ABSTRACT SUBMISSION AND PRESENTATION POLICIES & PROCEDURES

16TH YES MEETING SCIENTIFIC COMPETITION
ABSTRACT SUBMISSION AND PRESENTATION POLICIES & PROCEDURES

Due to the COVID-19 pandemic, the 16th YES Meeting Organizing Committee is currently organizing an event that complies with the actual public health restrictions, namely by giving participants the opportunity to present their work presentially or digitally. According to COVID-19 pandemic evolution in Portugal, the YES Meeting Policies and Procedures herein detailed may suffer alterations.

In the context of this blended modality, the 16th YES Meeting Scientific Competition - Abstract Submission and Presentation Policies & Procedures have undergone some changes, namely regarding the modality of presentation of the research works. These changes will be detailed in the Presentation Guidelines section (see below).

SUBMISSION DEADLINE

Abstracts can be submitted from the 1st of March 2021 to the 1st of June 2021. The 16th YES Meeting Organizing Committee has the right to open a 2nd phase of abstract submission, if necessary.

ABSTRACT ELIGIBILITY

Type of Scientific Work: Solely original research or meta-analysis abstracts will be considered. Case-studies, reviews and simple literature reviews will not be accepted.

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.

Please note that the YES Meeting Organizing Committee may contact you anytime during the course of the competition to confirm that you fulfill all the requirements.

Language: The official language of the 16th YES Meeting Scientific Competition is English.

Authorship: Each participant may only submit and present a single work as a Presenting Student. Co-authors may attend the conference as Non-Presenting Students. Co-authors may also present, in case of first-author unavailability (e.g. if you submit 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 to your substitute in case of winning.
ABSTRACT SUBMISSION

Please make sure you fully read our Abstract Submission and Presentation Policies & Procedures document before submitting to the Scientific Competition.

Mode of submission: Abstracts must be submitted through the YES Meeting website (www.yesmeeting.org), by filling in a form with your personal information and the abstract data. The submission form will have separate fields for every piece of information. It is advisable that you prepare a text document following the below described guidelines and then you copy each part of the text to the website form.

Abstract Submission Guidelines:

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)

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 or 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 to inform you of the change.

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

Alterations to the abstracts: All the abstracts will be published as submitted and no changes can be done after the end of the submission period (1st of June 2021). Any minor changes can be made by resubmitting your abstract. Only the last version submitted will be considered.
PRIVACY AND CONFIDENTIALITY POLICY

Due to the digital nature of the 16th YES Meeting, all Presenting Students allow the 16th YES Meeting Organizing Committee to record images and videos of their oral presentations to broadcast and upload on our online platform and website, in case Presenting Students' work is selected for a Poster Session, Parallel Oral Session or Plenary Session.

SELECTION PROCESS

All eligible abstracts will be evaluated by a Jury of experts of each scientific field involved. In each scientific field, the abstracts will be given a score and ranked by the Jury. This process will take place between the Abstract Submission closure (1st of June) and the beginning of July 2021.

According to this rank:
- the 6 best rated abstracts of each field will be placed in the respective Parallel Oral Session;
- the remaining selected abstracts will be presented as Posters.

The best presentation in each Parallel Oral Session, according to the Jury, will proceed to the Plenary Session.

Selection for Parallel or Poster Presentation according to the above referred rank obtained by the Jury

Your abstract will be scored out of 100 points, using the following criteria:
1. Impact of the research work;
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. Correctly written English.

The main body of the abstract must not exceed 300 words. Abstracts that surpass this limit will be automatically penalized proportionally, according to the following criteria:
• 301 to 400 words: - 5 points;
• 401 to 500 words: - 10 points;
• 501 or more words: - 15 points.

Registration to the Meeting:

Presenting Students will receive an email notification during July 2021, stating if their abstract was accepted and specifying which type of presentation (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 16th YES Meeting and a Presenting Student Identification Number (e.g. PS010). Presenting Students and their respective abstracts will always be identified with this number. During the registration you must state whether you plan to attend the Meeting digitally or in person.
Presenting authors must register and pay the PS Registration Fee in the 7 days that follow notification of acceptance by the Organizing Committee. In case these conditions are not met, the abstract will be disqualified.

