



Abstract Rules

The XI National Congress of Palliative Care | II International Congress of the Portuguese Association for Palliative Care will integrate abstracts submitted by participants, as a fundamental part of the scientific programme. These works allow shared learning and discussion of current clinical and research practices. The respective abstracts allow the reviewers and the Scientific Committee to make an informed and reasoned decision about the quality and suitability for inclusion in the programme.

Thus, careful reading of this document is essential, since it is imperative to follow all the indications in the construction, formatting and submission of the abstract.

Suggestions and process to prepare abstracts:

Title: Interesting, informative, and specifying the study design in the subtitle

Topic: What topic does my abstract best fit into?

Content: What problem did I study and why is it important? How did I study this problem? What methods did I use? What results did I get? What can I conclude? What are the implications or learnings?

Resources to improve the quality of your abstract:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3114208/>

<https://www.wiley.com/network/researchers/preparing-your-article/how-to-write-a-scientific-abstract>

Abstract structure:

Research papers (including empirical studies, secondary data analyses and systematic reviews) should follow the following structure:

Introduction

Objectives

Methodology (design, data collection and analysis)

Results

Discussion/Conclusion

Other types of work (e.g. clinical cases, case series, quality improvement projects) should follow the following structure:

Framing

Objectives

Methodology or approach

Possible, Realized Courses of Action and Results

Learnings/Conclusion

Abstract features:

- Cannot exceed 2500 characters (including spaces; excluding title)
 - can be written in Portuguese, Spanish and English
 - Avoid abbreviations. If you choose to use them, they should be made explicit, in parentheses, at the time of the first mention
 - Drugs should be described by their chemical/generic name
 - The abstract **is anonymous**: it must not contain any information about the authors, institutions involved or source of funding, in order to guarantee blind evaluation by the reviewers
 - The maximum number of authors is twelve
 - No graphs, illustrations or tables are allowed
 - Bibliographic references are not required. If they are placed, they will be considered for the character count.
 - The description of clinical cases or case series will be considered by the Scientific Committee. They should be original, reflect scientific rigour and raise research questions.
 - Research protocols or studies in the design phase will **not** be considered.
- _If the work has been funded - public or private - this information must not be placed in the body/text of the abstract in order to allow blind review. If the abstract is accepted, you will be asked to submit this information for dissemination later on, at the time of publication.**

Presentation Types

The submitted abstracts will be considered for three types of presentation, depending on the score and seriation resulting from the evaluation made by independent reviewers. The authors should, however, indicate at the end of the abstract whether they agree to present the work as an oral communication, if they are selected to do so. The authors of the studies accepted for inclusion in the programme will be informed in a timely manner about the details inherent in the preparation of the presentations:

- Oral Communication in Parallel Session;

- Oral Communication in Free Communications Session;
- Exhibition of posters (with authors' presence, during some breaks, for discussion).

Topics:

Authors should select the topic in which their study best fits, choosing only one of those described below. The Scientific Committee reserves the right to integrate the abstract in a theme different from the one proposed at the time of submission, without the need to resort to them, and with a view to the scientific organization of the programme.

Context - Home / Primary Health Care

Context - Hospital

Context - Continuing Care Units/ERPis

Context - Palliative care units

Context - Other (e.g., prisons, outpatient clinics, homeless)

Population - Cancer

Population - Children and adolescents

Population - Informal caregivers

Population - Neurological and neurodegenerative diseases

Population - Elderly

Population - Organ failure

Population - Perinatal and neonatal

Population - Professionals

Population - Volunteers

Population - Other (e.g. people with cognitive impairment)

Topic - Spiritual Support

Topic - Physical Support

Topic - Psychological Support

Topic - Social Support

Topic - Communication, information and care planning

Topic - Education

Topic - Health Economics

Topic - Ethics

Topic - End of Life and Quality in Death

Topic - Digital Legacy

Topic - Grief

Topic - Marketing

Topic - Research Methodology

Topic - Nutrition

- Topic – PPI
- Topic – Rehabilitation
- Topic – Mental Health
- Topic – Public Health and Health Policy
- Topic – Technology
- Topic – Other (e.g. clinical record systems, telemedicine)

