



ICE

INTERNATIONAL
CONGRESS ON
EMERGENCY

PORTO

5 APRIL 2024

WWW.APEMERG.PT

RULES FOR THE SUBMISSION OF ABSTRACTS



APEMERG

Associação Portuguesa de Enfermeiros e Médicos de Emergência



ICE 2024 – International Congress on Emergency

The organizing committee of the ICE 2024 International Congress on Emergency created a space, in this scientific congress, for the presentation and sharing of scientific works in the form of oral communications and e-posters, with themes related to urgency and emergency that due to the nature of the congress, will be privileged in their acceptance over other scientific subjects of interest.

Rules for abstract submission

1. Submission will be made solely via email, with the abstract sent to apemerg.trabalhos@gmail.com
2. Abstracts must be sent no later than **February 23, 2024**
3. The Organizing Committee will send communication regarding the acceptance or rejection of abstracts by **March 8, 2024**
4. No extensions will be made to the deadlines.
5. Clinical research, casuistic, reviews, clinical cases and images will be accepted, with relevance in the area of urgency and emergency.
6. Abstracts may only present original material, not published or presented prior to the Congress.
7. The abstract structure must meet the following items: introduction and objectives, methods, goals, results and discussion, conclusions, and most important references. Reference to commercial brands of pharmaceuticals or medical products is not permitted. In Clinical Cases, the need to include methods or results is discarded.
8. The summary must have a maximum of 2000 characters, including spaces and punctuation.
9. All abbreviations should be defined when cited for the first time.
10. Accepted abstracts will be published exactly as submitted. No changes will be possible after acceptance.
11. Abstract submission constitutes consent for the purposes of publication within the scope of the Congress, with APEMERG having full autonomy to publish the works in full or partially in magazines or any other means of communication associated with APEMERG.
12. The 20 best accepted works will be presented as follows:
 - A. 5 works will be chosen for presentation in the form of oral communication.
 - B. 5 works will be chosen for presentation in the form of an e-poster.
 - C. 10 works will be chosen to be exhibited in the form of an e-poster without presentation.
13. Presentation times:
 - A. Oral communication: 7 minutes of presentation + 3 minutes of discussion
 - B. Posters with presentation: 3 minutes presentation + 2 minutes discussion
14. All communication with the authors will be done electronically (e-mail), so the e-mail address of the author responsible for the presentation must be communicated.



15. The author(s) may submit more than one work, as long as they do not contain the same or similar data.
16. Abstracts whose author(s) belong to APEMERG's comities will not be accepted.
17. Each work can have a maximum of 5 authors.
18. The author who will make the presentation must be registered for the event and identified as the first author.
19. Reference to any institution or affiliation of the authors is not permitted in the abstract nor in their title. Failure to comply with this premise will constitute unacceptance of the submission of the work.
20. The first author will be informed, via e-mail, of the acceptance or rejection of the submitted work, the form of presentation as well as the date, place and time of its presentation. In case of acceptance, they will also be assigned a reference code relating to the e-poster/communication.
21. All authors will be entitled to a certificate relating to the work accepted as authors or co-authors.
22. The Scientific Committee will appoint the jury to evaluate and select candidates for the best works. From these, the most relevant works will be selected, which will be awarded prizes for the best oral communication and best e-poster presentation.
23. The prizes will be divided as follows:
 - A. Best oral communication: €250 + registration for ICE 25 to all authors registered for ICE 24
 - B. Best e-poster presented: €100 + registration for ICE 25 to all authors registered for ICE 24
24. Papers must contain the conference banner, which will be provided to the authors of all accepted papers.
25. The decision not to accept abstracts is not subject to appeal.

Rules regarding the sending and presentation of e-posters and communications:

1. Deadline for submission: **March 29, 2024.**
2. Registration deadline for author(s) of the e-poster and communications - **March 22, 2024:**
3. Oral communications must be sent in power point, horizontal format.
4. E-posters must be sent in JPEG format consisting of only 1 slide.
5. The projection window for e-posters must be 16:9, vertical.
6. The e-poster must be readable from 2 meters away.
7. Favor tables and charts over long texts in both types of presentations.



ICE INTERNATIONAL
CONGRESS ON
EMERGENCY

8. Authors of e-posters and communications must send them to the following email: apemerg.trabalhos@gmail.com with the phrase "ICE 2024 work" in the subject followed by the reference code assigned to the work.
9. If any of the authors of the abstracts belong to the event committees, the respective e-posters will not be eligible for competition.
10. Once sent, no new versions or corrections to the poster will be accepted.

Any omission in this Regulation will be analyzed by the Scientific Committee

Rating criteria:

The evaluation of e-posters will be based on the following criteria, not ordered by preference:

1. Quality of writing and text organization
2. Scientific rigor and quality of the title
3. Introduction
4. Methodology
5. Results/Discussion
6. Conclusions
7. Bibliographic references
8. Clinical relevance
9. State of the art information
10. Graphic construction of the e-poster
11. Creativity and originality
12. Compliance with the stipulated time for presentation



APEMERG
Associação Portuguesa de Enfermeiros e Médicos de Emergência