



## 13<sup>th</sup> YES Meeting

### ABSTRACT SUBMISSION POLICIES AND PROCEDURES

#### *Submission Deadline*

Abstracts can be submitted from the **1<sup>st</sup> of March 2018 until the 6<sup>th</sup> of June 2018**.

#### *Abstract Submission Eligibility*

Solely **original research or meta-analysis** abstracts will be considered. Case-studies, reviews and simple literature reviews will not be accepted.

The official language of the 13<sup>th</sup> YES Meeting Scientific Competition is **English**.

Each participant **may only submit and present a single work**. Only one author can be the first-author. Co-authors may attend the conference as Non-Presenting Students. Co-authors may also present, in case of first-author unavailability.

A student can also be an author or co-author of more than one submitted abstract; however each author will only be able to present one of the works, i.e. if you are inserted in a research group where all the members are (co)authors of all the works, each researcher can submit an abstract, given that each one will present one work.

Furthermore, if you submit only one work and for some reason you will not be able to attend the conference, you may assign your rights to one of the co-authors. By doing this, you forfeit your claim to the presentation prize in case of winning to your substitute. If you have payed the congress fee within the deadline and are not attending the 13<sup>th</sup> YES Meeting, your work will still feature the 13<sup>th</sup> YES Meeting Abstract Book.

The abstracts submitted must only reflect **work conducted during a Bachelor's/Licentiate or Master's degree** (e.g. no PhD/Doctorate works will be considered).

If you have already finished these cycles of studies, you may submit an abstract of research conducted during that period.

## Abstract Submission Procedure

Abstracts can be submitted in the YES Meeting website ([www.yesmeeting.org](http://www.yesmeeting.org)) from the **1<sup>st</sup> of March to the 6<sup>th</sup> of June 2018**.

You shall select the option “Submit your Abstract!” and fill in a form with your personal information and the abstract data.

You will have separate fields to insert the topics described in section “Guidelines for Abstract Submission” (see below). Please make sure you fully read our **Abstract Submission Policies & Procedures** document before submitting to the Scientific Competition.

You must also indicate the main research field your abstract best relates to: **Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Public Health & Medical Informatics; Surgery**. This information is essential to help us group the Abstracts into specific categories. However, keep in mind your work may be moved into a different category other than the one you selected, if deemed more appropriate. If so, you will receive an email informing of the change.

## Guidelines for Abstract Submission

The abstract should include the following fields:

- **Abstract Title;**
- **Authors;**
- **Author’s Affiliation;**
- **Main Body (limit of 300 words);**
  - Introduction:
  - Aim;
  - Methods;
  - Results:



- Discussion/Conclusions;
- **References** (optional field);
- **Acknowledgments/Funding** (optional field).

When submitting, you will have separate fields for every piece of information.

**Attention, please!** The main body of the abstract should not exceed **300 words**. Abstracts that surpass this limit will be penalized (see below).

## Selection Process

All eligible abstracts from each area 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 Abstract Submission closure (6<sup>th</sup> of June) and the end of July 2018.

According to this rank:

- the best abstract will be selected for presentation in the **Plenary Session**;
- the following 6 better rated abstracts will be placed in the respective **Parallel Oral Session**;
- the remaining selected abstracts will be presented as **Posters**.

Your abstract will be scored out of 100 points, **using the following criteria**:

1. Correctly written English;
2. Formulation of the work's Aim;
3. Introduction background and context of the work;
4. Methodology used;
5. Consistency of the Results;
6. Relevance and suitability of the Conclusions, according to the work submitted;
7. Impact of the research work.



The main body of the abstract must not exceed **300 words**. Abstracts that surpass this limit will be **penalized** proportionally, according to the following criteria:

1. 301 to 400 words: -5 points;
2. 401 to 500 words: -10 points;
3. 501 or more words: -15 points.

