

## 18<sup>TH</sup> YES MEETING SCIENTIFIC COMPETITION ABSTRACT SUBMISSION AND PRESENTATION POLICIES & PROCEDURES

The 18<sup>th</sup> YES Meeting Scientific Competition - Abstract Submission and Presentation Policies & Procedures pertains to the Guidelines for the Scientific Competition taking place during the days of the Conference (September 14<sup>th</sup>-17<sup>th</sup> 2023). All the information about the Competition can be found in this document. Please note that the 18<sup>th</sup> YES Meeting Organizing Committee may update the Scientific Competition Abstract Submission and Presentation Policies & Procedures at any time.

### SUBMISSION DEADLINE

Abstracts can be submitted from the **1<sup>st</sup> of March 2023** to the **15<sup>th</sup> of May 2023**. The 18<sup>th</sup> YES Meeting Organizing Committee has the right to open a 2<sup>nd</sup> phase of abstract submission, if deemed necessary.

### ABSTRACT ELIGIBILITY

**Type of Scientific Work:** Solely original research or meta-analysis abstracts will be considered. Case-studies, simple literature reviews, systematic reviews without meta-analysis and other study typologies will not be accepted.

The abstracts submitted must only reflect **work conducted during a Bachelor's/Licentiate/Undergraduate or Master's degree** (e.g. PhD/Doctorate works **will not** be considered). If you have already finished these cycles of studies, you may submit an abstract of research conducted during those periods.

**Prior Publication:** Presenting Students may submit abstracts for competition, regardless of whether or not they have been published before, and abstract acceptance is not contingent on publication status. However, during the abstract submission, you must state whether data described in the submitted abstract has been published before or not and whether it is under consideration for publication anywhere.

**Authorship:** **The Presenting Student must be the abstract's first author. Each participant may only submit and present a single work as a Presenting Student and, therefore, as the first author.** Co-authors may attend the conference as Non-Presenting Students and must follow the same steps as other Non-Presenting Students in order to register for the conference. In case of first-author unavailability, co-authors may also present the work (e.g. if you submit a work and, for some reason, you are unable to attend the conference, you may assign your rights to one of the co-authors). By doing this, you forfeit your claim to any prize, in case of winning, to your substitute.

**Language:** The official language of the 18<sup>th</sup> YES Meeting Scientific Competition is **English**. Abstracts submitted in any other language will not be accepted. Furthermore, during the conference days, should a Presenting Student present their work in a language other than English, they will be disqualified.

Please note that the 18<sup>th</sup> YES Meeting Organizing Committee may contact you at any time during the course of the competition to confirm that you fulfill all the requirements.

**Results:** All abstracts with results will be submitted for jury evaluation. Abstracts submitted without results will not be considered for evaluation and will be automatically excluded from the competition.

## ABSTRACT SUBMISSION

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

**Method of submission:** Abstracts must be submitted through the YES Meeting website ([www.yesmeeting.org](http://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 respective field on 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: **Clinical Medicine; Neurosciences; Oncology & Immunology; Molecular Biology & Physiology; Public Health & Medical Informatics or Anatomy & 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. In that case, you will receive an email informing you of the change. **You must also state whether findings have already been published or not.**

#### **Attention, please!**

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

**Changes to the abstracts:** Any minor changes can be made by resubmitting your abstract prior to the end of the submission period (15<sup>th</sup> of May 2023). All abstracts will be assessed as submitted and no changes can be done after the end of the submission period. **Only the last version submitted will be considered.**

## PRIVACY AND CONFIDENTIALITY POLICY

All Presenting Students allow the 18<sup>th</sup> YES Meeting Organizing Committee to record and upload images and videos of their presentations onto our web and social media platforms and agree to their use in promotional material in case a Presenting Student's 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's closure (15<sup>th</sup> of May) and the beginning of July 2023.

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**.

Should a Presenting Student allocated to the Parallel Oral Session withdraw their work from the competition until the 31<sup>st</sup> of August, the next Student with the highest rank in the 1<sup>st</sup> phase of evaluation in the respective field will be invited to replace them and present their work in the Parallel Oral Session.

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 defined by the Jury:

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

1. Title relevance and adequacy (5%); Introduction background and context of the work (10%);
2. Introduction background and context of the work (10%);
3. Formulation of the work's aim (15%);
4. Methodology used (15%);
5. Consistency of the results (20%);
6. Relevance and suitability of the conclusions, according to the work submitted (10%);
7. Impact of the research work (20%);;
8. Correctly written English (5%).
9. Correctly written English (5%).

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.

Moreover, the jury's decision is sovereign and **cannot be appealed**.

## Registration to the Meeting:

Presenting Students will receive an **email notification during July 2023**, stating if their abstract was accepted and specifying which type of presentation (Parallel Oral Session or Poster Session) was attributed to their research work.

They will also receive a link, via e-mail, to register for the 18th YES Meeting and a Presenting Student Identification Number (e.g.: PS010). Presenting Students and their respective abstracts will always be identified by this number.

