

REGULATION OF SCIENTIFIC PRESENTATIONS (ENG)

Scientific Presentations

- The scientific presentations include two types of presentations:
 - Oral communication;
 - Poster.
- Each scientific presentation may have up to five authors;
- All authors of the scientific presentations that involve clinical research reporting experiments on healthy volunteers, patients or animals, must be responsible for the adoption of the ethical principles in the Helsinki Declaration;
- Scientific presentations include the following:
 - Original Scientific Research (these include experimental/laboratory research and animal studies, epidemiological studies, clinical trials and systematic reviews);
 - Case Reports;
 - Literature reviews (won't be subjected to peer-review but will be exposed during the event)
- Oral Communications will be presented to a peer nominated by the Scientific Committee, with a maximum duration of 10 minutes followed by a 5-minute discussion;
 - Oral Communications candidate to the award must deliver a representative poster of their final work in the PDF format to the Organizing Committee.
- Posters must have:
 - Maximum height: 160 cm;
 - Maximum width: 90 cm;
 - Name of the author and co-authors followed the academic degree;
 - Author's photograph on the right upper end and symbol of the institution/affiliation (if applicable) on the left upper end;
 - Must be exposed during the Event, it is responsibility of the author(s) the printing and affixation of the Poster;

- Must be converted to a PDF file (limited file size to a maximum of 20MB) and delivered to the Organizing Committee until March 10th, 2016.
- Posters candidate to the award must bring a digital version of their final work (preferably in a Powerpoint format) to be presented to the peer on Auditorium 2 on the March 18th, 2015, for a maximum duration of 5 minutes followed by a 5-minute discussion.

Authorship

- The list of authors should include all those who have made a substantial contribution to the research and are fully responsible for submitting the abstract of the poster or oral communication and for the affiliation to institutions and other organisms where the research was conducted;
- Each author is allowed to submit only **one** Abstract (poster or oral communication) as "First Author" and should be identified with an asterisk (*);
- Each author may be co-author of other works;
- The "First author" responsible for the scientific presentation should be registered in the Congress and attend on the date and time of presentation defined by the Organizing Committee;
- In case of non-attendance of the presenting author, a substitute must be reported to the Organizing Committee via e-mail, whose registration on the Congress is also mandatory;

Abstract Submission Instructions

- It will only be accepted abstracts submitted online with a properly filled form, until the February 19th, 2016.
- There will NOT be accepted abstracts sent by fax, email, CTT or delivered "by hand" to members of the Organizing Committee;
- Abstracts must be submitted in Portuguese and English with a maximum of:
 - 250 words for Original Scientific Research;
 - 150 words for Case Reports and Literature Reviews;

- 6-10 keywords (in Portuguese and English)
 - Title with up to 12 words;
- All the form fields must be properly filled. In case of an inadequately filled form, the abstract will be rejected;
- Abstracts of Original Scientific Research should include the following items:
 - Introduction;
 - Objectives;
 - Materials and Methods;
 - Results;
 - Conclusions;
 - Clinical relevance;
 - Funding sources (if applicable).
- Abstracts of Case Reports should include the following items:
 - Case description;
 - Discussion;
 - Conclusions;
 - Funding sources (if applicable).
- Abstracts of Literature Reviews should include the following items:
 - Introduction;
 - Objectives;
 - Reference method (database, keywords, years of review, inclusion/exclusion criteria);
 - Results;
 - Conclusions.
- All abstracts will be subjected to peer-review which reserves the right not to accept any resume that lacks information. To the decision of the Scientific Committee there is no appeal;

- Authors should indicate the preferred type of presentation (poster or oral communication), which the Scientific Commission will approve to the preferred format or suggest the alteration;
- The author will receive an email confirming the reception of the Abstract. In case of no reception of the confirmation within 24 hours, the author should contact with the Organizing Committee via email (cospdof@gmail.com)

Deadlines

- Until February 1st, 2016
 - Abstract Submission
 - Congress Registration of the "First Author".
- Up to February 28th, 2016:
 - Notification of acceptance or rejection of the work.
 - Indication of the Posters candidate to the award
- Up to March 10th, 2016:
 - Delivery to the Organizing Committee of a copy of the Posters candidate to the award (PDF format)
- On March 18th and 19th, 2016:
 - Delivery to the Organizing Committee of a copy of the Oral Communication (PDF format)
 - Afixation and Exposition of the Posters non-candidate to the award
 - Presentation and Discussion of the Scientific Presentations candidate to the awards

Awards

- The Scientific Committee of the 2nd Congress of SPDOF will review and emitt an opinion on the acceptance of the proposed work to the competition;
- All Scientific Presentations will be subjected to peer-review and will be awarded a total of 4 prizes:

- Best poster and oral communication of Original Scientific Research;
 - Best poster and oral communication of Case Reports.
- In the allocation of awards, the Scientific Committee shall take into account the scientific merit, subject originality, clinical relevance of the work and its presentation;
- The award ceremony will take place on a date to be designated by the Organizing Committee;
- The 4 Scientific Presentations will be awarded by having their works published in the Portuguese Edition of the Maxillaris Magazine.

Regulations made by the Scientific Committee of the 2nd Congress of SPDOF