

RULES FOR THE ELABORATION AND SUBMISSION OF SCIENTIFIC WORK

The registration of works will be carried out exclusively at: <https://www.udesc.br/ceo/figeps/inscricoes>. Only works in the form of **Expanded Abstract** will be accepted.

1 They must be sent in Word format containing identification of authorship and electronic contact of the main author. The abstract must have a minimum of 1,000 and a maximum of 1,500 words.

1.1 Abstracts that violate the limits stipulated above will be summarily disqualified.

2 Formatting: the abstract should be presented in electronic format (.doc or .docx; .pdf files will not be accepted).

Setting the page to A4 size paper, with portrait orientation, top and left margins equal to 3 cm, bottom and right equal to 2 cm, in justified alignment and with simple spacing between lines. Use Times New Roman font, size 12. The academic papers must be submitted in Word version, using the template available on the event website (<https://www.udesc.br/ceo/figeps>).

The items (Title, Names of the Authors, Titles of Authors, Descriptors, Funding, Thematic axis and References) will not be considered in the total word count of the abstract.

2.1 Title: It must be centered, written in capital letters, in bold, Times New Roman font, size 14.

2.2 Authorship: Each work may have up to six authors. Each registrant may submit up to two works as a corresponding author, with no limits for co-authored works. The identification of the authors must follow the following order: full name(s) of the professor(s), their title (Es for Specialist, Me par NS, Dr for PhD, Post-Doc), institution of origin (course, unit and nucleus to which they belong) and the electronic address (e-mail).

3 Expanded abstract: it should cover information on the object of the work presented, in a continuous and dissertative manner, without paragraphs or identification. It shall contain the following constituent elements: **Introduction, Objective, Method, Results and Discussion, Conclusion and References** – terms in bold, followed by a colon. The authors should include three to five comma-separated descriptors (DECs Bireme – <http://decs.bvs.br/>). Below the descriptors, include one of the axes of the event for the submission of the scientific paper (Axes: Work management in the public health systems; Permanent health education movements; Innovative practice/products in healthcare).

- A maximum of five Vancouver-style references will be considered.
- Papers composed of project abstracts, without partial or final results, will not be accepted;
- Duplicate works will be **disregarded** for evaluation;
- The languages in which oral communications can be presented are Portuguese, English and Spanish;
- All the abstracts and presentations must be submitted through the event's website, and papers sent by other means will not be accepted;
- The Scientific Committee will only evaluate papers that are within the rules, with no appeals available for works rejected;
- When submitting the work, the authors are responsible for the information therein contained and authorize the disclosure on the page and annals of the event.

PRESENTATION OF APPROVED WORKS

Poster Modality: The poster presenter must submit, on the event website, two files, the expanded abstract in Word (editable) and the poster (Banner) according to templates available on the event website. The files must be sent by the deadline per batch, which will be made available to all participants during the event.

The Scientific Committee will select among the approved abstracts the papers for presentation in the form of free communication. In addition, the best works will be invited to compose the first book of the International Forum of Work Management and Permanent Education in Health, at the discretion of the Organizing Commission. In this case, the corresponding author will make the presentation of a maximum of **8 minutes** on a link that will be made available (Power Point can be used as a resource for that presentation, through screen sharing) and must submit the presentation on the page event until the date to be informed by the Scientific Commission.

REGULATION FOR SELECTION OF PAPERS BY THEMATIC AXIS

The posters to be presented must be original and include only one of the thematic axes:

AXIS 1: Work management in the public health systems

AXIS 2: Permanent health education movements

AXIS 3: Innovative practices/products in healthcare

GENERAL PROCEDURES

- ✓ The authors will be informed of the invitation about oral communication, by email until the days provided for in the two batches described below.
- ✓ The corresponding author must be registered for the event to proceed with the submission.
- ✓ The evaluation of abstracts is the responsibility of the Scientific Commission of the I International Forum of Work Management and Permanent Education in Health, and there will be no resources of the results.
- ✓ A certificate will be made available online for each presentation containing the name of all the authors.
- ✓ The posters will be displayed in digital format during the I International Forum of Work Management and Permanent Education in Health.
- ✓ The posters (single slide) must be submitted on the event website, in their digital version (PDF or Power Point).
- ✓ The Scientific Commission may, if it so chooses, award an honorable mention to a poster that confers characteristics of originality, particular merit or relevance for development in two thematic axes.

REGULATION FOR THE SUBMISSION OF ABSTRACTS

ABSTRACT EVALUATION PHASE

- ✓ The abstracts will be evaluated by reviewers, members of the Scientific Commission and/or Ad hoc guest evaluators. The list of approved works will be made available on the event's website as of 02/12/2021.

* The Organizing Commission provides a **Presentation Template** for the Poster.

CERTIFICATION

- ✓ The presentation certificate will be prepared according to the data entered in the submission form, including: title of the work, names of the authors and name of the presenter (corresponding author).
- ✓ The certificate will be issued in a single copy and will be made available online, to the presenter, at the end of the event. Accepted posters will be certified and presented according to the schedule.
- ✓ An Honorable Mention will be attributed to the best work in each thematic Axis, according to the judgment of the person assigned by the Scientific Commission and *Ad hoc* evaluators. In addition, the Scientific Commission and *Ad hoc* evaluators may, if they so wish, assign an honorable mention to works that show characteristics of originality, particular merit or relevance for the development of Work Management and Permanent Education.

PUBLICATIONS

- ✓ The accepted and regularized works will be available *online* on the event page. The scientific content of the abstracts is sole responsibility of the authors. The Scientific Commission may suggest changes to improve the text. The approved and presented abstracts will be published in the annals and disclosed on the event page.
- ✓ At the discretion of the Organizing Commission, five works will be selected by thematic axis to compose the first book of the International Forum of Work Management and Permanent Education in Health, and it will be at the authors' discretion to elaborate a specific chapter about the work presented.
- ✓ The papers not approved by the Scientific Commission will not be eligible for appeals.

Questions and complementary information by e-mail: forumigestra.eps@gmail.com