Presenting Students must **register and pay the PS Registration Fee in the 7 days following notification of acceptance** by the Organizing Committee. In case these conditions are not met, the abstract will be **disqualified**.

To complete the registration process, the **PS Registration Fee must be paid**. Only after completing this process, will Presenting Students have full access to the 18<sup>th</sup> YES Meeting, according to 18<sup>th</sup> YES Meeting Registration Terms & Conditions.

Abstracts will be included in the Abstract Book only if the **PS Registration Fee** has been paid within the established deadline and the Presenting Student is present and gives his presentation at the 18<sup>th</sup> YES Meeting.

Please check our website ([www.yesmeeting.org](http://www.yesmeeting.org)) and our 18<sup>th</sup> YES Meeting Registration Terms & Conditions for more information on the meeting's Fees & Payment methods.

## PRESENTATION GUIDELINES

Your research work will be appraised during Poster Presentation Sessions, Parallel Oral Sessions and/or during the 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. Quality and accuracy of the Presenting Student's answers to the Jury's questions;
7. Overall performance throughout the presentation.

If your presentation exceeds the time limit (**10 minutes** for Poster, **5 minutes** for Parallel Oral Sessions, **7 minutes** for the Plenary Session) you will be penalized with **-5 points**.

The jury's decision is sovereign and **cannot be appealed**.

## A) Poster Presentation Sessions

There will be several Poster Presentation Sessions during the meeting's coffee-breaks, namely one per category (Clinical Medicine; Neurosciences; Oncology & Immunology; Molecular Biology & Physiology; Public Health & Medical Informatics; Anatomy & Surgery). The different sessions may take place simultaneously. These will be held at the conference's main hall, where the posters will be exposed.

After being notified that you have been selected for the Poster Presentation Session, you have the **following 7 days to confirm your presence** (if you don't confirm your participation by then, your work will be disqualified).

You will be informed of your Poster Session's schedule in advance (until the end of August).

Your poster must abide by the following rules:

- Language: English;
- Orientation: Vertical;
- Paper size: A0 – 1188mm x 840mm (recommended);
- It is mandatory to 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 **will not accept posters that do not conform to the specified norms**, as that would impede the Jury's equal evaluation of all competing posters.

Presentations will last **10 minutes**, during which time the Presenting Student and the Jury should adequately manage the presentation of the poster and its discussion.

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

The sessions will be chaired and evaluated by a Jury consisting of experienced scientists and/or physicians in each of the aforementioned fields (see criteria above). Each presentation will be evaluated simultaneously by two or three members of the Jury. However, all 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 a maximum of 2 hours. You will be able to retrieve your Poster once the deliberation phase is completed. As an alternative, you may collect your Poster at the check-in desk until 05:00 PM on Sunday, the 17<sup>th</sup> of September. Presenting Students will be informed of the results afterwards, during the Closing Ceremony, which will take place at the end of the conference. Only the winner of each Poster Session and any Honorable mentions determined by the Jury will be made public.

If you are selected for a Poster Presentation Session **on Thursday** (14<sup>th</sup> of September), **you must check-in and hand in your printed poster until 11:00 AM on Thursday**.

If your Poster Presentation Session is scheduled for the **15th, 16th or 17th of September**, **you must check-in and hand in your printed poster until 8:30 AM of the day of your presentation** (i.e. you may also check-in your printed poster on the days prior to your presentation). You shall be informed in advance of the date of your presentation.



If you are **unable to bring your printed poster**, you should send us an email with the final version of your poster, requesting the printing service, until Sunday, the **10<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 10th 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 our PDF poster as follows: "Presenting Student Identification Number; Session (Poster/Parallel Oral/Plenary); Field; Name" (e.g.: "PS010; Poster Presentation Session; Neurosciences; Amelia Wang").

## **B) Parallel Oral Sessions**

There will be **six Parallel Oral Sessions, one for each field** - Clinical Medicine; Neurosciences; Oncology & Immunology; Molecular Biology & Physiology; Public Health & Medical Informatics; Anatomy & Surgery. These sessions will be held in different rooms, simultaneously, on Friday (the 15th of September 2023) at 10:15 AM GMT+1. You will be **informed of your Parallel Oral Session room in advance**. **After being notified that you have been selected for the Parallel Oral Session, you have the following 7 days to confirm your presence** (if you don't confirm your participation by then, your work will be disqualified).

In each session, six students will present their work to the audience, while being appraised by a Jury composed of three experienced scientists and/or physicians in the particular field of the session (see criteria above).

Each presentation will last **10 minutes – 5 minutes for the student presentation and 5 minutes for discussion**. There will be a timer visible to you, the audience and the judges so that you can easily manage your presentation time and avoid surpassing the established limit.

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

We accept the latest versions of Microsoft® PowerPoint and Apple® Keynote presentations.

