



ABSTRACT SUBMISSION GUIDE – CMGF 2018

The Organising Committee and the Scientific Committee invite all stakeholders and researchers involved in the field of General Medicine to submit proposals for oral presentations or posters.

1) Rules:

An author may not submit more than two abstracts as a presenter.

When submitting online, authors are asked to indicate their preference concerning the type of communication: oral or poster. For posters, authors will have to indicate if they are open to commented poster presentation. **The Scientific Committee will take the final decision on the type of presentation.**

Please be sure that the body text of your abstract is **anonymous** and makes no reference to names, institutions or cities, in order to ensure that the submission cannot be traced back to you, allowing for a fully transparent assessment.

You must indicate your potential conflicts of interest related to the study and theme of your study in the submission, and on the first slide of your presentation, or on your poster.

The Congress of General Medicine welcomes submissions in English. Oral papers accepted will be grouped in English-speaking sessions. Posters written in English will be included in the poster area with French posters.

2) Important Dates:

- The last date for submissions will be **December 18, 2017**. All abstracts received after this date will not be reviewed.
- The author will be notified during **February 2018** of the Scientific Committee's decision.
- Only authors who register for the Congress by **February 28, 2018** will be confirmed as abstract presenters.
- Accepted abstracts will be published on the Congress website.



3) Submission procedure:

1. Register as an author and create an account. You may submit more than one abstract per account.
2. Indicate whether the abstract refers to a study or research paper, or if it concerns a case report. You will be directed to a separate form, according to this selection.
3. Indicate your abstract title.
4. Choose your preferred type of presentation: oral or poster.
5. Specify the theme, and then the keywords of your study.
6. Indicate the type of population.
7. Indicate the progress of your abstract's status: completed study or research in progress.
8. Show details on whether or not your abstract has been submitted previously, if it has already been presented at a Congress, or if your abstract has been published in a journal.
9. Indicate whether your study is funded. If yes, by whom.
10. **Clearly indicate the name of the presenter, and then co-authors.** The Scientific Secretariat will need to contact the presenter.
11. Enter your abstract in the text boxes provided for this purpose (without any reference to names, institutions or cities)
12. Save your abstract as a draft if you are not ready to submit it. **When ready, submit your abstract.**
13. **An email will immediately confirm that your abstract has been recorded by the system.**
14. To submit an additional abstract, connect directly to your account with your login and password.

4) Terms and conditions:

- Abstracts may be submitted in French or English (dedicated abstract sessions will be held in English).
- The abstract text must fit into the boxes provided for this purpose and should not exceed 300 words.
- **Do not enter the names of authors or places in the text as the summary should remain anonymous.** Separate fields are provided to indicate the authors and the system will establish a link between the text and the authors automatically.
- In the case where the presenter is different from the author, a specific field will allow you to specify his/her name.

Submission category "study/research paper"

a. Choose the type of study

- **Cross-sectional descriptive study** – description of an experience (clinical practice, patients etc).



- **Cohort study** – includes a group of people exposed to an illness and one or more groups of people who are not exposed, then follows their progress over a defined period, comparing the type and rate of medical events.
- **Case-control study** – includes a group of patients (or carriers) and a group of healthy people and offers analysis of their personal background, previous exposure and experience to try to identify common factors.
- **Interventional study (or clinical trial)** – assigns patients to receive interventions (therapeutic or not) and assesses their effects.
- **Qualitative study by observation** – study exploring signs and behaviour of people via observation. Qualitative researchers aim to gather an in-depth understanding of human behaviour and the reasons that govern human behaviour.
- **Qualitative study by individual interview** – study exploring the signs and behaviour of people by examining them individually.
- **Qualitative study by group interview** – study exploring the signs and behaviour of people by questioning them in a group setting.
- **Consensus study (Delphi, nominal group, RAND-UCLA)** – study to establish a consensus on a set topic or problem.
- **Medico-economic study** (cost reduction, cost-effectiveness, cost-benefit).
- **Systematic review of published documents** – methodical analysis of published data on a given subject, focussing on content rather than the number of studies analysed.
- **Meta-analysis** – synthetic statistical analysis of existing published data on a given topic.
- **Other**

b. Choose the population

c. Objectives: indicate the purpose of the study or the hypothesis tested.

d. Method: explain the format of the study, the characteristics of the subjects, diagnosis or intervention tested and statistical analysis, if relevant.

e. Results obtained or expected: present as accurately as possible the results of the study and statistical significance, if any.

f. Conclusion: briefly analyse the study data and the impact of results.

Submission of a "case report"

If the paper you are proposing is not a study, but rather a clinical report of an experience that would be of interest to colleagues, the Scientific Committee asks you to submit your abstract in a structured manner on the dedicated form:

a. Clear and complete description of the case: describe the case: its history and setup (who, what, where, when, how, why). Describe the strengths and weaknesses of the case. Were all options considered? Are there measurable and measured results on the outcomes of this case?



- b. **Original and innovative nature of the case:** where possible, conduct a journal review of similar case studies. Describe why this experience is different. Explain why it is appropriate to tell this story. In what way is this case unusual?
- c. **Lessons learned:** does this case suggest that more prudence is required? In the future, could medical practice in this field be modified?
- d. **Conclusion**

5) Evaluation procedure:

Abstracts are reviewed and evaluated anonymously by the Scientific Committee.

They are sent randomly to two reviewers, members of the Scientific Committee, who will mark them according to the criteria listed below.

The following aspects will be taken into account: the relevance and originality of the theme, the scientific quality of the project and the implications for practice.

The conclusions of the author must be clearly stated.

Criteria for "study/research paper"

- 1 – Is the subject original or innovative?
- 2 – Are the goals clear?
- 3 – Is the method clear?
- 4 – Is the method appropriate?
- 5 – Do the expected and presented results correspond to the stated objective?
- 6 – Is the work useful for medical technique and/or practice?

Criteria for "case report"

- 1 – Is the description clear?
- 2 – Is the description complete?
- 3 – Is the experience innovative compared to usual practices?
- 4 – Do the results of the experiment indicate that it might be appropriate to implement new practices?
- 5 – Can the experiences reported be reproduced?
- 6 - Are the proposals arising from the case report (new procedures, for example) useful for the discipline of general medicine and/or the profession?

6) Prizes for best posters will be awarded during the conference :

Participate at the best posters prizes of CMGF 2018 to have a chance **to win 1000 € !**



- **Scientific Committee prize**
- **Audience prize**

After your poster accepted by the Scientific Committee, **send us your poster on PDF version** by email at : scientifquemg@overcome.fr

Secretariat Scientific Contact

If you need any help with your abstract submission, please contact the

Scientific Secretariat

by phone: **0033 1 40 88 97 97**,

or by mail at the following address: scientifquemg@overcome.fr