

July 24th, 2025, Prague

Terms and Conditions of the 2026 AESOP Young Academic PhD Conference

(hereinafter referred to as "the T&C")

Introductory Provisions

- § 1 This T&C are established in accordance with European and Czech legislation, particularly the General Data Protection Regulation (GDPR), the University Education Act 111/1998 Sb., and the Copyright Act 121/2000 Sb.
- § 2 Furthermore, the Terms are consistent with the Academic Regulations of the Czech Technical University in Prague (hereinafter referred to as "CTU") and the Czech University of Life Sciences (hereinafter referred to as "CULS").
- § 3 Any provisions or sections of these Terms that are found to be in contradiction with applicable legislation at the university, national, or European Union level shall be deemed invalid to the extent of such contradiction.
- § 4 The conference will take place from 18 to 21 March 2026 as a joint event hosted by CTU and CULS.
- § 5 The conference is organised by the Local Organisation Committee, hereinafter referred to as "LOC". The LOC is composed by PhD students and young researchers of CTU and CULS.
- § 6 The LOC chair and responsible person is Jan Bittner (jan.bittner@cvut.cz).

Part A: Definitions

- § 7 Anyone intending to participate in the conference who registered on Indico (<https://congress.aesop-planning.eu/event/2/>) and submitted the extended abstract, hereinafter referred to as "the application", by 23:59 CET, 30st September 2025 is considered as "the applicant".
- § 8 The "conference participation" is defined as participating in the entire conference in person and being actively involved in the activities.
- § 9 The applicant intending to contribute with his/her work to the conference who submitted an extended abstract following the regulations in Part C by 23:59 CET, 30st September 2025 is considered as "the contributing applicant". The applicant not intending to contribute his/her work to the conference who submitted an empty extended abstract titled as "Non-contributing" is considered as "the non-contributing applicant".
- § 10 Only one extended abstract submitted per applicant is allowed.
- § 11 The conference contribution is defined as:
- Submitting the extended abstract, and
 - Concurring with issuing the submitted extended abstract in the conference Book of Extended Abstracts, and
 - Presenting work at the conference.
- § 12 The applicant becomes the conference participant, hereinafter referred to as "the participant", when accepted by LOC in the following cases:
- When LOC accepts the contributing applicant's application and submitted abstract, the applicant becomes the conference participant, hereinafter referred to as "the contributor", or
 - When LOC accepts the non-contributing applicant's application, the applicant becomes a non-contributing participant at the conference, hereinafter referred to as "the observer".

- § 13 LOC may offer the contributing applicant to become the non-contributing applicant and become the observer, § 12b), hereinafter referred to as "to offer an alternate role".
- § 14 The applicant will be considered "the rejected applicant" if it does not become a participant by 23:59 CET, 1st December 2025.

Part B: Applicant Selection

- § 15 The LOC is responsible for the applicant's selection process, hereinafter referred to as "the selection".
- § 16 During selection, the contributing applicant is ranked based on the scientific quality of his/her submitted extended abstract.
- § 17 To be considered for selection, the extended abstract must meet the following criteria:
- Comply with the guidelines set out in Part C (§ 27 - § 39), and
 - Align with the conference theme, and
 - Constitute a scientific contribution in accordance with the *Frascati Manual* (2002).
- § 18 Failure to adhere § 17 may lead to the selection result § 20 d), or e).
- § 19 The non-contributing applicant selection is based on the capacities of the conference.
- § 20 The possible selection results are:
- Accepted
 - Conditionally accepted
 - Placed on the waiting list
 - Offered an alternate role (according to § 13)
 - Rejected

- § 21 In case § 20 a), the applicant must confirm the selection result to complete the selection. Then the applicant's status is changed to participant following § 12. If the applicant does not confirm the selection, the selection result is altered to § 20 e) Rejected, and the applicant's status is changed to rejected applicant.
- § 22 In case of § 20 b), LOC provides the applicant with the condition. The applicant must confirm the selection result. If the applicant fulfils the condition, the result is changed to § 20 a) Accepted and follows § 21. If the applicant does not fulfil the condition, the selection result is changed to § 20 e) Rejected, and the applicant's status is changed to rejected applicant.
- § 23 In case of § 20 c), the applicant is put on the waiting list. The applicant must confirm the selection result. The LOC may select the applicant from the waiting list, changing the selection result to result § 20 a) Accepted and following § 21. The applicant not selected from the waiting list is changed to a rejected applicant according to § 13. The LOC may offer applicants on the waiting list an alternate role § 20 d).
- § 24 In the case of § 20 d), the applicant is offered to change his role from contributing applicant to non-contributing applicant following § 13. The applicant must accept this offer, which means changing the applicant's status to accepted following § 21 and § 13. If not confirmed, the applicant's status is changed to rejected applicant.
- § 25 Completing the applicant's selection means changing his/her status to
- Accepted – the applicant becomes the participant, or
 - Rejected – the applicant becomes the rejected applicant
- § 26 Applicants will be informed about the selection result no later than 23:59 CET, 15th November 2025.

Part C: Extended Abstract

- § 27 If the applicant is the only author of his/her extended abstract, the extended abstract is considered "the single author extended abstract".
- § 28 If the extended abstract has multiple authors, the extended abstract is considered as "the multiple-author extended abstract".
- § 29 In the case of the single-author extended abstract, the applicant is also considered "the presenting author".
- § 30 In the case of the multiple authors' extended abstract, one author is chosen by the submitting authors as "the presenting author". The rest of the submitting authors are considered as "the co-authors".
- § 31 Multiple authors' contributions are allowed
- § 32 The presenting author must submit the extended abstract and communicate further.
- § 33 The presenting author must be the contributing applicant.
- § 34 The presenting author must submit an extended abstract in the provided online submission form (<https://congress.aesop-planning.eu/event/2/>).
- § 35 The extended abstract must include the following sections:
- Introduction,
 - Methods,
 - Results,
 - Discussion and Conclusion,
 - References.
- § 36 The extended abstract word count range is between 1000 and 2000 words.

- § 37 The extended abstract must include references. The full list of references must be entered in the designated field within the abstract submission form. All references listed must be cited in the text.
- § 38 References must follow APA Format.
- § 39 All graphics must be numbered and attached to the abstract in format JPG or PNG. Numeric references to the pictures must be embedded in the text. All tables must be numbered and attached to the abstract in format XLS(X). Numeric references to the tables must be embedded in the text.

Part D: Personal Data Protection

- § 40 The Conference organisers are committed to processing personal data in accordance with the GDPR. All personal data collected will be securely stored on protected servers.
- § 41 Personal data will be used solely for purposes related to the organisation and administration of the Conference.

Final Section

- § 42 These T&C are available for review on the official Conference webpage www.fa.cvut.cz/ya
- § 43 The organisers reserve the right to amend these T&C as deemed necessary. Any changes will be communicated to registered participants in a timely manner.
- § 44 By submitting an extended abstract for the Conference, participants expressly agree to comply with these T&C.

10.9.2025 (version 4)

Jan Bittner, Local Organising Committee Chair