

RULES OF PROCEDURE

Innovate Competition

iMed Conference® 11.0 – Lisbon 2019



**Innovate
competition**



**Fundação
AstraZeneca**

iMed Conference® 11.0 | 16-20th October 2019 | Lisbon, Portugal

innovate.competition@imedconference.org

Title I

(Initial Provisions)

Chapter I

(Definition)

Article 1

The *Innovate Competition* is one of the competitions of the *iMed Conference® 11.0 - Lisbon 2019*. It is aimed at students currently attending a Higher Education institution who are conducting scientific research in the field of Health Sciences.

Article 2

The *Innovate Competition* will be divided into two separate contests:

1. Basic Research projects, considering Basic Research as a type of research that involves an experimental or theoretical work primarily designed to acquire new knowledge regarding the underlying fundamentals of the observable phenomena and facts, with no particular application or use;
2. Translational Research projects, considering Translational Research as a type of research that seeks to respond to the challenge that is applying basic knowledge to the clinical practice, aiming therefore to promote people's health and well-being.

Chapter II

(Goals)

Article 3

This competition aims to:

1. Involve Life Sciences' students in research;
2. Encourage students to come up with original projects in order to bring innovation to the way research is currently done and perceived;
3. Stimulate students' involvement in scientific publishing, contributing to the dissemination of scientific research work and expanding the evidence base;
4. Provide research opportunities by awarding monetary grants to further students' research projects;
5. Promote the ability to answer to problem-based questions in the framework of a research project;
6. Contribute to the development of the participants' skills, valuing the professional and personal *curriculum vitae* (CV) of the competition's participants.

Chapter III

(Participation Terms)

Article 4

As far as eligibility for the competition is concerned:

1. The submission of applications to participate in the competition is open to Life Science students attending a course (undergraduate or Master's degree) at a Higher Education

Institution, as long as they are involved in a Basic or Translational Research project that can be applied to the Health field;

- a. Participation will not be permitted to any member of the Board of the Students' Union of Faculdade de Ciências Médicas de Lisboa, the Organising Committee of the iMed Conference® 11.0 or the iMed Crew.
2. The submitted project may only be presented by a single author. Should the project have several co-authors, there can only be one presenter, while the remaining elements must sign the Informed Consent (Annex III);
3. Only scientific reports on the results of original Basic Research or original Translational Research will be accepted. The candidate must not submit reviews, clinical cases or any other type of publications;
4. All Basic and Translational Research abstracts already selected in previous editions of the *Innovate Competition* can be submitted again.

Article 5

All applications must be submitted in English.

Chapter IV

(Competition Jury)

Article 6

There will be two Juries: one that assesses the abstracts upon submission (Jury A) and one that will assess the oral presentations and the posters on the day of the competition (Jury B).

1. All members of the Jury A will be selected by the Organizing Committee of the *iMed Conference® 11.0 - Lisbon 2019* and must be diverse, with members of different renowned scientific institutions and competence in various scientific areas;

2. The President of the Jury B will be invited by the Organizing Committee of the *iMed Conference® 11.0 - Lisbon 2019* and must have conducted accredited scientific research.

Article 7

The President of the Jury B is responsible for:

1. Nominating the other elements of the Jury B, who must also have conducted accredited work in the field of Basic or Translational Research;
2. Evaluating eventual Conflicts of Interest concerning the participants upon the application submission.

Article 8

It lies within the Jury's A competence, as a scientific authority body, to:

1. Evaluate and select the projects eligible to participate in the competition, considering that:
 - a. Each member of the Jury A will only evaluate projects within their area of research;
 - b. Each member of the Jury A will not be affiliated with the Institution of the participant whom they will be evaluating;
 - c. Jury A is not aware of the identity of the participant whom they will be evaluating.
2. Confirm the adequacy of the participant's application to either the Basic or the Translational Research competition.

It lies within the Jury's B competence, as a scientific authority body, to:

1. Discuss and assess the quality and presentation of the projects selected by Jury A;
2. Choose the award-winning projects.



Article 9

There must be a minimum of 3 members of the Jury B present, including the President of the Jury, to discuss, assess and evaluate the Oral and Poster Presentations, for the competition to take place.

Article 10

The Jury's A and B decision is indisputable.

