

SUMMARY OF COMMUNICATION-WRITING GUIDE

The official language of the congress is french, however, if your french is not proficient, it is possible to write your abstract and present your communication in english. The following recommendations are intended to ensure the conformity of your abstract before submitting it to the scientific committee for evaluation. Non-compliant abstracts will not be considered. Therefore, we ask you to read them carefully.

1. WRITING YOUR ABSTRACT

2. SUBMISSION INSTRUCTIONS

3. ACCEPTATION DE VOTRE RÉSUMÉ

4. RECOMMENDATIONS FOR COMPUTER PRESENTATIONS OF ORAL COMMUNICATIONS

5. RECOMMENDATIONS FOR COMPUTER PRESENTATIONS OF ELECTRONIC POSTERS

1. WRITING YOUR ABSTRACT

whether oral or posted, abstracts should be written according to a uniform outline with the following headings: - introduction, topic - material and methods - results, discussion - conclusions. all chapters of the sfscmfco are open to discussion. if your abstract does not seem to fit into one of the chapters, you have the option to submit it “out of chapter”. it can be an original memoir, the analysis of a clinical series, a technical note, a case or clinical fact, a clarification or a new pathology or surgical procedure...

2.SUBMISSION INSTRUCTIONS

Abstracts must not exceed a total of 300 words. The text should be as clear and explicit as possible. To preserve anonymity, no name, address or institution should appear in the body of the text.

The person who turns in the document is considered to be the author and the person who will present the communication. No changes can be made once your abstract is submitted on the site. You can choose to submit your abstract in the oral communication or posted communication category.

We thank you for proceeding with the submission of your abstract by finishing the submission procedure and until a message confirms that your abstract has been successfully registered. We remind you that when you submit an abstract, you agree to come and present it at the conference.

3.ACCEPTANCE OF YOUR ABSTRACT

The acceptance of the abstract is neither automatic nor obligatory but results from an anonymous selection. The selection committee is composed of members of the Congress' Scientific Committee and representatives of the different chapters of the Society, of whom will review and grade each abstract. For session organization reasons, or in the case of a large number of submissions, an oral communication can be transformed into an electronic posted communication. the Selection Committee will usually have a response within 15 days to a month after the submission deadline.

4.RECOMMENDATIONS FOR COMPUTER PRESENTATIONS OF ORAL COMMUNICATIONS

Presentations must be made with Powerpoint and be compatible with a Windows PC computer. The images included in the presentation will ideally be in JPEG format. Please avoid using unusual fonts, as the layout may change during presentation. In general, if a presentation weighs more than 15 MB (excluding video) it probably contains unnecessarily large images. Be sure to adapt the quality of your images in order for them to be projected on a screen. If the presentation includes video clips, they should be as short as possible. Again, the format of your videos must be compatible with Powerpoint and a PC running windows. In all cases, the sequences must be copied to a separate folder. You must automate the presentation using the menu (Customize animation slide show) to avoid using the cursor to launch video clips during the presentation. Due to the large number of computer presentations and the pace of the sessions, it will not be possible to use your own personal computer.

In order to ensure the smooth running of your intervention, you must record your presentation in the pre-screening room at least 30 minutes before your visit. In addition to your presentation, please do not forget to bring the videos included and potential special fonts that were unable to be avoided. Please test your USB flash drive beforehand.

5.RECOMMENDATIONS FOR COMPUTER PRESENTATIONS OF ELECTRONIC POSTERS

We want your presentation to have the best possible visibility. The format is that of a single slide in standard landscape format displayed in presentation mode. The recommendations regarding images, videos and fonts are the same as those set out in the chapter regarding oral communications. It is possible to embed a short video that plays automatically when your poster is on the screen. This type of communication method is evolving. For your layout, we invite you to take inspiration from the “Betterposters” type models available on the Internet. A QR code can refer to further information online or a published article. The attractiveness of your communication in large part depends on you. We are counting on you to send us summaries that take these recommendations into account in order to maintain the high scientific level of our Society. Prizes will be awarded to the best oral communications in Fundamental Research and Clinical Research, as well as, the best electronic poster.



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