

## REGULATION AND RULES FOR THE SUBMISSION OF ABSTRACTS

### 1. SPECIFICATIONS AND GUIDANCE FOR THE ABSTRACTS

- a. The submission of abstracts is accepted both for the oral presentation and for the poster.
- b. The oral presentations and posters must be framed by the objectives and themes of the Congress, for ongoing or recently concluded projects, for creative scientific articles regarding new research perspectives, solutions and/or apps for real problems.
- c. The submission of abstracts must be made online, using the form available at the website of the Congress.
- d. The authors must indicate the type of presentation intended (poster or oral communication). The Scientific Committee will reserve the right to approve the format or suggest a change.
- e. The deadline for the reception of abstracts is: **21 October 2018 – Extended deadline only to Scientific Posters submissions**

### 2. ONLINE SUBMISSION OF THE ABSTRACTS

- a. The submission of abstracts must be made exclusively online at the website of the Congress: <http://www.apdh.pt/en/7cihabstract>
- b. The abstract of the oral communications/posters must not exceed 500 words.
- c. Text formatting: spacing 1.5; Arial letter; font size: 12.
- d. The abstracts of the oral communications/posters must be typed in English.
- e. The applicant must indicate the type of intended submission:
  - Oral Communication
  - Scientific Poster.
- f. Must indicate the author and co-authors:
  - Name
  - Institution affiliation
  - Sources of financing, if applicable
  - Email address of the applicant (contact for the exchange of communications and informations regarding the application procedure and the participation in the congress)
  - Telephone/Mobile phone number of the applicant
- g. The abstract must respect the following structure:
  - Title (no reference must be made to the names of the authors)
  - Introduction (objectives of the work)
  - Methodology (type of study, sampling process, description of the tool and of the data gathering process).
  - Results and discussion
  - Conclusions
  - Three to five key words.

### 3. ACCEPTANCE OF THE ABSTRACTS

- a. **At least one of the applicants** of the oral communication/poster **must be registered** at the 7<sup>th</sup> International Hospital Congress
- b. The applicant will be notified by email, whether the abstract was or not accepted, until the **28 October 2018**.

- c. Submission of posters after the communication of the approval of abstract. The applicant must send an email ([cih@apdh.pt](mailto:cih@apdh.pt)) to the Scientific Committee with the final poster in a PDF format. Only after this step, and only until the **16 November 2018, will the poster be considered formally accepted.**
- d. The submitted abstracts that are not selected for oral presentation but with relevant and recognized interest may be proposed by the Scientific Committee for a poster.

#### 4. REGISTRATION IN THE 7<sup>TH</sup> INTERNATIONAL HOSPITAL CONGRESS

- a. The registration of one of the authors (for the oral communication and/or poster) for the 6<sup>th</sup> International Hospital Congress must be made, at the latest, **10 working days (12/11/2018)** after the communication regarding the acceptance of the abstract and following the registration instructions available at the website of the Congress: <http://www.apdh.pt/en/registration7cih12pbps>
- b. The registration fee will be the one in the congress website, for the first period until the 15 September (30€ - APDH member | 50€ - APDH non-member).

#### 5. PRESENTATION OF POSTER AND/OR ORAL COMMUNICATION IN THE CONGRESS

- a. The **author/co-author** must attend at the date, time and place to be defined by the Organizing Committee for **the presentation** of the oral communication/poster.
- b. If the **author/co-author** is not able to attend, he/she must inform the organizing committee ([cih@apdh.pt](mailto:cih@apdh.pt)) and **designate** the substitute **co-author**.

#### 6. EXCLUSION CRITERIA

- a. Only the abstracts of oral communications and/or posters submitted online at the congress webpage will be accepted. The submission of the abstracts in other format, by other means or out of time will implicate its exclusion.
- b. If any of the procedures and rules required in the present Regulation is not met, the authors will not be allowed to be present the poster or make the oral communication.

#### 7. EVALUATION OF ABSTRACTS

- a. The submitted abstracts will be evaluated by the Scientific Committee at the 7<sup>th</sup> International Hospital Congress.
- b. The approval of the abstracts is the sole responsibility of the Scientific Committee.
- c. The evaluation of the abstracts to the prizes "Best oral communication" will be evaluated by the Scientific Committee.
- d. The evaluation of abstracts to the prizes for the "Best Poster" will result from a weighted average resulting from the evaluation made by the panel of judges (60%) and from the voting of the participants in the congress (40%).

#### 8. DIMENSION / DISPLAYING AND PRESENTATION OF POSTERS

- a. The poster must be **70cm (width) x 100cm (height)**.
- b. The poster must be on display in a room nearby the Congress room and must be displayed at the latest, until 10 am at the first day of the Congress (**22/11/2018**).
- c. The posters must remain on display during both days of the Congress.

- d. The authors must be responsible for: placing the poster in the display place that has been attributed and for retrieving it after the last session of the congress, at a date and time to be indicated by the Organizing Committee.
- e. At the Congress' reception the identification number for the exhibition of the poster must be required.
- f. If the presentation of the poster is canceled, the Secretariat of the Congress must be notified in writing: ([cih@apdh.pt](mailto:cih@apdh.pt)).
- g. All the posters must be presented orally (1- 3 minutes), for the last evaluation by the Scientific Committee at date and time to be convened by the Organizing Committee. A PDF version must be made available at the website of the Congress.

## **9. RULES FOR ORAL COMMUNICATION**

- a. The oral communications must not exceed 10 minutes.
- b. After all the oral presentations, time will be provided for a session of questions and discussion. The Scientific Committee may also intervene.

## **10. AWARDS**

- a. The Selection Committee will award the "Best Oral Communication" of the 7<sup>th</sup> International Congress of Hospitals.
- b. The Selection Committee will award the "Best Scientific Poster" of the 7<sup>th</sup> International Hospital Congress. .
- c. The award ceremony will take place at the closing session of the Congress.

## **11. PUBLICATION**

The winning scientific poster and oral communication will also be invited to publish at the Magazine "O Hospital" with 4000 circulation copies and property of the Portuguese Association for Hospital Development, and which target audience includes health care professionals, hospital institutions, health care centers and regional health administrations, among many other relevant stakeholders.

## **12. DISSEMINATION**

All of the works will be disseminated in the social and communication media (congress website, facebook and twitter) of the Portuguese Association for Hospital Development.

## **13. FINAL PROVISIONS**

- a. The presentation of works requires the full acceptance of the present regulation. The applications that may be presented within the scope of the congress will only be considered valid and accepted if they fully comply with the terms and conditions of the present regulation.
- b. The APDH reserves the right to display and publish all of the works, candidates and prize winning, safeguarding at all times the indication of its authors.