Presenting Students will receive an **email notification until the end of July 2018**, 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. In this email, they will also receive a link to register at the 13<sup>th</sup> YES Meeting and a **Presenting Student Identification Number (e.g. PS10)**. You must **always** identify yourself and your accepted Abstract with this number.

Please keep in mind that **after being notified that you have been selected, you have the deadline of the following 5 week days to register and pay the congress fee**. After paying, there will be no refunds. If you do not meet these conditions, your abstract will be disqualified.

**Your abstract is guaranteed to be included on the 13<sup>th</sup> YES Meeting Abstract Book once you have paid the congress fee within the established deadline.** The fee also gives you full access to the 13<sup>th</sup> YES Meeting, including the Scientific Programme, 3 Workshops, the Clinical Competition and the Social Programme.

Please check our website ([www.yesmeeting.org](http://www.yesmeeting.org)) for more information on the congress Fees & Payment methods.

## *Presenting at the 13<sup>th</sup> YES Meeting*

Your research work will be evaluated during the Poster Presentation Sessions, the Parallel Oral Sessions or Plenary Session.



The panel of Jury experts will score both the content of your work and your presentation out of 70 points, based on the following **criteria**:

1. Structure and global visual organization of the presentation;
2. Work's aim and background;
3. Coherence of the used methodology;
4. Consistency, relevance and impact of the results;
5. Schematization and discussion of the results;
6. Did the presenter respond well to questions?;
7. Overall performance throughout the presentation.

If your presentation exceeds the time limit (**7 minutes** for Poster and Parallel Oral Sessions, **9 minutes** for the Plenary Session) you will be penalized with **-5 points**.

## **A) Poster Presentation Sessions**

There will be several Poster Presentation Sessions during the congress coffee-breaks, namely one per category (Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Public Health and Medical Informatics; Surgery). The different sessions may take place simultaneously. These will be held at the conference's main hall, where the posters will be exposed. You will be informed of your poster presentation schedule in advance.

Your poster must abide by the following **rules**:

- Language: English;
- Orientation: Vertical;
- Paper size: A0 – 1188mm x 840mm recommended;
- Include your Presenting Student Identification Number on the upper-left corner of the poster, **clearly visible**.



Apart from these guidelines, you are free to organize your poster as you wish. We cannot accept posters that do not conform to the specified norms, as that would impede the equal judgement of all posters competing by the Jury.

Presentations will last **10 minutes – 7 minutes for the student presentation and 3 minutes for discussion**. The sessions will be chaired and evaluated by a Jury consisting of experienced scientists in each of the aforementioned fields (please check the criteria above). Each presentation will be evaluated simultaneously by 2 members of the Jury. However, all the Jury elements will participate in the final deliberation concerning each Poster Presentation Session.

After the Session, the members of the Jury will deliberate the results together in a private room. Therefore, your Poster will have to be exposed until the end of the deliberation phase that should last 2 hours maximum. You will be able to retrieve your Poster once the deliberation phase is finished. As an alternative, you may collect your Poster at the check-in desk until 05:00 PM on Sunday, the 16<sup>th</sup> of September.

If you were selected for a Poster Presentation Session **on Thursday** (13<sup>th</sup> of September), **you must check-in and hand in your printed poster until 11:00 AM**.

If your Poster Presentation Session is scheduled for 14<sup>th</sup> to 16<sup>th</sup> of September, you must **check-in and hand in your printed poster until 8:30 AM of the day you are presenting** (you will be informed in advance).

If you are unable to bring your poster printed, you should send us an email with the final version of your poster, requiring the printing service (until Sunday, the **9<sup>th</sup> of September**). The price for printing is 25€ and we will not provide an invoice. Payment must be completed until Sunday, the 9<sup>th</sup> of September. **Posters received after this date will not be printed.**

We will only be able to print your poster if you send it in **PDF format**. Please name the file of your PDF poster as follows: "Presenting Student Number; Session; Theme; Name", for example: "PS10; Poster Presentation Session; Neurosciences; Amelia Wang".