We also recommend you bring an additional PDF format of your presentation. Please **name the file of your presentation** as follows: "Presenting Student Identification Number; Session (Poster/Parallel Oral/Plenary); Field; Name" (e.g.: "PS012; Parallel Oral Session; Anatomy & Surgery; John Snow"). The **first slide of your presentation** must also contain your Name, your Presenting Student Identification Number, the Session (Parallel Oral/Plenary) and your Field. Please make sure your **Presenting Student Identification Number on the first slide is clearly visible**.

If you are selected for a Parallel Oral Session, you must **check-in until 9.00 AM of the 15<sup>th</sup> of September**. You should bring your digital presentation and hand it in **30 minutes before the beginning of the Parallel Oral Session**, at the presentation venue (you will be informed in advance).

On the afternoon of the 15<sup>th</sup> of September, the winners of each Parallel Oral Session will be contacted via email, inviting them to present their research work at the Plenary Session. **Please note you must confirm your participation in the Plenary Session until 10:00 AM on the 16th of September** - if you do not confirm your presence by then, your work will be disqualified from the Plenary Session. (For more information, check "Presentation Guidelines - Plenary Session" below).

Should the Presenting Student decline the invitation or fail to respond, the opportunity to present in the Plenary Session will be granted to the student that scored the second highest in the respective Parallel Oral Session, and so on.

## C) Plenary Session

The **Presenting Students with the best performance** in the **Parallel Oral Session** from each scientific field will have the opportunity to present their work to all the meeting participants at the Plenary Session. Therefore, six students, one from each field, will present their work to the audience. During this session, they will also be appraised by a Jury composed of six experienced scientists and/or physicians, one for each of the six fields represented. You may find the criteria above.

This session will be held on Sunday morning, the 17<sup>th</sup> of September 2023. On the **afternoon of the 15<sup>th</sup> of September**, the **winners of each Parallel Oral Session** will be contacted via email, inviting them to present their research work at the Plenary Session. **Please note you must confirm your participation in the Plenary Session until 10:00 AM on the 16<sup>th</sup> of September** - if you do not confirm your presence by then, your work will be disqualified from the Plenary Session.

Each presentation will last **12 minutes – 7 minutes for the student presentation and 5 minutes for discussion**. There will be a timer visible to you, the audience and the judges so that you can easily manage your presentation time and avoid surpassing the established limit.

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

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 (Parallel Oral/Plenary); Field; Name" (e.g.: "PS113; Plenary Session; Oncology & Immunology; Ilse DeLange"). The **first slide of your presentation** must also contain your Name, your Presenting Student Identification Number, the Session (Poster/Parallel Oral/Plenary) and your Field. Please make sure your **Presenting Student Identification Number on the first slide is clearly visible**.

If you are selected for the Plenary Session, you must **be at the conference venue at 8:30 AM of the 17<sup>th</sup> of September** (30 minutes before the beginning of the Plenary Session) and bring your digital presentation, which you should hand over to a member of the Organizing Committee (you will be informed in advance).

### ABSTRACT PUBLICATION AND ABSTRACT BOOK

An Abstract Book, compiling all the abstracts accepted and presented by the respective Presenting Student during the conference days of the 18<sup>th</sup> YES Meeting, will be published after the conclusion of the conference.

A preliminary Abstract Book, containing all abstracts accepted for the Scientific Competition, will be made available during the days of the conference.

## PRIZES AND AWARDS

Winners will be publicly announced during the **Award & Closing Ceremony of the 18<sup>th</sup> YES Meeting**, which will be held on the **17<sup>th</sup> of September 2023, at 5:30 PM**.

The prizes are as follows:

- Plenary Session Awards • First Place - 2500€ • Second Place - 1500€ Third Place - 1000€
- Parallel Oral Session Presentation Award (one per Parallel Oral Session in the following fields: Public Health & Medical Informatics, Clinical Medicine; Neurosciences; Oncology & Immunology; Molecular Biology & Physiology; Anatomy & Surgery) - 250€
- Poster Presentation Award (Clinical Medicine; Neurosciences; Oncology & Immunology; Molecular Biology & Physiology; Public Health & Medical Informatics; Anatomy & Surgery) - 150€

In case you win a Parallel Oral Session and, therefore, present at the Plenary Session, you may win the following prizes:

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

For each mentioned award, there will be only one winner. Ex aequo prizes will not be awarded. Draws will be resolved through Jury consensus. Furthermore, Honorable Mentions may be attributed by the Jury in any session. The jury may decide not to award prizes if the presentations do not meet their minimum standards.

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 monetary Prize. The Prize value will be transferred to your bank account until the end of 2023.

The resolution of occurrences not covered by this regulation is a responsibility of the Organizing Committee of the 18<sup>th</sup> YES Meeting.

Please note that the 18<sup>th</sup> YES Meeting Organizing Committee may update the Scientific Competition Abstract Submission and Presentation Policies & Procedures at any time.

*(February 2023 version)*