

Post and Speak Regulation



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Article 1

Definition

This regulation defines the policies and procedures of the IX Post n' Speak – Posters and Oral Communication Competition - that will occur during the XII In4Med, from the 16th to the 19th of February 2023, at the Congress Centre of the Convento de 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, pharmaceutical 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, if 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 IX Post n' Speak is English.

Article 4

Applicants

1. Each applicant can only submit one abstract as first author.
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 study period;
 - c. No PhD/Doctorate works will be considered.
4. The first author must be registered in the XII 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 XII In4Med using the form available on www.in4med.org.
 - b. Enrol in Post N' Speak using the form available on www.in4med.org.
 - c. Submit the following documents (templates available on www.in4med.org) to the e-mail postersin4med@nemaac.net, with the subject "REGISTRATION - IX 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 deadlines are 11:59 p.m. (GMT+0:00) of the 3rd of December 2022.
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.
2. Language: English.
3. Each applicant should choose one of the categories (according to Article 3). Please note that this can be changed if the jury finds that your abstract is not in the most suitable category.
4. Keep in mind that once submitted your abstract can not be changed.
5. Participants must give their consent for their abstract to be published in the XII In4Med's Abstract Book and Website (see Article 7, 9).

Article 7

Admission Process

1. All submitted abstracts will be evaluated by the IX Post n' Speak Jury.
2. In each category, except for the Clinical Research category, the abstracts will be scored, 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. 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, 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 excluded.
5. Only the best abstracts will be admitted to the competition.
6. All applicants will receive a notification (via e-mail) with the results of the abstract evaluation (stating whether their abstract was admitted, rejected or suggesting a category change) until 30th of January, 2023.
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 first 6 classified participants of the Poster Competition will be invited to the Oral Communication Competition, regardless of their poster category, from which one will be selected the winner of Post n' Speak Competition.
9. The selected abstracts are guaranteed to be published in the XII In4Med's Abstract Book and Website (www.in4med.org).

Article 8

Posters

1. Participants will be informed whether the poster will be presented in a paper or digital format (depending on the pandemic situation). This information will be given on 30th of January, 2023.
2. Participants must send their poster via e-mail to postersin4med@nemaac.net in .pdf format, size A4 until 11:59 p.m. (GMT+0:00) of the 14th of February, 2023.



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.

Article 9

Poster Presentations

1. All participants will do a Poster Presentation.
2. The Poster Presentations will take place on the 17th of February 2023 (the day of the competition).
 - a. In order to meet the stipulated time, the jury may have to split into 2 groups to evaluate the poster presentations.
3. Duration: 3 minutes (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. Poster's presentation will be in alphabetical order of the name of the first author in each category.

Article 10

Oral Communications

1. The first 6 classified participants of the Poster Competition will participate in the Oral Communications Competition, regardless of their poster category.
 - a. The designated participants will be notified on the day of the competition.
2. The Oral Communications Competition will take place on the afternoon of the 17th of February 2023 (the day of the competition).
3. Duration:
 - a. 6 minutes for presentation.
 - b. 2 minutes for discussion.
4. Language: English.
5. All participants must send a file (in .ppt format) to postersin4med@nemaac.net that will serve as a support for the oral communication.
 - a. This file must be sent until 11:59 p.m. (GMT+0:00) of the 14th of February 2023.
6. The presentation of the Oral Communication will be in alphabetical order of the name of the author.
7. Oral Communications evaluation criteria:
 - a. Layout 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.
8. The evaluation of the Oral Communications is independent of the points obtained in the evaluation resulting from Articles 8 and 9.

Article 11

Jury

1. The jury will be composed of 5 members duly qualified for this purpose.
 - a. The jury will have a President invited by the Organising Committee of XI In4Med.
 - b. The remaining 4 members of the jury will be invited in accordance with the President.
2. The jury will be announced opportunely on the XII 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. Select 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 Poster presentation classifications will be defined by the 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. Average of points attributed as described in a) and b) by the jury members.
 - d. The *Poster Final Score* may vary between 0 and 100 points
2. The Oral Communication classification will be defined by the 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 7. of Article 10.
 - b. Average of points attributed by the members of jury.
 - c. The *Oral Communication Final Score* may vary between 0 and 100 points.
3. The classifications referred to in items 1. and 2. of the present article are independent of each other.
4. The winner of the Competition will be defined by the highest score obtained by the average of Poster Final Score and Oral Communication Final Score.
5. The winners of the Post n' Speak Competition will be announced during the day of the competition.

6. The winners of the Post n' Speak Competition will be awarded with the following prizes:
 - a. The winner of the IX Post n' Speak Competition will be awarded, besides a certificate, with the following prizes:
 - i. A monetary prize of 500€.
 - ii. A fast track submission of the Winner's article in the Acta Médica Portuguesa journal, one of our Institutional Partners.
 - iii. Other prizes to be decided in accordance with the Fundraising Department.
 - b. The remaining 5 participants of the Oral communication Competition (item 1. Article 10) will be awarded, besides a certificate, with the following prizes:
 - i. A monetary prize of 100€.
 - ii. Other prizes to be decided in accordance with the Fundraising Department.
 - c. The prizes will be awarded in the XII In4Med's Closing Session.
 - i. To receive the prize, the winners must be present at the XII In4Med's Closing Session.
 - ii. If unable to attend the Closing Session, the winners shall:
 - Justify their absence to the Organising Committee of the XII In4Med.
 - Designate a representative person to receive the prize.
 - iii. The mentioned scenarios may suffer some changes, if the COVID-19 pandemic situation verified on the date of the competition demands it.
7. A Participation Certificate will be awarded to all participants.
8. Honourable Mentions will be given if the jury finds it justified.

Article 13

Omitted Points

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

Article 14

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.

Defy the limits,

break the norm



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