Abstracts will be published in Porto Biomedical Journal only if the fee has been paid within the established deadline.

After the registration is completed, Presenting Students will have full access to the 16th YES Meeting.

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

PRESENTATION GUIDELINES

In the new 16th YES Meeting Scientific Competition, the Poster and Parallel Oral Sessions will be held before the conference takes place, from the 6th of September to the 10th of September 2021, while the Plenary Session will take place during the congress days, more specifically on the 18th of September.

During the course of the congress days, all presentations (of the Parallel and Poster Sessions) will be broadcasted and uploaded on our online platform and website.

There are three presentation modalities at the meeting: Poster Presentation Sessions, Parallel Oral Sessions and the Plenary Session.

The panel of Jury experts will score both the content of the work and the 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. Appropriate presenter response to the Jury’s 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

After receiving an email notification (in early July 2021) stating that their abstract was accepted for a Poster Presentation Session, and after successfully completing the registration to the meeting, Presenting Students will have until the 15th of August 2021 to submit their Poster and video recording through a new submission form. You will be informed of your Poster Session schedule in advance (until the end of August). Please note you must confirm your participation at the Poster Presentation Session in the 7 days following the notification (if you don’t confirm your participation by then, your work will be disqualified).
Please note that the recordings of the presentations will be subsequently uploaded on our website and online platform, along with the posters.

The Poster Presentation Sessions will take place prior to the conference, being held via Zoom Meetings, where participants will be divided into different conference rooms, according to the theme of the presentation and the respective Jury. The jury, along with the Presenting Student, will first watch the recording and, afterwards, there will be a discussion period during which the jury will be able to pose questions to the Presenting Student.

All Presenting Students will receive the link for the conference call via email on the day before the presentation. Furthermore, on the day of the presentation, you can join the link; the waiting room will be active, so you may have to wait a few minutes before you can join the session. Only the presenting Student, the jury and the members of the Organizing Committee are allowed to attend this session.

Your poster must abide by the following rules:

- Language: English;
- Orientation: Vertical;
- Format file: PDF;
- 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”;
- It is mandatory to include your Presenting Student Identification Number on the upper-left corner of the poster, clearly visible.

Your video presentation must abide by the following rules:

- Language: English;
- Format file: mp4;
- It is mandatory to start your audio presentation by mentioning your name and Presenting Student Identification Number, as well as your email address;
- It is mandatory to name your file as follows: “Presenting Student Number; Session; Theme; Name”, for example: “PS10; Poster Presentation Session; Neurosciences; Amelia Wang”.

Apart from these guidelines, you are free to organize your poster and your presentation as you wish. We cannot accept posters or recordings 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 – 5 minutes for the student presentation and 5 minutes for discussion.**

Please make sure that your recording does not exceed the maximum time – otherwise you will be penalized with -5 points.

The Poster Presentation Sessions will take place from **Monday, the 6th of September, until Wednesday, the 8th of September 2021**, and will be led by a Jury consisting of experienced scientists and physicians in each of the aforementioned fields (please check the criteria above). Presenting Students will receive the results afterwards, during our Closing Ceremony which will be at the end of the conference.
Each presentation will be evaluated simultaneously by two or three members of the Jury. However, all the Jury elements will participate in the final deliberation concerning each Poster Presentation Session. This deliberation will take place during a face-to-face meeting at the conference venue.

**B) Parallel Oral Sessions**

There will be six Parallel Oral Sessions, one for each scientific field. These sessions will be held on **Friday, the 10th of September 2021, between 9 AM and 5 PM**. You will be informed of your Parallel Oral Session schedule in advance.

Please note you must **confirm your participation at the Parallel Oral Session** in the 7 days following the notification (if you don’t confirm your presence by then, your work will be disqualified and you will only have the option of presenting it at a Poster Session).

