

NOTICE

XX SYMPOSIUM ON ACADEMIC RESEARCH AND EXTENSION OF THE MEDICAL SCIENCES COLLEGE OF MINAS GERAIS

IV INTERNATIONAL SYMPOSIUM ON RESEARCH AND ACADEMIC EXTENSION

IV INTERNATIONAL SYMPOSIUM OF THE UNIVERSITY HOSPITAL OF MEDICAL SCIENCES

III INTERNATIONAL SYMPOSIUM OF THE MASTER'S DEGREE OF THE FACULTY OF MEDICAL SCIENCES

III INTERNATIONAL SYMPOSIUM ON AMBULATORY MEDICAL SCIENCES

Beyond the Mountains: The Contribution of Mineiros ¹to Science *(Para além das montanhas: a contribuição dos mineiros para ciência)*

The 20th Symposium on Research and Academic Extension of the Faculty of Medical Sciences of Minas Gerais and the 4th INTERNATIONAL SYMPOSIUM ON RESEARCH AND ACADEMIC EXTENSION brings the theme of “**Beyond the Mountains: The Contribution of Mineiros to Science**”. The objective of the event is to promote the dissemination of research and extension activities supported by the Research and Extension Sector in the current year. The event is open to students and professors of the *Faculdade Ciências Médicas de Minas Gerais* (FCM-MG), collaborators from the Medical Sciences University Hospital, the Medical Sciences Outpatient Clinic, the Medical Sciences Postgraduate Program, the Eye Institute. The event is completely free; however, prior registration is required.

The **XX Symposium on Research and Academic Extension of the Faculty of Medical Sciences of Minas Gerais** will take place on May 21st and 22nd, 2024 (from 5:00 pm to 9:00 pm) in person at the Theater FELUMA.

TIMELINE

Registration period as a listener	18/03/2024 to 19/05/2024 (or until vacancies are filled)
Deadline for submitting works	18/03/2024 at 9am of the day 30/04/2024
Result of approved work	10/05/2024
Date of the event	21 and 22 May of 2024 (from 5 pm to 9 pm)

¹ *Mineiros* are people from Minas Gerais, a state belonging to southeastern Brazil.

1 REGISTRATIONS

1.1 Registration for the event

Registration for the **XX Symposium on Research and Academic Extension of the Faculty of Medical Sciences of Minas Gerais** can be done by link: https://www.sympla.com.br/xx-simposio-de-pesquisa-e-extensao-academica-da-faculdade-ciencias-medicadas-de-minas-gerais_2369194

Submission of works can be carried out by link <https://forms.gle/hyMahasFM7Gpa4vEA>.

Registration period as a listener: **18/03/2024 to 19/05/2024 (or until vacancies are filled)**.

Deadline for submission of papers: **18/03/2024 at 9am of the day 30/04/2024**.

The first author of the submitted work to the event must be registered as an attendee. Only the first author should submit the work.

2 SUBMISSION AND SELECTION OF WORKS

2.1 Submission of Works

The presenter must be the first author, and only he/she must submit the work. The flowchart for submitting works is attached to this notice (Attachment 1). Abstracts can be submitted **from 18/03/2024 until 9am on 30/04/2024**. The scientific committee will define how the approved work will be presented. The response to the participant regarding the approval of the work and the presentation mode will be announced on the website by the specified date **10/05/2024**.

Please refer to the submission flow in **ATTACHMENT 1**.

2.2 Limit of authors per work

Each work can have a maximum of 10 authors, including the supervising professor(s). Works will not be accepted without a faculty advisor from *Faculdade Ciências Médicas de Minas Gerais*.

Guidelines for Abstract Preparation

Types of abstracts

Only abstracts of works developed in the specified calls for proposals will be accepted.

Submission of a summary per research project covered by the following notices is MANDATORY (for those who have not yet presented at the Research and Extension Symposium):

- PROBIC/FCM-MG – 1st Semester of 2023.

- PIBIC/FAPEMIG – 2nd Semester of 2023.
- PROBIC – Linked to the Master's Degree - FCM-MG/2023.
- PROBIC – Lines of Care.
- PROBIC – Felício Rocho.

Submission of a summary per research/extension project covered by the following notices is optional for this event:

- PROBIC - Pastoral.
- PROBIC - departments.
- PROBIC – Linked to the Master's Degree FCM-MG 2024 or 2022
- Teaching Extension Project 2023.2
- Student Extension Project 2023.2

Participation as a listener for scientific initiation scholarship holders of the notices specified above is mandatory. Only one author of the work must send each abstract. Up to two abstracts per extension project will be allowed. Participation as a listener of scientific initiation and extension volunteers is preferable. Omitted cases will be evaluated by the Event Organizing Committee.