(Application and Selection Process)

Chapter V

(Enrolment)

Article 11

Enrolment in the *Innovate Competition* must be done according to the instructions available at <http://www.imedconference.org/>.

Article 12

Upon enrolment, candidates must provide:

1. An abstract of the research work they are involved in, written in English, and should not exceed 750 words (references excluded), following two possible formats:
 - a. Structured Abstract with: Introduction, Material and Methods, Results, Discussion and Conclusion;
 - b. Non-structured abstract summarizing the objective, main messages, and conclusions.
2. Proof of enrolment at a Higher Education institution for the academic year of 2018/2019;
3. A letter of recommendation from the researcher in charge of their project, in which they must state that, should the competition entry be awarded a research grant, they will commit to supporting the development of the candidate's idea;
4. A Term of Responsibility (Annex II), in which is stated that they will commit to comply with the provisions of this Regulation and attend the *iMed Conference® 11.0 - Lisbon 2019*;
5. An Informed Consent (Annex III) signed by every co-author if the project has several authors;

6. A declaration of eventual conflicts of interest (Annex IV), which will be evaluated by the President of Jury B and the Organising Committee of iMed Conference 11.0;
7. An email and phone number at which they can be contacted;
8. Any other details considered relevant by the Organising Committee.

Article 13

Candidates must send every document simultaneously to innovate.competition@imedconference.org, under the subject "Innovate Competition 2019 - Application (Basic/Translational). The candidate will receive an email message within **5 days** confirming his/her enrolment.

Article 14

It is the candidate's duty to select the competition (Basic Research projects or Translation Research projects) in which they would like to enroll, according to their type of project. It is up to the Competition Jury A to confirm the adequacy of the choice.

Article 15

There will only be a single enrolment period for the competition, beginning on April 1st at 9 pm and ending on July 1st at 11:59 pm.

Chapter VI

(Candidate Selection Methodology)

Article 16

Regarding candidate selection for Oral and Poster Presentations for the competition:

1. Each application will be assessed by 3 members of the Jury A and the final score will be calculated by averaging the 3 scores obtained;

- a. The Organizing Committee guarantees that the members of the Jury A are not affiliated with the Institution of the participant;
 - b. The participant cannot be aware of the identity of the members of the Jury A evaluating their Abstract at any moment during the competition.
2. The evaluation of the abstracts follows the criteria listed in Annex I - Selection Criteria;
3. Only candidates obtaining an average score equal to or higher than 35 points out of 50 (please refer to the Annex I - Assessment Form) are eligible for the competition;
4. The three applications receiving the best scores in each competition (Basic and Translational Research) will be selected for an oral presentation at the Plenary Session of the *Innovate Competition*;
5. The remaining applications selected for each competition (Basic and Translational Research) will be selected for a Poster presentation at the *iMed Conference® 11.0 - Lisbon 2019*;
 - a. Being selected for an Oral Presentation exempts the candidate from making a poster.
6. In the event of a tie, the following tie-breaker criteria will be applied in the following order:
 - a. The originality of the project;
 - b. The relevance of the expected project results.
7. After the application of the tie-breaker criteria, all candidates that remain tied will be admitted to the competition;
8. Given the case that the quality of the applications makes it impossible to do so, the Competition Jury A is not obliged to select three candidates of each competition (Basic and Translational) for Oral Presentations.

Chapter VII

(Application Results)

Article 17

Application results will be announced on **September 13th**:

1. The results of the application selection process will be revealed on the website <http://www.imedconference.org/>, where the outcome of each application will be displayed;
2. All selected candidates will be contacted by email when the results are announced.
3. If the selected candidate does not reply to the email within **5 days**, they will be contacted by telephone.

Article 18

All the candidates have the right to request access, by email, to their Assessment Forms after the publication of the candidate selection results.

1. The candidates cannot, however, have access to the Jury's identity, as stated in Article 16.

Chapter VIII

(Candidate Validation)

Article 19

In order to confirm their presence, all candidates selected to participate in the *Innovate Competition* will have to:

1. Respond to the Organising Committee until **September 23rd**, confirming their presence at the Plenary Session at the *iMed Conference@ 11.0 - Lisbon 2019*;
2. Be registered as a participant of the *iMed Conference@ 11.0 - Lisbon 2019*;

3. Selected candidates must buy their ticket for the *iMed Conference@ 11.0 - Lisbon 2019*, having reserved tickets;

Article 20

If a candidate selected for an Oral Presentation does not confirm their participation until **September 23rd**, their place will be offered to the candidate with the next best score that was not selected (for each competition, Basic/Translational Research).

