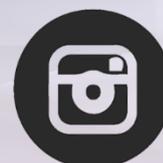




# POST N'SPEAK



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## REGULATION

### Article 1

#### Definition

This regulation defines the policies and procedures of the **VI Post n' Speak – Posters and Oral Communications Competition** - that will occur during the IX In4Med, from the 27<sup>th</sup> of February to the 1<sup>st</sup> of March, 2020, at the Congress Centre of the Convento São Francisco, Coimbra.

### Article 2

#### Goals

The aims of this competition are to:

1. Promote and stimulate students' involvement in research projects from an early stage;
2. Acknowledge and reward research work conducted by university students;
3. Present new advances in medical and biomedical investigation to the student community.

### Article 3

#### Competition's Scope and Categories

Any research in the field of Health Sciences may be submitted, as long as it fits within one of the following categories:

1. **Fundamental Research** - research conducted in the laboratory focused on a better or fuller understanding of a subject, phenomenon or behaviour.
2. **Translational Research** - research that transforms scientific discoveries arising in the laboratory, clinical or population studies, into new clinical tools and applications.

3. **Clinical Research** - presentation of clinical evidence and cases, leading to a deeper and enriched knowledge on diseases, diagnostic methods, treatments or medical devices to ensure better patient care.
4. **Systematic Review (with or without Meta-Analysis)** - A review of a clearly formulated question that uses systematic and explicit methods to identify, select, and critically appraise relevant research, and to collect and analyse data from the studies that are included in the review. Statistical methods (meta-analysis) may or may not be used to analyse and summarise the results of the included studies.

Only original research work, case-studies and systematic reviews with/without meta-analysis will be considered. Other types of work will not be accepted.

The official language of the VI Post n' Speak is **English**.

## Article 4

### Applicants

1. Each applicant can only submit **one** abstract.
2. The research may have more than one author, however only one of them may be the first author.
3. The first author of the research must be:
  - a) An undergraduate or Master's degree university student in the field of Medicine or Biomedicine (e.g. Biochemistry, Biology, Biomedical Engineering, Biomedical Sciences and Pharmaceutical Sciences);
  - b) If you have already finished these cycles of studies, you may submit an abstract, as long as the research was conducted during that period.
  - c) No PhD/Doctorate works will be considered.
4. The first author must be registered in the IX In4Med.
  - a) Pre-registrations will be open for Post n' Speak participants.

## Article 5

### Registration

1. In order to successfully complete his/her registration, each applicant is required to:
  - a) Enrol in IX In4Med using the form available on [www.in4med.org](http://www.in4med.org).
  - b) Enrol in Post N' Speak using the form available on [www.in4med.org](http://www.in4med.org).
  - c) **Submit the following documents** (templates available on [www.in4med.org](http://www.in4med.org)) to the e-mail [postersin4med@nemaac.net](mailto:postersin4med@nemaac.net), with the subject "REGISTRATION - VI POST N' SPEAK":
    - i. **Abstract** of the research work according to the conditions laid down in Article 6.
    - ii. **Term of Responsibility** (commitment to comply with the rules set out in this Regulation).
    - iii. **Declaration(s) of Conflicting Interests** (if any).
    - iv. **Informed Consent Declaration** (to be completed by potential partners in the Research Project).
  - d) The e-mail referred to in paragraph c. of the present Article, must include the **applicant's name** and **proof of enrolment in a faculty** (e.g. copy of the student card), if applicable, according to Article 4.
2. The enrolment and submission deadline is 23:59h (GMT+0:00) of the 22<sup>th</sup> of December, 2019.
  - a) A second registration and submission phase may be open only if the Organising Committee of the IX In4Med finds it necessary.
  - b) The Organising Committee of the IX In4Med reserves the right to make any changes in the abstract submission date, provided a notice in advance.
3. Please make sure you read the entire Regulation before applying to Post n' Speak.
4. Participants will receive a confirmation of their registration and abstract submission.

