
5. The link of the Preferences Placement Form will be provided in the email confirming the submission of the Seriation Form.

6. Participants will have a limited period of time to fill in their preferences regardless of their priority position. Closure time of this form will be announced in the email confirming the submission of the Seriation Form.

7. Participants will receive an email confirming this form submission.

8. If a participant fills in the Seriation Form, but not the Preferences Placement Form his/her priority will be lost.

9. All the information needed, concerning Workshops, Social Programme, Parallel Oral Sessions and Gala Dinner to fill in the Preferences Placement Form will be available at www.yesmeeting.org.

PREFERENCES PLACEMENT PROCESS

1. The 14th YES Meeting Organizing Committee will cross preferences according to the submission time of the Seriation Form.

2. Participants who did not fill in the Seriation Form, participants who filled in the Seriation Form but not the Preferences Placement Form and participants who only filled in the Preference Placement Form, will not be taken into account in this process.

3. After this process is concluded, participants mentioned in 2. will be with no activities attributed and will only be able to choose the remaining vacancies at the Check-in Desk during the 14th YES Meeting.

4. Participants will be informed of their placement by email a few days before the 14th YES Meeting. They can also check their placement results in the 14th YES Meeting official app.
1. Participation in the 14\textsuperscript{th} YES Meeting guarantees a vacancy in 3 different workshops.

2. The 14\textsuperscript{th} YES Meeting offers the participant more than 50 sessions to choose. It is possible that a limited number of workshops due to ethical hospitalar reasons and language barriers may be limited to FMUP or Portuguese Participants respectively.

3. Workshops Placement will occur according to the priority defined by the submission time of the Seriation Form.

4. Direct swaps with other participants are allowed. Both participants must go to the Check-in Desk and confirm the possibility of the swap until 1:00 PM of the day the workshop takes place.

5. Participants with no workshops attributed can still arrange allocations only during the conference days. They should go to Check-in Desk and ask for the remaining vacancies.

6. All information about the 14\textsuperscript{th} YES Meeting workshops will be available at our website (\url{www.yesmeeting.org}), including all additional details (language and faculty restrictions). Please note that some workshops may require a whitecoat (please consult our website or the official app for more information).

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**SOCIAL PROGRAMME**

1. Participation in the 14\textsuperscript{th} YES Meeting guarantees to the participant a vacancy in one social programme;

2. The 14\textsuperscript{th} YES Meeting offers the participant more than 10 social programmes to choose from. All social programmes are available to all participants, regardless of their modality of participation;

3. Social Programme placement will occur according to the priority defined by the submission time of the Seriation Form.
4. Direct swaps with other participants are allowed. Both participants must go to the Check-in Desk and confirm the possibility of the swap until 1:00 PM on Friday, the 13th of September.

5. Participants with no Social Programme attributed can still arrange allocations only during the conference days. They should go to Check-in Desk and ask for the remaining vacancies.

6. All information about the 14th YES Meeting Social Programme will be available at our website (www.yesmeeting.org).

GALA DINNER

1. The 14th YES Meeting Gala Dinner is available to all participants, regardless of their modality of participation.

2. The Gala Dinner has limited vacancies. Their occupancy depends on the preferences of the participants according to their order defined by the submission time of the Seriation Form.

3. Participants will be notified if they have secured a vacancy by email.

4. Gala Dinner has an additional cost of 15,00 EUR. In order to conclude registration for the Gala Dinner all participants must pay the additional fee within an established time frame announced by the secured vacancy email.

5. Participants will have two possible methods of payment: Bank Transfer and PayPal. If the participant chooses to pay by PayPal, an additional service fee of 2,50 EUR will be added to the total amount. More detailed information about payment methods will be available in the preferences placement email.

6. Participants who do not pay the additional fee within the established deadline will have their vacancy cancelled.

7. Semi formal outfit is required.
PARALLEL ORAL SESSION

1. Participation in the 14th YES Meeting guarantees to the participant a vacancy in one Parallel Oral Session;

2. The 14th YES Meeting offers the participant 6 Parallel Oral Sessions to choose from. All Parallel Oral Sessions are available to all participants, regardless of their modality of participation;

3. Parallel Oral Session placement will occur according to the priority defined by the submission time of Seriation Form.

4. Participants with no Parallel Oral Session attributed can still arrange allocations only during the conference days. They should go to Check-in Desk and ask for the remaining vacancies.

5. Direct swaps with other participants are allowed. Both participants must inform an OC member at the check-in desk and confirm this possibility.

CLINICAL COMPETITION

1. The 14th YES Meeting Clinical Competition is available to all participants, regardless of their modality of participation.

2. In order to participate, participants will need access to their account on the 14th YES Meeting App.

3. For more information please consult www.yesmeeting.org.
1. The 14th YES Organizing Committee includes a Task Force group. This group is composed of students from the Faculty of Medicine of the University of Porto, who volunteer to help organize the conference.

2. If a member of the Task Force registers for the 14th YES Meeting as a Non-Presenting Student, Task Force registration will prevail. The respective member will be notified.

3. For more information, please consult our Task Force - Terms and Conditions at www.yesmeeting.org.

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**STAY WITH US PROGRAMME**

1. The “Stay with Us” Programme is a component of the YES Meeting designed to provide accommodation for foreign participants with the help of local students.

2. Candidates to Hosts do not need to register in order to secure a vacancy at the conference. They conclude their registration by being paired with an Incoming Student, or if there is no incoming student to allocate to host’s house or in case an incoming is allocated and later withdraws, the vacancy for the congress will be reserved for the host.


1. All 14th YES Meeting participants, as long as they have checked-in during the conference, are entitled to a certificate of participation.

2. In order to get a Certificate of Participation, participants must fill in an Evaluation Form. This form will be sent to the email used in the registration form. If the participant does not use the same email, we will not be able to send the respective certificate.

3. Certificates will include the workshops that the participant attended.

4. In case you are a Presenting Student, your certificate will contain the abstract title and the respective session.

5. The Evaluation Form will be only open for a limited period. After that period the YES Meeting Organizing Committee may not be able to generate a certificate of participation.

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**PRIVACY AND CONFIDENTIALITY POLICY**

1. Participants data is confidential and will not be shared with anyone besides the 14th YES Meeting Organizing Committee.

2. The 14th YES Meeting Organizing Committee may have to share the participants’ email and full name to Shake It, our app developer, in order to allow the participant to login in our app.

3. Data may be used for statistical purposes of the YES Meeting with all personal identification being excluded.
AT THE CONFERENCE

1. All participants regardless of their participation must Check-in in order to get their badge and conference bag.

2. All participants must carry their badge during all events of the 14th YES Meeting. If a participant loses or forgets his/her badge, he/she must request another one at the check-in area as soon as possible.

3. At the 14th YES Meeting, the Organizing Committee has the right to refuse admittance to or expel from the conference anyone who is considered to be behaving in a manner that could be disruptive to the congress.

FINAL CONSIDERATIONS

1. The 14th YES Meeting Organizing Committee reserves the right to refuse registrations that do not fulfil the conditions expressed in these Terms & Conditions.

2. All cases not covered in these Terms & Conditions, questions in their interpretation or unforeseen events shall be judged and resolved by the 14th YES Meeting Organizing Committee.

3. The 14th YES Meeting Organizing Committee may update Registrations Terms & Conditions at any time.

(2019 June Version)