



## CALL FOR THE SUBMISSION OF ORAL COMMUNICATIONS AND POSTER PRESENTATIONS

The Scientific Committee invites you to send abstracts to participate in the XXII International Congress of the Latin American Association of Oral and Maxillofacial Surgery and Traumatology.

### KEY DATES

- Start of abstract reception: July 1, 2020
- Closing of abstracts reception: August 1, 2022
- Notification to authors: September 1-10, 2022
- Authors registration to the congress: until September 30, 2022

### REQUIREMENTS FOR ABSTRACT SUBMISSION

#### General Information

Papers that fully comply with these regulations, properly fill out the presentation registration form and send it in time will be ACCEPTED for presentation.

- Each author can only send one paper for oral presentation. The main author must be the one who presents the work in person.
- The oral / poster presentation should be of a topic of general interest and could be: a clinical case, a literature review and/or research study. You should take into account that the most scientifically attractive and best-evaluated works will be accepted by the evaluation committee according to their submitted abstract.
- There are 3 categories of presentation of works:
  - Oral presentation of residents.
  - Oral presentation of surgeons.



- Poster presentation of residents and surgeons.
- The evaluation of the abstract is the main criterion for the acceptance or rejection of an oral / poster presentation request.
- The work must be original and unpublished; that has not been presented at any other scientific event and that is not under review or evaluation for publication.
- Before your work is accepted, you can request a letter to the scientific commission for institutional procedures, explaining that your work is under review for possible presentation at the XXII CIALACIBU.
- You will receive a letter in which ALACIBU, through the scientific commission, undertakes to protect and safeguard your information and copyright.
- Changes in computer equipment will not be allowed, between each scientific exhibition and those in charge of the projection, they must have the presentations, to speed up the time between each participant.
- Everything provided for in these bases will be resolved by the members of the scientific committee.

### Submission Format

- **Submission Portal:** The abstract can only be sent through the online platform available on the official website of the Congress. Consider the correct spelling, grammar, and style for a scientific publication.

*\*We recommend that you prepare your abstract in a text document and then paste it in the corresponding place at the time of submission.*

- **Language:** Spanish
- **Length:** The abstract must have a minimum of 150 and a maximum of 300 words (without title or authors). Please check the number of characters before sending. Before sending, make sure that all the information you want is contained in the summary.



## Abstract Structure and Regulations

- Author
  - Only 1 main author and 2 co-authors maximum per paper will be accepted (see specifications in the next point).
  - All authors must agree with the content of the abstract.
  - All authors must be registered at the congress to receive proof of their participation, without exceptions.
  - The presenter of the work must be the author of the same.
  - Each presenter may only present a maximum of 1 paper during the congress (including poster and/or oral presentation).
- Title
  - It should not exceed 50 words.
  - The title of the work must be related to the abstract.
- Introduction
  - “What is known about the subject and what is missing? ” In one or two sentences.
- Goals
  - “What do you seek to achieve with work? ”
  - Briefly state the working hypothesis or the general objective pursued in the study.
  - It is written in the present tense.
- Material and methods
  - “How it was made?”



- Concisely describe: type of study, context, population and sample, dependent / independent variables, instruments used, data analysis should be according to the type of the variable used / method, etc.
- Use short sentences, without going into detail on each of the points.
- It is written in the past tense.
- Results
  - “What was found?”
  - The main findings have presented that answer the question formulated in terms and/or numerical data of magnitude and that serve as the basis for the conclusions they will present.
  - It is written in the past tense.
- Conclusion
  - “How important are these findings?”
  - Summarize in one sentence the importance of its results and its possible applications.
  - The conclusions must be supported by the results.
  - The conclusions should not be repetitions of the results and will be related to the objective.
  - It is written in the present tense.

### Additional Information by Type of Presentation

#### For oral presentations of residents

- The author of the work must be a resident of any year and the co-authors will be responsible for the clinical case/literature review/research work. The resident must have the authorization of her head of service.



- Only one author and two co-authors will be accepted per work, so proofs will be issued only for this number of participants.

#### For oral presentations of surgeons

- The exhibiting doctor must be registered in order to present his work. Residents or interns may not make the presentation even if they are co-authors. Only the exhibitor will receive proof of their participation. There will be no exceptions.

#### For poster presentations of residents or surgeons

- Only one author and one co-author will be accepted per paper, so certificates will be issued for the 2 participants.

#### Terms and Conditions

By submitting the proposal, the author confirms that:

- The proposal and conditions were approved by all the co-authors.
- ALACIBU is authorized for publication on the congress website -without additional approval from the authors-, in the summary of the scientific program, in circulars and bulletins of the Latin American Association of Oral and Maxillofacial Surgery and Traumatology in order to publicize the activity developed during the congress.