## Article 6

### Abstract Submission Guidelines

1. Format:
  - a) Maximum number of words: **300\***.
  - b) Font: Arial.
  - c) Font size: 11.
  - d) It should be structured in the following sections: **Title, Authors, Authors' Affiliation, Introduction\*, Material and Methods\*, Results\*, Discussion and Conclusion\*, References.**
    - i. Except for the Clinical Research category, in which the required sections are: Title, Authors, Authors' Affiliation, Introduction\*, Case Presentation\*, Discussion and Conclusion\*, References.

\*only these sections will count towards the total number of 300 words.
  - e) An Abstract Template is available on [www.in4med.org](http://www.in4med.org).
2. Language: **English**.
3. Each applicant should **choose one of the categories** (according to Article 3), which can be confirmed or contradicted by the jury.
4. Please keep in mind that your abstract will be published as it was submitted, and you will not be able to make any changes after the end of the Submission Period (**23:59h (GMT+0:00) of the 22<sup>th</sup> of December, 2019**). Any minor changes can be made by resubmitting your abstract. Only the last version submitted will be considered.

## Article 7

### Admission Process

1. All submitted abstracts will be evaluated by a qualified Jury.
2. In each category, except for the Clinical Research category, the abstracts will be scored out of **70 points**, using the following criteria:
  - a) Suitable language;
  - b) Background and context of the work;
  - c) Formulation of the work's objectives;

- d) Methodology used;
  - e) Consistency of the results;
  - f) Relevance and adequacy of the conclusions;
  - g) Impact of the research work.
3. In the Clinical Research category, the abstracts will be scored out of **60 points**, using the following criteria:
    - a) Suitable language;
    - b) Background and context of the work;
    - c) Clinical accuracy of the case presentation;
    - d) Interpretation and discussion of the case;
    - e) Relevance and adequacy of the conclusions;
    - f) Impact of the research work.
  4. Abstracts that exceed the maximum number of words (**300 words**) will be returned for adjustment.
    - a) If this amendment is not made within 48h, the abstract will be rejected.
  5. Only the 56 best abstracts will be admitted to the competition (14 abstracts **per category**, as defined in Article 3)
  6. All applicants will receive a notification (via e-mail) of the results of the abstract evaluation (stating whether their abstract was admitted or rejected) until **7<sup>th</sup> of February of 2020**.
  7. The selected applicants will have **5 business days** after the announcement to **confirm their participation** in the competition.
    - a) If there is no response within 5 business days, the applicant loses the opportunity to compete in Post n' Speak.
  8. All participants (those accepted in the competition) must prepare a Poster and an Oral Communication.
    - a) All participants will take part in the Poster Competition (poster display and presentation);
    - b) The winner of each category of the Poster Competition will perform an Oral Communication.
  9. The selected abstracts are guaranteed to be published in the IX In4Med's Abstract Book and Website ([www.in4med.org](http://www.in4med.org)).
    - a) Any other use of the abstracts will be subject to the author's permission.

## Article 8

### Posters

1. All participants will have their Posters up during the entire congress and in the In4Med website ([www.in4med.org](http://www.in4med.org)).
  - a) If you want your poster to be featured on the In4Med website ([www.in4med.org](http://www.in4med.org)) you must send it via e-mail to [postersin4med@nemaac.net](mailto:postersin4med@nemaac.net). in .pdf format, size A4 until 23:59h (GMT+0:00) of the 25<sup>th</sup> of February, 2020.
2. The participant has the responsibility of ensuring the printing and display of the poster until 10:00h of the 28<sup>th</sup> of February, 2020 (the day of the competition).
3. Format:
  - a) It should be structured in the following sections: Title, Authors, Authors' Affiliation, Introduction, Material and Methods, Results, Discussion and Conclusion, References.
    - i. Except for the Clinical Research category, in which the required sections are: Title, Authors, Authors' Affiliation, Introduction, Case Presentation, Discussion and Conclusion, References
  - b) The abstract should not appear in the poster.
  - c) Size: 70 x 100 cm.
  - d) Orientation: Vertical.
  - e) The content should be readable in A4 size.
  - f) Aesthetically pleasing (adequate colour and contrasts).
  - g) The tables/figures should be relevant for understanding the content and not merely decorative.
  - h) Tables and figures must be properly labelled.
4. Language: **English**.
5. Poster evaluation criteria:
  - a) Organization and visual presentation of the poster.
  - b) Presentation and organization of the data/results/activities.
  - c) Interpretation and discussion of the data/results/activities.