## **B) Parallel Oral Sessions**

There will be six Parallel Oral Sessions, one for each field. These sessions will be held in different rooms, simultaneously, on Friday afternoon (the 14<sup>th</sup> of September 2018). You will be informed of your Parallel Oral Session room in advance.

In each session, 6 students will present their work to the audience, while being evaluated by a Jury composed of 3 experienced scientists in the particular field being judged (please check the criteria above).

Each presentation will last **10 minutes – 7 minutes for the student presentation and 3 minutes for discussion**. Please do not exceed the maximum time. There will be a timer visible just for you so that you can easily manage your presentation time and avoid surpassing the established limit.

We accept the latest versions of Microsoft® PowerPoint and Apple® Keynote presentations. We also recommend you to bring a PDF format of your presentation. Please name the file of your presentation as follows: “Presenting Student Identification Number, Session; Theme; Name”, for example: “PS12; Parallel Oral Session; Surgery; John Smith”. You should also include this information on the **first slide of your presentation**.

If you were selected for a Parallel Oral Session, you must **check-in until 08.30 AM of the 14<sup>th</sup> of September**. You should bring your digital presentation and hand it in **20 minutes before the beginning of the Parallel Oral Session**, at the presentation venue (you will be informed in advance).

## **C) Plenary Session**

The highest rated abstract authors from each field will have the opportunity to present their work to all the congress participants during the Plenary Session. Therefore, 6 students, one from each field, will present their work to the audience. Meanwhile, they will be evaluated



by a Jury composed of 6 experienced scientists, one from each particular field being judged. You may find the criteria above.

This session will be held on the afternoon of the third day of the 13<sup>th</sup> YES Meeting (Saturday, the 15<sup>th</sup> September 2018).

Each presentation will last **12 minutes – 9 minutes for the student presentation and 3 minutes for discussion**. Please do not exceed the maximum time. There will be a timer visible just for you so that you can easily manage your presentation time and avoid surpassing the established limit.

We accept the latest versions of Microsoft® PowerPoint and Apple® Keynote presentations. We also recommend you to bring a PDF format of your presentation. Please name the file of your presentation as follows: “Presenting Student Number; Session; Theme; Name”, for example: “PS10; Plenary Session; Neurosciences; Amelia Wang”. You should also include this information on the **first slide of your presentation**.

If you were selected for the Plenary Session, you must **check-in until 08.30 AM of the 15<sup>th</sup> of September**. You should bring your digital presentation and hand in it **20 minutes before the beginning of the Plenary Session**, at the presentation venue (you will be informed in advance).

## Prizes & Awards

Winners will be announced during the **Award & Closing Ceremony**, which will be held in the afternoon of the 16<sup>th</sup> of September 2018.

The prizes are as follows:

- **AstraZeneca Plenary Session Awards**
  - **First Place - 3000€**
  - **Second Place - 1500€**
  - **Third Place - 500€**



- **Fundação Professor Ernesto Morais Best Parallel Oral Session Awards** (Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Surgery) - **250€**
- **Best Public Health & Medical Informatics Parallel Oral Session Award** - **250€**
- **Sindicato Independente dos Médicos (SIM) Presentation Awards** (Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Surgery) - **150€**
- **Best Public Health & Medical Informatics Poster Presentation Award** - **150€**

For each mentioned award, there will be only one winner. If the Jury decides so, Ex Aequo Awards may be assigned. In this case, the Prize value will be equally shared by the two winning presentations. Furthermore, Honorable Mentions may be attributed by the Jury.

You will receive the Prize Certificate at the Award & Closing Ceremony. Afterwards, you will be contacted and asked to provide your banking information, in order to receive the Prize value. The Prize value will be transferred to your bank account until the end of 2018.

Please note that the 13<sup>th</sup> YES Meeting Organizing Committee may update the Scientific Competition Abstract Submission Policies & Procedures at any time.

*April 2018 Version*