1. The new candidate offered the Oral Presentation has until **September 27th** to confirm their participation as an Oral Presentation;

Article 21

1. Candidates selected for Oral presentations must also:
 - a. Send the final digital format of their oral presentation within the deadline of **October 15th** after which no alteration of the presentation is allowed.
2. For poster presentations:
 - a. Send the final digital format of their poster within the deadline which is **October 11th** after which it is not allowed any alteration;
 - b. Poster printing is entirely the responsibility of the participant. The printed poster must be sent to the Students' Association of FCM-NOVA (address: Campo dos Mártires da Pátria, 130, Lisboa 1169-056) in time for it to be received no later than **October 11th**.

(Preparation of Selected Works)

Chapter IX

(Preparation of Oral Presentations)

Article 22

Candidates selected for Oral Presentation - whose participation has been confirmed according to the provisions in Chapter VIII - must prepare an oral presentation of a maximum duration of five minutes with one minute of tolerance.

1. The presentation must follow the requirements specified in the *Oral Presentation Guidelines* (Annex VI);
2. Both the digital format and the Oral Presentation must be in English, as it is the official language of the iMed Conference;
3. After the presentation, there can be a short discussion with Jury B concerning the project.

Article 23

The digital format of the presentation must be sent to innovate.competition@imedconference.org by **October 15th**, as it will then be passed on to the Competition Jury B.

Chapter X

(Preparation of Posters)

Article 24

Candidates selected for Poster Presentation - whose participation has been confirmed according to the provisions of Chapter VIII - must prepare a poster that meets the requirements specified in the *Poster Presentation Guidelines* (Annex VII).

1. The Poster Presentation should not exceed 5 minutes.
2. Both the Poster and the Poster Presentation must be in English, as it is the official language of the iMed Conference;
3. After the presentation, there can be a short discussion with Jury B concerning the project.

Article 25

The digital format of the poster must be sent to innovate.competition@imedconference.org until **October 11th**.

Article 26

Poster printing is entirely the responsibility of the participant. The printed poster must be sent to the Students' Association of FCM-NOVA (address: Campo dos Mártires da Pátria, 130, Lisboa 1169-056) in time for it to be received no later than **October 11th**.

Title IV

(Participation in the Conference)

Chapter XI

(Participants' Attendance)

Article 27

According to the provisions in Article 19, selected candidates must buy their ticket for the *iMed Conference® 11.0 - Lisbon 2019*.

1. Innovate Competition participants have reserved tickets but must buy the general *iMed Conference® 11.0 - Lisbon 2019* ticket, being granted access to the workshops, lectures and iMed Competitions.

Chapter XII

(Participants' Guests Attendance)

Article 28

There will be a special ticket of 5€ for guests who only want to attend the Innovate Competition Presentations.

Chapter XIII

(Selection of Awarded Contestants)

Article 29

According to the provisions in Article 10, Jury B is responsible for evaluating the competing projects and selecting the winner Oral and Poster Presentations in each category (Basic Research and Translational Research).

Article 30

The Oral presentations will be evaluated and scored from 0 to 30 according to the following criteria:

1. The originality of the problem-based question (0-10);
2. Scientific quality of the project (0-10);
3. The contestant's performance during the presentation and discussion of the project (0-10).

Article 31

The Poster presentations will be evaluated and scored from 0 to 30, according to the following assessment criteria:

1. Global organization and presentation (0-10);
2. Scientific quality of the content (0-10);
3. Clarity of the message and results (0-10).

Chapter XIV

(Prize Awarding)

Article 32

The winning Oral Presentation in each competition, both for Basic and Translational Research (a total of two winning projects), will receive the *Innovate Oral Award*.

The winning Poster Presentation in each competition, both for Basic and Translational Research (a total of two winning projects), will receive the *Innovate Poster Award*.

Article 33

The research grants awarded are meant to help the winning contestants further develop their research project.