- d) Project implication and originality.
  - e) Scientific and clinical accuracy of the writing.
6. The evaluation of each parameter will be performed before the presentation by all members of the jury on a scale of 5 to 10 points, with 5 being the worst score possible and 10 being the best score possible.
- a) Check item 5. of Article 11.

## Article 9

### Poster Presentations

1. All participants will perform a Poster Presentation.
2. The Poster Presentations will take place **on the 28<sup>th</sup> of February, 2020 (the day of the competition), from 14:30h to 16:00h.**
  - a) In order to meet the stipulated time, the jury will have to split into 2 groups to evaluate the poster presentations.
3. Duration: **3 minutes** (In order to meet the allotted time, the presentation should focus on the research **objectives** and **conclusions** (What was the scientific question? What were the answers found?))
4. Language: **English.**
5. Poster presentation evaluation criteria:
  - a) Competitor's posture and attitude/communication skills.
  - b) Content quality.
  - c) Transparency and simplicity of the presentation / Scientific accuracy.
  - d) Compliance with the stipulated time.
  - e) Participant's ability to discuss and answer any questions that may arise.
6. The evaluation of each parameter will be made after presentation by all jury members on a scale of 5 to 10 points, with 5 being the worst score possible and 10 being the best score possible.
  - a) Check item 5. of Article 11.
7. Poster's presentation will be in alphabetical order of the name of the first author in each category.

8. The first classified in each category of the Poster Competition (according to Article 3) will receive a prize and will participate in the Oral Communication Competition.

## Article 10

### Oral Communications

1. The first classified in each category of the Poster Competition will participate in the Oral Communications Competition.
  - a) The designated participants will be notified on the day of the competition.
2. The Oral Communications Competition will take place on the 28<sup>th</sup> of February, 2020 (the day of the competition), from 16:30h to 17:30h.
3. Duration:
  - a) 8 minutes for presentation.
  - b) 2 minutes for discussion.
4. Language: **English**.
5. The participant must send a file (in .ppt format) to postersin4med@nemaac.net that will serve as a support for the oral communication.
  - b) This file must be sent until 23:59h (GMT+0:00) of the 25<sup>th</sup> of February 2020.
6. Oral Communications evaluation criteria:
  - a) Aesthetic of the presentation;
  - b) Clarity and simplicity of the presentation / Scientific and clinical accuracy.
  - c) Implications, relevance and originality of the project.
  - d) Participant's posture and capability to understand and discuss the results.
  - e) Compliance with the stipulated time.
  - f) Participant's ability to answer any questions that may arise.

7. The evaluation of each parameter will be made after presentation by all jury members on a scale of 5 to 10 points, with 5 being the worst score possible and 10 being the best score possible.
  - a) Check item 5. of Article 11.
8. The evaluation of the Oral Communications is independent of the points obtained in the evaluation resulting from Articles 8 and 9.
9. The presentation of the Oral Communication will be in alphabetical order of the name of the author.
10. The winner of the Oral Communication Competition will have the chance to **present the Oral Communication on the main auditorium of IX In4Med.**
  - a) This presentation will be scheduled within the IX In4Med program.
  - b) Duration: 10 min.

## Article 11

### Jury

1. The jury will be composed of 4 to 6 members duly qualified for this purpose.
  - a) The jury will have a President of the Jury invited by the Organising Committee of IX In4Med.
  - b) The remaining 3 to 5 members of the jury will be invited in accordance with the President of the Jury.
2. The jury will be announced opportunely on the IX In4Med website.
3. When necessary, the jury may call on external consultants.
4. It lies within the Jury's competence to:
  - a) Discuss and evaluate the Abstracts, Posters, Poster Presentations and Oral Communications according to the articles 7, 8, 9 and 10.
  - b) Choose the winning projects.
5. President of the Jury competencies:
  - a) Advise and authorize the invitation of the other members of the jury.

