

9th November 2019

Faculty of Medicine University of Porto

Abstract Submission Terms and Conditions



1ST ARTICLE – SETTING

- a. The present document establishes the Abstract Submission and Poster Presentation 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 an Organizing Committee of 23 elements. The Organizing Committee is coordinated by the five elements of the Department of Research, Formation and Science of the Faculty of Medicine of the University of Porto Students' Association (DIFC-AEFMUP), in coordination with Hugo Santos Sousa, MD.
- c. The SKY Meeting will take place on the 9th of November of 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.

2ND ARTICLE – SUBMISSION DEADLINE

- a. The abstracts may be submitted from the 15th of August of 2019 until the 15th of September of 2019.
 - i. The Organizing Committee is entitled to extend the period of time mentioned above without previous notice.

3RD ARTICLE - ELIGIBILITY OF THE ABSTRACT

- a. The following types of abstracts will be considered: original research, meta-analysis, cases-studies and reviews.
- b. The official language for the Scientific Competition is English, and therefore, all the abstracts must be written in in English.
- c. Only abstracts related to surgical domains will be accepted.
- d. Participants may submit their abstracts (and present posters) as first author; the co-authors may participate in the meeting as regular participants. Co-authors may also be present, in case of first author's unavailability.
- e. A participant can also be co-author of more than one submitted abstract. If more than one of the works submitted are accepted to be part of the competition, the participant will only be allowed to present one of them.

4TH ARTICLE - ABSTRACT SUBMISSION PROCEDURE

- a. The abstract must be submitted via e-mail to sky@aefmup.pt during the period of time mentioned in the 2nd article, with the following subject: "Abstract Submission - Author's Name".
- b. The e-mail must contain the following information to be validated:
 - i. Author's full name
 - ii. Author's job or medical school and grade
 - iii. Author's contact number
 - iv. Abstract's title
 - v. Abstract's related surgery field
- c. The participant will receive an email by the Organizing Committee confirming the submission, stating if the abstract is considered eligible and if all the needed information is available. If the participation is denied, the participant will receive an email explaining the reason and informing about this.
- d. If there are multiple submissions of the same abstract, only the last version submitted will be considered.

5TH ARTICLE - GUIDELINES FOR ABSTRACT SUBMISSION

- a. The abstract has to include the following topics:
 - i. Abstract Title
 - ii. Authors
 - iii. Author's Affiliation
 - iv. Main Body (maximum: 300 words)
 - Introduction
 - Aim
 - Methods
 - Results
 - Discussion/Conclusions
 - v. References (optional)
 - vi. Acknowledgments/Funding (optional)

6TH ARTICLE – SELECTION PROCESS

- a. All eligible abstracts will be evaluated by a jury of experts in the Surgery field, directed by Hugo Santos Sousa, MD. This process will take place between the 15th of September and the end of September of 2019.

- b. If your work is selected, you will be contacted by email, between the 1st of October and the 5th of October, 2019.
- c. The participants are responsible for printing the Poster, and its delivery at the check-in desk on the 9th of November, 2019, until 9 a.m. The Organizing Committee is in charge of placing it in exhibition.
- d. In the day of the congress, the evaluation of the Poster will be in charge of a Jury composed by Hugo Santos Sousa, MD, and the presenters of the Parallel Sessions. The participants must present the Poster according to the rules in the 6th article.
- e. The best poster according to the Jury referred in paragraph d) of this article will give the respective owner the opportunity of presenting his work in the main auditory, on the day of the congress.
- f. The selected participants will have guaranteed registration in the congress if they pay the student's fee (10€). After paying, there will be no refunds. The registration will take place as defined in SKY Meeting General Terms and Conditions (to be published).
 - i. The selected participants will receive an email as mentioned in paragraph b) on this article. On that same email, there will be information about the payment deadline.

7TH ARTICLE – POSTER PRESENTATION

- a. Your work will be evaluated during the lunch and coffee breaks, where you should present your poster to the jury committee.
- b. The following rules must be fulfilled; besides these guidelines, you are free to organize your poster as you please.
 - i. Language: English;
 - ii. Orientation: vertical;
 - iii. Paper size: A0.
- c. Apart from these guidelines, you are free to organize your poster as you wish.
- d. If the poster doesn't fulfill the rules stated in paragraph b) of this article, it won't be accepted.
- e. To give your work a score, the panel of jury experts will score both the content of your work and your presentation, based on the following criteria:
 - i. Visual Organization of the Poster;
 - ii. Aim and background of the research;
 - iii. Methodology and coherence of the method;
 - iv. Relevance, impact and consistency of the results;
 - v. Structure and discussion of the results;
 - vi. Quality of the presenter's responses to the questions;
 - vii. Overall performance throughout the poster presentation.

- f. The poster's presentation will take no more than 5 minutes.
- g. The Organizing Committee will communicate the winner of the main auditory's presentation after the second Coffee-Break via a mobile message to the contact number given by the participant.

8TH ARTICLE - PRIZES AND AWARDS

- a. The first main prize will be an Oral Presentation in the Main Auditory of CIM-FMUP.
- b. The main auditory presentation will take place at the closing ceremony.
- c. The participants will receive a participation certificate, that will be sent by email after the congress.
- d. Other prizes will be revealed in our social media pages before the day of SKY Meeting.

9TH ARTICLE – MISSING CASES

- a. Please note that the Organizing Committee of SKY Meeting 2019 may update the Abstract Submission and Poster Presentation Terms and Conditions at any time.
- b. Missing cases will be solved by DIFC-DAEFMUP in coordination with Hugo Santos Sousa MD.

10TH ARTICLE – FINAL INFORMATION

- a. The submission of an abstract implies the acknowledgment and acceptance of the Terms and Conditions explained in this document.
- b. DAEFMUP is in charge of the execution and interpretation of this document.
- c. This document is valid immediately after its approval by DAEFMUP and will remain valid until another update is approved.
- d. All the data collected in the registration process has the express objective of evaluating each submission and establishing a fruitful communication between the participants, the Organizing Committee and DAEFMUP, which promotes the event.