ACCEPTED CATEGORIES:

1- For students in *Scientific Research* programs (PROBIC, PIBIC)

- **Original study abstract:** publications designed to disseminate original research results that can be replicated. **The work must not have been presented or submitted at any other event.**

2- For extension students (Faculty and Student Call)

- **Abstracts of original studies resulting from extension or health education activities:** abstracts of original studies are works resulting from university extension or health education programs, projects or actions presenting original research data related to associated research. Example: Research conducted using extension and health education data, considering the ethical concepts of data utilization. (Resolution 466/12).
- **Abstract of experience report:** The experience report is a text that precisely describes a given experience that can contribute significantly to one's field of work. It is the description that an author or team provides of an experience deemed successful or not, but that contributes to the

discussion, exchange, and proposition of ideas for improving healthcare. It presents the motivations or methodologies behind the actions taken in the situation, as well as the

considerations/impressions that the experience brought to the person who lived it. The report should be contextualized, objective, and supported by theoretical frameworks. The submitted works must not have been presented or submitted at any other event.

An ENGLISH version of the Abstract must be prepared (ATTACHMENT2). See the *Abstract* checklist (ATTACHMENT 3).

Abstract category: It must appear at the top of the file, in CAPITAL Letters, in centralized **bold**.

Title: It must appear below the *abstract* category, in CAPITAL Letters, in **bold** and centered. When there is a subtitle, it must be separated from the title by a colon (:), in lowercase and **bold**. It must contain up to 25 words. To place the title in Portuguese below, not in **bold**.

Authors: The names of the authors must be written in full, placed one space below the title, centered, with the first letter of each name in CAPITAL Letters, followed by the respective index numbers (superscript) that will identify the authors. If there is more than one author, their names must be separated by a comma. Up to 10 authors are allowed per *abstract*.

Academic qualifications: identification(s) must be placed below the name(s) of the author(s), as it follows: professional qualification (undergraduate; postgraduate or teaching), institution in full, name of the city, UF and e-mail of the Abstract Advisor.

Abstracts must be drawn up in format Word (.doc or .docx) following the formatting rules below:

- Page size: A4;
- Margins: top and left: 3 cm; bottom and right: 2cm.
- Line spacing: simple.
- Alignment: justified
- Source size: Times New Roman;
- Source size: (12) Title and *Abstract*, (10) authors' names, (8) description of the authors.
- Maximum word limit: **300 WORDS** (INTRODUCTION, OBJECTIVE(S), METHODS, RESULTS, CONCLUSION). TITLE, AUTHORS, and DESCRIPTORS WILL NOT BE COUNTED.

Important note for papers in the "Experience Report" category: *in the section **Methods**, it must contain the period in which the project (or action) was developed, the profile of the target audience, the general characteristics of the institution, the activities/dynamics performed, the materials used and the instruments that allowed the action to be evaluated or the information obtained to be analyzed. In the section **Results**, it must indicate the number of meetings held, the number of participants and the main experiences lived by the actors involved (target audience, institution, and academics). Furthermore, this section should dialogue with previous literature, presenting critical reflections on the results of the experience, as well as presenting the aspects that hindered or enhanced the process and the limitations encountered.*

- **The place where the study was carried out should not be explained in the text.** For example: “the study was developed in *Hospital Universitário Ciências Médicas*”. Correct Form: “the study was carried out in a University Hospital”.

2.3 - Criteria for selecting works

Abstracts sent outside the required formatting **will not be accepted for selection**.

The evaluation of abstracts will consider the items included in the available evaluation form.

All abstracts, before being accepted, will be evaluated by the event's scientific committee.

2.4 – Regarding the results of the Paper selection

The response to the participant regarding the approval of the work and the presentation method will be announced until the day **10/05/2024**. Publicity will be made through the event website, social networks, and by sending an email to the main author.

3 PRESENTATION OF WORKS

3.1 Methods for presenting work at the event

The papers can be presented in the form of **ORAL PRESENTATION** or **POSTER**. The presentations will be held **IN PERSON** at the theater **FELUMA** or nearby classrooms. The scientific committee will define the method of presentation of the approved work and the location.

Rules for preparing presentations

The organizing committee will define presentations in the oral and poster formats and guidelines will be sent to the authors at the time of the results.

4 - AWARDING

The best works will be awarded.

4.1 Regarding the classification of the papers that will be awarded

The criteria for classifying and awarding works will be established by the scientific committee considering the originality, relevance, creativity, posture, and quality of the presentation made by the authors.

5 CERTIFICATION OF PARTICIPATION IN THE EVENT AND PRESENTATION OF PAPERS

Certificates for participation in the event, presentation of work and awards will be provided. Participation certificates will only be given to those who are present for **at least 75% of the event**.

5.1 Certification of paper presentation

The certificate of presentation of the work will be delivered to the main author and he/she will be responsible for receiving it and sharing it with the other authors. Only works presented at the event will receive certificates.

6 PUBLICATION OF ABSTRACTS IN THE ANNALS

Abstracts that present the characteristics below will not be published in the proceedings:

- a) spelling, concept, or agreement errors;
- b) inappropriate content or language;
- c) categories other than those described in this document; and
- d) inadequate formatting.