In each session, 6 students will present their work by means of a **digital presentation with the Jury**, which will be composed of 3 experienced scientists and physicians in the particular field being judged (please check the criteria above).

On the 10th of September, the winners of each Parallel Oral Session will be contacted via email, having the opportunity to present their research work in the Plenary Session. **Please note you must confirm your participation at the Plenary Session until the 13th of September (if you don’t confirm your presence by then, your work will be disqualified from the Plenary Session)**. Your confirmation should mention if you prefer to present your work either in person or online. (For more information check Presentation Guidelines - Plenary Session below).

**Duration of Parallel Oral Presentation:** 10 minutes – 7 minutes for the student presentation and 3 minutes for discussion.

**Please do not exceed the maximum time** – otherwise you will be penalized with **-5 points**.

Please note that all Parallel Oral Sessions will be recorded to be broadcast and uploaded on our online platform and website during the course of the 16th YES Meeting.

**C) Plenary Session**

The best Parallel Oral presentation from each field selected by the Jury will have the opportunity to present their work at the Plenary Session.

Therefore, 6 students, one from each field, will again present their work and be evaluated by a new Jury composed of 6 experienced scientists and physicians, one from each particular field being judged. (You may find the criteria above).

This session will be held on the congress days, more specifically on **Saturday, the 18th September 2021, at 11 AM**, in a hybrid format. You will be given the choice to present your work according to your preference: digitally or presentially at the place of the conference.
Please note that, after being selected from a Parallel Oral Session, you must confirm your participation in the Plenary Session until the 13th of September 2021.

Duration of Plenary Oral Presentation: Each presentation will last 12 minutes – 9 minutes for the student presentation and 3 minutes for discussion.

Please do not exceed the maximum time - otherwise you will be penalized with -5 points.

The first slide of your presentation should contain the following information: Name, Presenting Student Number, Session, Theme.

For presential presentations:

Please name the file of your presentation as follows: “Presenting Student Number; Session; Theme; Name”, for example: “PS10; Plenary Session; Neurosciences; Amelia Wang”.

We accept the latest versions of Microsoft® PowerPoint and Apple® Keynote presentations. We also recommend you to bring a PDF format of your presentation.

Furthermore, you must check-in until 08.30 AM of the 18th of September. You should bring your digital presentation and hand it in 20 minutes before the beginning of the Plenary Session, at the presentation venue (you will be informed in advance).

Please note that all presentations during the Plenary Session, both digitally and presentially presented, will be broadcast on our online platform.

PRIZES & AWARDS

Winners will be publicly announced during the Award & Closing Ceremony of the 16th YES Meeting - Digital Experience, which will be held on the 19th of September 2021, at 5PM.

The prizes are as follows:

• AstraZeneca Plenary Session Awards • First Place - 2500€ • Second Place - 1500€ • Third Place - 1000€
• Fundação Professor Ernesto Morais Best Parallel Oral Session Awards (Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Surgery) - 250€
• Public Health & Medical Informatics Parallel Oral Session Award - 250€
• SIM Poster Presentation Awards (Internal Medicine; Neurosciences; Oncology & Molecular Biology; Physiology & Immunology; Public Health & Medical Informatics; Surgery) - 150€
In case you win a Parallel Oral Session and, therefore, present at the Plenary Session, you may win the following prizes:

1st place at Plenary Session + 1st place at Parallel Oral Session: 2500€ + 250€
2nd place at Plenary Session + 1st place at Parallel Oral Session: 1500€ + 250€
3rd place at Plenary Session + 1st place at Parallel Oral Session: 1000€ + 250€
4th, 5th or 6th place at Plenary Session + 1st place at Parallel Oral Session: 250€

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 via e-mail. 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 2021.

Please note that the 16th YES Meeting Organizing Committee may update the Scientific Competition Abstract Submission and Presentation Policies & Procedures at any time.

(September 2021 version)