

9<sup>th</sup> November 2019

Faculty of Medicine University of Porto

# Registration

## Terms and Conditions



## 1<sup>ST</sup> ARTICLE – SETTING

- a. The present document establishes the Registration Terms and Conditions of the second edition of **SKY (Surgical Knowledge for Youth) Meeting**.
- b. The SKY Meeting is a one day congress developed by the Organizing Committee (OC) of 23 elements. The OC is coordinated by five elements of the Department of Research, Formation and Science of Faculty of Medicine of the University of Porto Student's Association (DIFC-AEFMUP), in coordination with Hugo Santos Sousa, MD.
- c. The SKY Meeting will take place on November 9<sup>th</sup> 2019 at the “Centro de Investigação Médica” (Medical Research Centre) of the Faculty of Medicine of the University of Porto (CIM-FMUP), in Porto, Portugal.
- d. The SKY Meeting's Official Language is English.

## 2<sup>ND</sup> ARTICLE – AIM

- a. SKY Meeting's main audience are students from any medical school (now designated as **MSs**) and medical doctors (now designated as **MDs**), particularly surgical residents and attending surgeons.
- b. The theme is minimal invasive surgery. For its second edition, the congress will have a range of different surgical themes, such as Global Surgery and Cardiothoracic Surgery, as well as Upper GI surgery as in the first edition.
- c. The congress's main objective is to bring together the irreverence of the youth to the knowledge of the specialists, making this congress a reference in minimal invasive surgery.

## 3<sup>RD</sup> ARTICLE – VACANCIES

- a. There are 350 spots available (in total), of which 250 are reserved for MSs and 100 vacancies are reserved for MDs.
  - i. There is no priority for students from the Faculty of Medicine of the University of Porto (FMUP).
- b. There are also 150 spots for MSs substitutes and 50 spots for MDs substitutes.
  - i. In this list, there isn't two classes of vacancies. Despite their professional or academic paths, the participants will be considered equal and fulfill the vacancies left.
  - ii. This list will be sorted by the timestamps of the google form of both forms. In case of two or more participants with the same time stamp we will order them randomly.

## 4<sup>TH</sup> ARTICLE – REGISTRATIONS

- a. Registrations will open on October 6<sup>th</sup> at 9 p.m. UTC/GMT +1, for all potential participants.
- b. There will be two different google forms for the registrations, one meant for students' registrations and another reserved for doctors' registrations.
- c. Registrations will be announced on the congress website, sky.aefmup.pt (from now on referred to as "SKY Meeting website"), Facebook page (facebook.com/skymeeting.porto) and Instagram page (@skymeeting).
- d. To sign up for the congress, potential participants will have to provide the following information:
  - i. Full name
  - ii. Badge name
  - iii. Medical School/Occupation
  - iv. School year (if applied)
  - v. E-mail
  - vi. (Telephone code) Phone Number
- e. The form submission doesn't guarantee a spot on the congress. The MSs/MDs will only be an official participant after receiving a confirmation email from the OC.
  - i. The e-mail will be sent until 24 hours after the participant registration.
- f. Each person can only sign up once. If the participant registers more than once, only the first registration will be counted.
- g. The Google Forms will be closed according to the filling of form:
  - i. If the form fills the vacancies mentioned in the 3rd Article (250+150 in the MSs form and 100+50 in the MDs form), then it will be closed upon reaching that limit.
  - ii. If the form doesn't fill all the vacancies, then on October 9<sup>th</sup> at 9pm.
- h. If there's still vacancies left from one form after October 9<sup>th</sup> then those vacancies will be occupied by substitutes from the other form.
- i. The substitutes list is made by joining the information in both google forms (150 from the MSs form and 50 from de MDs form), according to the timestamp of the form submission, provided by the Google Form itself.
  - i. If there's two or more participants from the two google forms with the same timestamp, they will be sorted randomly.
- j. Workshop and Parallel Sessions selection will be made after confirmation and payment of the registration fee, by filling another form sent by the OC after the registration period.

- i. The OC will send the participants two forms: the first form will establish a participant's order based on their submission's timestamp; the second form is for Workshop and Parallel Session preferences selection.
- k. If necessary, a second period for registrations will open later. The dates will be announced both on SKY Meeting website and Facebook page.
- l. The OC will try to solve any problem during registration as soon as possible.