The delivery of documents does not constitute a guarantee of publication of the abstracts in the Supplements of the Journals of Medical Sciences (*Suplementos das Revistas da Ciências Médicas*). The Research and Extension sector (*Setor de Pesquisa e Extensão*) will verify the conformity of the documents and make the final decision whether to publish the document.

7 FINAL CONSIDERATIONS

Omitted cases will be resolved by the scientific committee.

Pesquisa e Extensão

Faculdade Ciências Médicas de Minas Gerais (FCM-MG)

(31)3248-7238 / pesquisa.extensao@feluma.org.br

ATTACHMENT 1

FLUXOGRAM

18/03/2024

REGISTRATION

To fill in the registration form

18/03/2024

SUBMISSION OF THE ABSTRACT

To send English *Abstract* (ATTACHMENT 2)

Deadline for evaluation of works by the Scientific Committee

10/05/2024

RESULT

DISCLASSIFIED

APPROVED

POSTER

To send Poster (JPEG).
Text Language: ENGLISH

OR

ORAL

To prepare PowerPoint presentation.
Presenter: 1st author
Presentation time: 5 min
Slide language: English

ATTACHMENT 2

Abstract template **IN ENGLISH** for submission of work in accordance with the guidelines of the Interdisciplinary Journal Supplement of *Ciências Médicas*

CATEGORY

: TITLE

Título

Author's full name¹, Author's full name¹, Author's full name¹, Author's full name¹, Supervising Author's full name²

¹ Academic of the XXXXX course of Faculdade Ciências Médicas de Minas Gerais.

² Professor at Faculdade Ciências Médicas de Minas Gerais, Belo Horizonte, MG-Brasil.

Email: mariadasilva@xxx.com.br

ABSTRACT

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Keywords: Key words 1; Key words 2; Key words 3.

Financial support: if there is, the name of the sponsoring agency or institution must be specified. All abstracts supported by the *Faculdade Ciências Médicas de Minas Gerais* must indicate the support.

ATTACHMENT 3

Checklist for conference if the *abstract* is in the rules.

Item	Yes
The <i>Abstract</i> is in the correct category.	
Abstract Category: it must appear at the top of the file, in CAPITAL Letters, in centralized bold .	
Title in English : It must appear below the <i>Abstract</i> category, in CAPITAL Letters, in bold and centered. When there is a subtitle, it must be separated from the title by a colon (:), in lowercase and bold . It must contain up to 25 words.	
Title in Portuguese: it must be placed below the title in English. The formatting must contain the first letter Capitalized, <i>italicized</i> , and centered.	
Authorship: the names of the authors must be written in full, placed one space below the title, centered, with the first letter of each name in CAPITAL Letters, followed by the respective index numbers (superscript) that will identify the authors. If there is more than one author, their names must be separated by a comma. Up to 10 authors are allowed per <i>abstract</i> .	
Identifications: below the name(s) of the author(s) the identifications must be placed, as follows: professional qualification (undergraduate; postgraduate or teaching), Institution in full, name of the city, UF- Brazil and the email of the <i>abstract</i> supervisor.	
The <i>abstract</i> must be written in format Word (<i>doc</i> or <i>docx</i>)	
Page size: A4;	
<input type="checkbox"/> Margins: top and left: 3 cm; bottom and right: 2cm;	
<input type="checkbox"/> Line spacing: simple.	
<input type="checkbox"/> Alignment: justified	
<input type="checkbox"/> Type of Source: Times New Roman;	
<input type="checkbox"/> Source size: (12) Title in Portuguese and abstract text, (10) title in English and names of authors, (8) description of the authors.	
The place where the study was carried out should not be explained in the text. For example: “the study was carried out at the <i>Hospital Universitário Ciências Médicas</i> ”. Correct form: “the study was carried out in a University Hospital”.	
The word ABSTRACT must be in bold , Upper and Centralized case, with font size 12.	
The <i>abstract</i> text must be structured, written in a single paragraph without indentation, containing up to 300 words and in a justified format. The <i>abstract</i> must be structured, with the following items, highlighted in bold and in lowercase letters, with the first letter in CAPITAL Letters: Introduction, Objective(s), Methods, Results and Conclusion .	
After the <i>abstract</i> text, on the subsequent line, the Descriptors must come. It must contain three to five descriptors, separated by semicolons and with the first letter Capitalized, with font size 12. They must belong to the list of Health Sciences Descriptors – DeCs, at the following website address: http://decs.bvs.br .	
Financial support : If applicable, two spaces must be inserted below the descriptors, in CAPITAL Letters and bold , followed by a colon (:), and the name of the funding body or institution without bold . All abstracts supported by <i>Faculdade Ciências Médicas</i> must indicate support.	
To check: a) spelling, concept, or agreement errors; b) inappropriate content or language;	