Article 34

In order to claim their prize, winners have to provide a budget on how the money from the research grant will be used to support the continuation of their project.

1. This report must be sent to the Organising Committee, within a time period of six months, after which the money prize will no longer be given to the winner.

Chapter XV

(Announcement of the Winners and Award Ceremony)

Article 35

Winners of the *Innovate Competition* will be contacted on the same day of the competition and will be awarded at the Closing Ceremony of the *iMed Conference@ 11.0 - Lisbon 2019*, taking place on **October 20th**.

1. In order for the prizes to be formally awarded, it is recommended that winners are present at this session.
 - a. If the winners are not able to attend the Closing Ceremony, they should notify the Competition Coordinators no later than **October 19th**.

Article 36

Not-awarded participants will be formally informed of the results via email on the competition day.

Article 37

All participants of the *Innovate Competition* will be given a Certificate of Participation.

(Withdrawals and Disqualifications)

Chapter XVI

(Criteria)

Article 38

If participants wish to withdrawal from the competition, they should inform the Competition Coordinators at their earliest convenience.

Article 39

Candidates will be disqualified from the competition if:

1. They do not send the completed and signed required documents specified in Article 12;
2. The declaration of conflicts of interest is found inappropriate by the President of Jury B and the Organising Committee of iMed Conference 11.0;
3. They do not send the required documents within the deadlines indicated in Article 24;
4. They do not attend the conference.

Article 40

The Organising Committee reserves the right to disqualify any candidate that does not show up at the established time.

Title VII

(Final Provisions)

Chapter XVII

(Determining Conditions)

Article 41

The present Rules of Procedure shall enter into practice as of their online publication.

Article 42

Deliberation on omitted cases not addressed by the present Rules of Procedure will be the responsibility of the Organising Committee, in accordance with applicable legislation.

Article 43

The Organising Committee may, on important grounds, amend, cancel or suspend the present Rules of Procedure.

Article 44

The present Rules of Procedure are valid until the end of the *iMed Conference® 11.0 - Lisbon 2019*.



Annex I

SELECTION CRITERIA: APPRAISAL OF APPLICATIONS

In the candidate selection for Oral and Poster Presentations, the Competition Jury will assess the candidates' projects by taking into account the following criteria:

- Originality of the project;
- Expected usefulness/applicability of the research results;
- Scientific methodology and accordance with the research goals;
- Scientific and ethical rigor of the project;
- Formal and linguistic accuracy;
- Agreement with abstract's structure.



ASSESSMENT FORM

Title of the Project

Final opinion (favourable; very favourable; negative; aspects to reformulate):

1) CONTENT ANALYSIS (WORTH: 50 POINTS)

Parameters	Score	Points Earned
Project's Originality	0-10	
Importance/applicability of the investigation's results	0-10	
Scientific methodology in conformity with the research objectives	0-10	
Scientific rigor and work ethic	0-10	
Formal correction and linguistics	0-5	
Agreement with Abstract's structure	0-5	
Total	0-50	

2) RECOMMENDATIONS:

The Fundação AstraZeneca Innovate Competition Coordinators,



Annex II

TERM OF RESPONSIBILITY

I, _____, holder of the identification document nr. _____, issued in _____, on ___/___/___, OR valid until ___/___/___, commit to comply with the provisions stipulated by the Rules of Procedure of the *Fundação AstraZeneca Innovate Competition* and to attend the *iMed Conference® 11.0 - Lisbon 2019*.

(Candidate's signature)

_____, ____ of _____ 2019



Annex III

INFORMED CONSENT

I, _____, holder of the identification document nr. _____, issued in _____, on ___/___/___ OR valid until ___/___/___, declare that I have read the Rules of Procedure of the Fundação AstraZeneca *Innovate Competition* and I hereby authorise my colleague _____, identification document nr. _____, issued in _____, on ___/___/___ OR valid until ___/___/___, to present the project _____ at the *Fundação AstraZeneca Innovate Competition*.

(Co-author's signature)

_____, ___ of _____ 2019



Annex IV

DECLARATION OF CONFLICTING INTERESTS

I, _____, holder of the identification document nr. _____, issued in _____, on ___/___/___, OR valid until ___/___/___, would like to declare:

I have the following existing/potential conflict of interest arising from my participation at the Innovate Competition:

a) Entity with which I have official dealings and/or private interests

b) Brief description of my duties concerning the entity mentioned

_____ ,

I do not have existing/potential conflict of interest arising from my participation at the Innovate Competition.

