

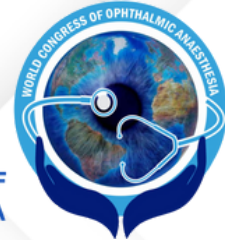
Abstract Submission Rules and Guidelines

2024^o COPA

Congresso Paulista de Anestesiologia
São Paulo Congress of Anesthesiology

&

WORLD CONGRESS OF
OPHTHALMIC ANAESTHESIA



**São Paulo Congress of Anesthesiology 2024 &
World Congress of Ophthalmic Anaesthesia**

1.Registration

1.1. Only submissions through the Sistema SAESP will be evaluated:

<https://sistema.saesp.org.br/>

1.2. Submission period: 10/02/2023 to 01/31/2024.

1.3. The abstracts must be submitted in Brazilian Portuguese, Spanish, or English. However, abstracts for the World Congress on Ophthalmic Anesthesia must be submitted exclusively in English for evaluation by the committee.

2. Submission

2.1. REGISTRATION: author's information – whose responsible for the abstract.

2.2. CATEGORY: specialist physician, postgraduate student, resident, and academic.

2.3. LIST OF CO-AUTHORS: mandatory data for registration: Identification Document, full name, email, and phone; DO NOT ABBREVIATE. Up to 4 co-authors per work will be accepted.

2.4. PRESENTER: the presenter must be one of the WORK'S AUTHORS and must be registered for SAESP COPA 2024 as delegate.

2.5. TITLE: concise and related to the objective and results.

2.6. INSTITUTION: location where the study was conducted and/or the author's primary workplace - write the FULL NAME of the institution and provide the city, state, and country.

2.7. THEMATIC AREA: choose one thematic area.

2.8. WORK TYPE: Scientific Article or Case Report.

2.9. WORK TEXT: Before the submission check the EQUATOR Network to adjust the text of your abstract in according to the study. Write a continuous and concise text. Pay attention to text clarity, identify abbreviations, and adhere to grammar.

2.9.1. SCIENTIFIC RESEARCH: Studies based on the scientific method (Clinical Trials, Case-Control Studies, Cohort Studies, Systematic Reviews, Meta-Analyses etc.) should have the following sections: Introduction, Objectives, Method, Results, Conclusions, and References.

2.9.2. CASE REPORTS: Studies not based on the scientific method (Case Reports, Series Descriptions etc.) should have the following sections: Introduction, Case Report, Discussion, and References. Follow the CARE or EQUATOR Network's ACRE orientations: <https://www.equator-network.org/>

2.10. TABLES OR FIGURES

2.10.1. Up to 1 (one) image per work is allowed.

2.10.2. Graphs and images can be uploaded in .jpg, .png, or .bmp.

2.10.3. Tables can be uploaded in .jpg, .png, or .bmp.

2.10.4. The maximum allowed size is 500 KB. The maximum pixel size for graphs/images is 600(w) x 800(h) pixels.

2.11. APPROVAL from the Ethics Research Committee:

2.11.1. Case Reports must have consent or approval from the Research Ethics Committee. In institutions without a Research Ethics Committee, consent may be granted by the Clinical Board. A signed Informed Consent Form (ICF) by the patient or legal guardian must be attached. Cases where the ICF cannot be applied must obtain publication authorization from the Research Ethics Committee or Clinical Board. Case Reports without the necessary institutional approvals may, at the discretion of the COPA SAESP 2024 & WCOA Scientific Committee, be accepted for presentation at COPA SAESP 2024 & WCOA but will not be published in Perioperative Anesthesia Reports (PAR).

2.11.2. Scientific research projects must submit the project approval by Human Research Ethics Committee or Committee on Animal Research and Ethics. It is mandatory to attach the declaration of the application of the Informed Consent Form which may be requested from the authors. In studies exempted Informed Consent Form by the Human Research Ethics Committee, please describe the exemption in the text.

2.12. REFERENCES: A minimum of one and a maximum of two references per abstract. For references with up to three authors, all should be cited. When there are more than 3 authors, cite the first three followed by "et al."

2.12.1. Journal Article:

Authors. Article Title. Journal, year; volume: initial-final pages.

2.12.2. Book Chapter:

Chapter Authors. Chapter Title. In: Book Authors (editors). Book Title. Edition (from the second). Publication Location, Publisher, year; initial-final pages.

2.12.3. Online Text:

Authors. Title. Available at "www...". Accessed on (access date).

2.13. Include up to 3 KEYWORDS align to the DeCS.

2.14. Declare CONFLICT OF INTEREST and FINANCIAL SUPORT.

3. General Rules

3.1. Text length: MAXIMUM 2,500 characters (including spacing).

3.2. Under no circumstances or pretext will allusions, acknowledgments, or references that might imply commercial promotion of products, equipment, manufacturers, or distributors be allowed. Medications should be mentioned by their pharmacological names and equipment by product reference.

3.3. Papers extracted from articles already published up to the submission date will not be accepted. However, if the article has been submitted and is under review or awaiting publication, the abstract may be considered.

3.4. Neither the institution nor any reference allowing the identification of the abstract's origin should be mentioned in the title or abstract to ensure impartial evaluation criteria.

3.5. Patient identification data must not be cited under any circumstances.

3.6. Abstracts can be edited after submission until the submission deadline. No changes can be made after the submission deadline.

3.7. Make sure the file names do not include any special characters and keep them as simple as possible.

4. Acceptance

- 4.1. Only correctly filled out forms that adhere to all rules and guidelines will be accepted.
- 4.2. Authors will be notified by email about their abstract's status: confirmation and evaluation (approved or rejected).

5. Presentation

- 5.1. The approved abstracts will be published on the COPA SAESP 2024 & WCOA website (<https://copa2024.saesp.org.br>) up to 15 days before COPA SAESP 2024 & WCOA, along with the schedule for presentation.
- 5.2. All approved abstracts will be presented as e-poster:
 - 5.2.1. The poster should include a summary of the abstract containing: title, authors' names, institution, introduction, objective, method, and conclusion. Inclusion of images/figures/graphs etc, is allowed.
 - 5.2.2. The e-poster file should follow the PowerPoint template, which will be available for download in the abstract submission website.
 - 5.2.3. The presentation should have only 1 slide with no more than 2MB.
 - 5.2.4. Save the file as: YOUR ABSTRACT SUBMISSION NUMBER - AUTHOR NAME.
- 5.3. The e-poster file must be sent to the abstract submission website by no later than March 25, 2023.

- 5.4. The presentation of each e-poster cannot exceed 10 minutes, strictly adhering to the program.
- 5.5. The reviewer will have 5 minutes to discuss each presented topic.
- 5.6. Any abstract's AUTHOR can replace them the presenter, provided they are registered at COPA SAESP 2024.
- 5.7. The presenter of registered and approved abstracts who does not attend and does not send another author to substitute, at the specified place and time for the e-poster presentation, will be barred from submitting any abstract in the COPA 2025, except for justified reasons presented to the organizing committee no later than 15 days after the end of COPA SAESP 2024 & WCOA, May 13, 2024.

6. Certificate

- 6.1. The Certificate will be available for download in the abstract submission website. The person who submitted the abstract should make the file available to the other authors.

7. Awards

- 7.1. The PRESENTER of the best e-poster in the categories SPECIALIST DOCTOR, POSTGRADUATE, RESIDENT/FELLOW, and ACADEMIC will give free registration for COPA SAESP 2025 and a special certificate.
- 7.2. The award cannot be exchanged for other SAESP events. However, the winner can nominate a substitute, provided they are an author or co-author of the awarded abstract.