Responsibility and commitment

When submitting the abstract for presentation at the Congress, the presenter of the study:

- Guarantees that the material has not been previously presented at another scientific meeting or congress;
- Is responsible for the truthfulness and accuracy of the abstract submitted;
- Confirms that all co-authors are informed and agree with the co-authorship, the content of the abstract and its submission, as well as potential inclusion in the program;
- Agrees to be the contact person for all correspondence about the study and to keep the co-authors duly informed about the process;
- Agrees to register and present the study at the Conference if selected for presentation as an oral communication or poster;
- Certifies that, if the study involves human beings, a favorable opinion has been obtained from the competent Ethics Committee and the National Data Protection Commission, if applicable, and that informed consent has been obtained from the participants, when applicable.

Review process

- Each abstract will be reviewed by at least three independent reviewers, with the review body being composed of experts representing a wide range of professions and professional contexts.
- It is up to the Scientific Committee to make the final decision on the type of presentation.
- The abstract **is anonymous**. If, in the review process, a link to the abstract authors is identified (names, affiliation, entity that gave ethical approval, source of funding), it **will be rejected**.
- Reviewers will not evaluate studies in which they are authors or that were carried out at their own institution. They will be asked to declare any other conflicts of interest that would prevent them from evaluating the work in question impartially, if they identify them.

Evaluation criteria:

- Framework-Objective: relevance of the research question, clarity of objectives.

- Quality of methodology: includes but is not limited to study design, sampling, data collection, analytical strategy and theoretical position;
- Relevance in palliative care: the abstract must demonstrate relevance to aspects of clinical practice, policy-making, teaching or research;
- Originality of research: presentation of new data or strong argumentation when it comes to a replication or secondary analysis of previous studies;
- Clarity in the presentation of results: interpretation of data, theoretical saturation or statistical power when appropriate, applicability in palliative care;
- Discussion and conclusions: based on the results presented, quality of interpretation and implications of the study.

Each reviewer will assign a score from 0 (unacceptable) to 4 (excellent), according to the following grid, and the final score will result from the average of the reviewers involved in the evaluation.

Score	Meaning	Recommended presentation type
3.0 – 4.0	Very good / Excellent	Presentation in parallel session
2.0 – 2.9	Good	Presentation in Free Communication session
1.0 – 1.9	Reasonable	Poster
0.0 – 0.9	Unacceptable	Not admitted

Certificates

All authors of oral presentations and posters presented at the Conference will receive a certificate of participation that will explain the title and type of presentation.

Publication of abstracts

All abstracts selected for presentation at the Conference will be published in the Supplement of the APCP Scientific Journal "Cuidados Paliativos".

Prizes

The Scientific Committee will award the following prizes:

- Best abstract (communication at the Conference in own session);
- Better oral presentation;
- Best poster.

The evaluation will take into account the abstract, as well as the presentation (poster or oral) and discussion of the work presented.

The Scientific Committee reserves the right not to award any of the prizes if the quality of the presentations does not justify it. The members of the Scientific

Committee who are part of the group of authors of a particular poster or oral communication will not have any involvement in its evaluation to avoid conflicts of interest.

Congress Registration

One of the authors must be identified as the presenter of the study and must be registered in the Congress. Only abstracts of presenters who pay their registration until 15th of September will be included in the program.

Other information

If authors wish to make any corrections after completing their submission, they can do so until the deadline for submission, mandatorily and directly at the Congress link – [click here](#)

If the authors wish to withdraw their abstract from the Congress programme after the final notification has been communicated, the study presenter must send a request by email to the Congress Secretariat up to 30 days before the date of the Congress. Any withdrawal requests made after this deadline cannot be assured.

Abstract submission

Abstracts must be submitted online through the [Congress Secretariat website](#) -- until **July 1st, 2024**. After the submission is completed, the presenter of the study receives, by email, an automatic confirmation. If you do not receive this automatic confirmation, please contact: apcp2024@aimgroup.eu