(Candidate's signature)

_____, ____ of _____ 2019



Annex V

LETTER OF RECOMMENDATION

1. A letter of recommendation from the researcher in charge of their project supporting the candidate's application, in which they must state that, should the competition entry be awarded a research grant, they will commit to supporting the development of the candidate's idea.

[MODEL]

Place and date

Dear Madam/Sir,

It is my great pleasure to support **Candidate's name** application to the *Fundação AstraZeneca Innovate Competition of the iMed Conference® 11.0 - Lisbon 2019*.

Candidate has been working in my Laboratory as a volunteer and has worked in experiments aimed at **[subject matter]**. **Candidate** has shown dedication and motivation to perform this project from the very beginning.

Our research group is fully committed to embracing the implementation of the idea described in the application as we believe it is a state-of-the-art project looking forward to **[project goal]**. Our Laboratory and our Institute have all the capabilities required to complete the proposed project and we commit to supporting the development of the candidate's idea.

Researcher Leader's signature

Researcher Leader's name

Senior Group Leader, Name of the institution

Contacts



Annex VI

ORAL PRESENTATION GUIDELINES

TIME

- Oral Presentation candidates will be given **5 minutes** for the presentation with **1 extra minute** of tolerance.
- Respect the time limit! There will be no tolerance for delays in the presentation.

STRUCTURE

- The official language of the iMed Conference is English, as such all Presentations must be in **English**;
- Accepted formats for digital media are .pdf, .keynote, .ppt/pptx;

DESIGN

- Be clear and succinct: one idea per slide;
- Keep your text and titles short - less is better!
- All graphics should help clarify ideas, emphasize key points, show relationships, and provide the visual information your audience needs to understand your message;
- Simple graphics, charts, and diagrams are much more meaningful to an audience than complex, cluttered ones. Keep visuals clear and simple!
- Use an appropriate font size for the whole audience to follow the presentation.

Do not forget to send the digital file to
innovate.competition@imedconference.org until **October 15th 2019**.

Annex VII

POSTER PRESENTATION GUIDELINES

Poster printing is entirely the responsibility of the participant. The printed poster must be sent to the Students' Union of FCM-NOVA address: Campo dos Mártires da Pátria, 130, Lisboa 1169 - 056 **AND ARRIVE THERE BY 11th October 2019**. Do not forget to send the digital file until the **11th October 2019**.

TIME

- Posters will be evaluated by the jury after the oral presentations - at the moment of evaluation every contestant must be next to their poster.
- The Poster Presentation should not exceed **5 minutes**.
- Respect the time limit! There will be no tolerance for delays in the presentation.

STRUCTURE

- The official language of the iMed Conference is English, as such all Posters must be submitted in **English**;
- The Poster must have a maximum of **900 words**, including the bibliography;
- Please limit the size of your entire poster to **594 × 841 mm (A1) vertically**;
- We suggest you follow the abstract structure, with the headings "Introduction", "Material and Methods", "Results" and "Discussion and Conclusion".



DESIGN

- Keep your Poster clear and succinct!
- Choose a readable font and appropriate font size - remember that your poster must be readable from 1-1.5 meters away;
- Use a light colour for the background;
- A picture is worth more than a thousand words - use drawings, diagrams, charts, illustrations and photographs, but they must be labelled and readable from a distance;
- Proofread your poster - nothing is as frustrating as looking at your poster and seeing the spelling mistake you missed;

PRESENTATION

- Lay your poster sections in an order so that others may follow your presentation;
- Try not to stand directly in front of your poster, allow other scientists to view the entire poster. Stand next to the poster.



Fundação
AstraZeneca

Innovate Competition Coordinators,

Daniela Berhanu

- ▶ **Daniela Berhanu**
Innovate Competition Coordinator

Paulo Gomes

- ▶ **Paulo Gomes**
Innovate Competition Coordinator

Ana Carolina Cordeiro.

- ▶ **Ana Carolina Cordeiro**
The President of iMed Conference 11.0

Lisbon, February 23th 2019