## 5<sup>TH</sup> ARTICLE – WORKSHOP AND PARALLEL SESSION SELECTION

- a. Workshop and Parallel Session selection will be made after confirmation and payment of the registration fee.
- b. SKY Meeting's workshops and parallel sessions will occur on November 9<sup>th</sup> during two periods, the first one between 4:40pm and 6:10pm UTC/GMT +1 and the second one between 6:30pm and 8pm UTC/GMT +1. Each participant will be placed in **one workshop** and in **one parallel session**. Therefore, half of the participants will have the parallel session first, followed by the workshop and the other half of the participants will have the workshop first, followed by the parallel session.
- c. The workshops and parallel sessions' list will be available for consultation on SKY Meeting website.
- d. The OC will send the participants two forms via e-mail. The first form, the **Seriation Form**, will establish a participant's order based on their submission's timestamp; the second form, the **Workshop and Parallel Session Preferences Selection**, will establish the order of preference for both sessions.
- e. The Seriation Form link and its time of opening will be sent via e-mail at least two days prior to the opening. It will remain open until November 2<sup>nd</sup>, 2019.
- f. In the Seriation Form, the participant will have to provide the following information:
  - i) Full Name
  - ii) E-mail
  - iii) (Telephone code) Phone Number
- g. The Workshop and Parallel Session Preferences Selection will be sent via e-mail after filling the seriation form. It must be filled until 3 days after being sent. After that time, there's no guarantee that the workshops chosen will be according to the preferences.
- h. In the Workshop and Parallel Session Preferences Selection, the participant will have to provide the following information:
  - i) Full Name

- ii) E-mail
  - iii) (Telephone code) Phone Number
  - iv) Workshops preferences order
  - v) Parallel sessions preferences order
- i. The Workshop and Parallel Session's allocations will be announced by e-mail, sent by the OC.

## **6<sup>TH</sup> ARTICLE – PRICE**

- a. Signing up for SKY Meeting has an associated fee of 10 euros for MSs and 25 euros for MDs.
- b. By paying this fee, participants have access to one Named Lecture, three Keynote Sessions, two Plenary Sessions, one Workshop, one Parallel Session, three coffee-breaks and one lunch.

## **7<sup>TH</sup> ARTICLE – PAYMENT**

- a. To complete the registration process, all participants will have to pay the fee mentioned in the 6<sup>th</sup> Article.
- b. The payment information will be provided in the Registration Confirmation e-mail.
- c. Payment has to be done by bank transfer for AEFMUP's IBAN:  

PT50 0007 0411 0009 3360 0039 1
- d. After paying, participants have to send an e-mail to [skymeeting.porto@gmail.com](mailto:skymeeting.porto@gmail.com) with the subject "Payment – First + Last name", along with a photo of the proof of payment and, in case of a MSs, a document that testifies the condition of student/academic enrollment proof.
- e. Payment must be done until 3 workdays after receiving the Registration Confirmation email. If the person doesn't send the documents asked in line c. of this article, he will be notified and will have 2 days to send the missing documents. If that doesn't happen then his registration will be cancelled, and a substitute will replace him.

## **8<sup>TH</sup> ARTICLE – CANCELLATIONS**

- a. Participants that don't pay their registration until the deadline established in article 7, line e. will be assumed as cancellations.

- b. After paying the fee, participants can give up their registration until 3 workdays after the payment by sending an e-mail with the subject “Cancellation – First + Last name” to [skymeeting.porto@gmail.com](mailto:skymeeting.porto@gmail.com). In this case they will be refunded.
- c. After this moment, all participants that wish to cancel their registration won't be refunded.
  - i. If there's a special justification, the OC will consider the situation and is able to refund the participant after the deadline mentioned above.

## **9<sup>TH</sup> ARTICLE – SUBSTITUTES**

- a. In case of cancellation, substitutes will be contacted either by e-mail, according to the substitutes list mentioned in article 4, line i.
- b. The substitute will be placed in Workshops and Parallel Sessions with remaining vacancies, unless their selection happens before the seriation form.
- c. The substitutes' limit for payment is 3 days after they're notified by e-mail.

## **10<sup>TH</sup> ARTICLE – CERTIFICATES OS PARTICIPATION**

- a. All SKY Meeting participants that attend the congress on November 9<sup>th</sup> of 2019, will have to do the check-in at the beginning of the event.
- b. After the congress, the OC will send an email to all the participants that did the check-in with a link to the Evaluation Form. The participant must fill this form in order to get a Certificate of Participation.
  - i. The evaluation form will be open for a limited period defined by the OC and stated in the same e-mail.
- c. Certificates will include the workshop that the participant attended.

## **11<sup>TH</sup> ARTICLE – SAFEGUARD**

- a. In case of the meetings reschedule, participants are given the opportunity of cancellation with full refund.
- b. Date changes are of full responsibility of the OC and will be informed by e-mail.

## **12<sup>TH</sup> ARTICLE – OTHER SITUATIONS**

- a. Missing Cases will be solved by DIFC-AEFMUP in coordination with Hugo Santos Sousa MD..

## 13<sup>TH</sup> ARTICLE – FINAL ARRANGEMENTS

- a. Registration in SKY Meeting implies the acknowledgment and full acceptance of the present regulation.
- b. The board of the Faculty of Medicine of the University of Porto Students' Association (DAEFMUP) is in charge of the execution and interpretation of this document.
- c. The present regulation is valid immediately after its approval during a DAEFMUP's meeting. and will remain valid until another update is approved.
- d. According to the new General Data Protection Regulation, we will collect, store and use your personal data in order to participate in the SKY Meeting. This data won't be given or made accessible to unauthorized third parties. If you want to rectify, access or delete your personal data, you can contact us sending an email to the following account: sky@aefmup.pt.

*Approved by the Faculty of Medicine of the University of Porto Student's Association,*



*Nuno de Barros Ferreira, President*