- b) Ensure cooperation and dialogue between every member of the jury.
  - c) Ensure honesty and consistency in the evaluation of the works in the competition.
  - d) Choose the winning project in case of a draw.
6. In the event of a conflict of interests between a member of the jury and a participant, this member of the jury is unable to evaluate, grade, influence, comment or discuss the work in any of the competitions, under possibility of disqualification of the participant of the work in question.
- a) The adjustment of the score that verifies this situation will be described in Article 12.
7. The jury's decision is sovereign and cannot be appealed.

## Article 12

### Awards and Winners

1. The winning **Poster** in each category will be defined by the highest score in the Poster Final Score parameter, as a result of completing the following steps:
  - a) Attribution of points, by each element of the jury, to each evaluation parameter defined in item 5. of Article 8.
  - b) Attribution of points, by each element of the jury, to each evaluation parameters defined in item 5. of Article 9.
  - c) Sum of all points given by an element of the jury regarding a work in competition (*Individual Final Score*).
  - d) Sum of the *Individual Final Score* of the all elements of the jury to evaluate the work in competition (*Collective Final Score*).
  - e) Division of the *Collective Final Score* by the total number of elements of the jury evaluating the work (*Poster Final Score*).
  - f) The *Poster Final Score* may vary between 50 and 100 points, being 50 the worst score possible and 100 the best score possible.
2. The winner of the **Oral Communication** will be defined by the highest score in the parameter Oral Communication Final Score, resulting from the conclusion of the following steps:

- a) Attribution of points, by each element of the jury, to each evaluation parameter defined in item 6. of Article 10.
  - b) Sum of all points given by an element of the jury regarding the work in competition (*Individual Final Score*).
  - c) Sum of the *Individual Final Score* of all elements of the jury to evaluate the work in competition (*Collective Final Score*).
  - d) Division of the *Collective Final Score* by the total number of elements of the jury evaluating the work (*Oral Communication Final Score*).
  - e) The *Oral Communication Final Score* may vary between 30 and 60 points, being 30 the worst score possible and 60 the best score possible.
3. The classifications referred to in items 1. and 2. of the present article are independent of each other.
  4. The winners of the Posters Competition will be announced during the day of the competition.
  5. The winners of the Posters Competition will be rewarded with a monetary prize.
    - a) The monetary prize will be announced before the beginning of IX In4Med.
    - b) The monetary prize will be announced on [www.in4med.org](http://www.in4med.org) and on our social media pages.
    - c) The monetary prizes will be delivered in the IX In4Med's Closing Session.
      - i. In order to receive the prize, the winners must be present at the IX In4Med's Closing Session.
      - ii. If unable to attend the Closing Session, the winners shall:
        - Justify their absence to the Organising Committee of the IX In4Med.
        - Designate a representative person to receive the prize.
  6. The winner of the Oral Communication Competition will be announced during the day of the competition.
  7. The winner of the Oral Communication Competition will have the chance to present the Oral Communication on the main auditorium of IX In4Med.
    - a) This presentation will be scheduled within the IX In4Med program.

8. A Participation Certificate will be awarded to all participants.
9. Honourable Mentions will be given if the jury finds it justified.

## **Article 13**

### **Master's Thesis (FMUC students)**

Please note that the participation in this competition may be recognised and valued as part of your Master's Thesis.

## **Article 14**

### **Omitted Points**

The Organising Committee of the IX In4Med reserves the right to rule on all situations not covered in this Regulation.

## **Article 15**

### **Final Remarks**

1. Participation in the Post N' Speak implies the full acceptance of the present Regulation.
2. The failure to comply with these rules will lead to penalties and possible exclusion of the participant.



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