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ALBERT EINSTEIN
SOCIEDADE BENEFICENTE ISRAELITA BRASILEIRA

Institute *for*
Healthcare
Improvement

6th Latin American Forum on Quality and Safety in Healthcare

CENTRAL THEME
In search of the new normal

NOVEMBER 1st to 5th , 2021

FREE ONLINE FORUM

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SUBMISSÃO DE RESUMOS
Visão geral

The **6ᵗʰ Latin American Forum on Quality and Safety in Healthcare: In search of the new normal** will be online from **November 1ˢᵗ to 5ᵗʰ, 2021**, and looks forward to engage managers of health institutions, healthcare professionals, researchers, residents, students and quality and patient safety professionals.

The presentation of papers is part of the activities of forum and will provide participants with the opportunity to share their knowledge and projects with other participants of the event.

These papers should not focus on advertising products or services. For this purpose, the event will count upon specific spaces for exhibitions and networking. For additional information and conditions for commercial areas, please contact forumlatam@einstein.br by sending an e-mail.

Schedule

Deadline for submission of the paper abstract

September 30th, 2021

Paper acceptance result

Until October 15th, 2021

Deadline for submission of the electronic poster file

October 22nd, 2021

Exhibition of the electronic poster in pdf format in the event transmission platform

November 1st to 5th, 2021

Rules and guidelines for abstract submission

Category

- To ensure that you abstract receives proper scientific consideration, be sure to submit to the appropriate category. The available categories are:
    - **Building the New Age with Value**
    - **Primary Care & Population Health**
    - **Equity**

Enrollment

- The author who will present an accepted abstract must be registered to participate in the 6th Latin American Forum on Quality and Safety in Healthcare.

Abstract title

- An abstract must have a short, specific title (containing no abbreviations) that indicates the nature of the investigation.

Author name(s)

- The submitting author is designated as the primary/presenting author. You may rearrange the order of the authors; however, always list the senior author last.
- If an author's name appears on more than one abstract, it must be identical on each abstract.
- Additions or deletions of author names are not permitted after the acceptance of the abstract.

Abstract data

- Describe briefly the objectives of the study unless they are contained in the title.
- Include a brief statement of methods if pertinent. State findings in detail sufficient to support conclusions.
- Abstracts should not describe research in which the chemical identity or source of the reagent is proprietary or cannot be revealed.
- Do not re-enter the abstract title or the authors' names/institutions.
- Use generic drug names.
- Authors should not "split" data to create several abstracts from one. If splitting is judged to have occurred, priority scores of related abstracts will be reduced.
- Standard abbreviations may be used without definition. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- Do not include references, credits, or grant support.
- Do not include names or personal information of any patient participating in the study or trial.
- Abstracts are limited to **500 words**. Title or authors should not be counted.

Abstract revision

- Proofread abstracts carefully to avoid errors. Abstracts may not be revised after its acceptance.

Regras e diretrizes para submissão de resumos

Abstract acceptance

- Abstract grading is blinded, and abstracts are selected on the basis of scientific merit and/or Quality and safety innovation.
- Notification of abstract acceptance status will be emailed to presenting authors **up to October 15th, 2021**.
- Please ensure that the email provided is accurate as all communication will be sent via email.

Abstract presentation

- The PDF file of all approved papers will be made available by the event's transmission platform and will be available for consultation and download by all participants.
- There will be no oral presentation of the e-posters.
- The guidelines for making the final file will be provided to the authors after communication of acceptance of the abstract.

Award information/Eligibility criteria

- Applications will be judged on the following criteria submitted through the Council Awards System and they will select the winner based on the following criteria:
    - Grade of abstract submitted
    - Originality
    - Patient Quality and Safety impact
    - Reproducibility of this study.

Award

- Papers ranked on 1st place in each category will be awarded (Building the new era with value / Primary Care & Population Health / Equity)
- The winning papers will be presented during the forum's program, at a date and time to be specified in the event's official program.
- The winner is expected to give a three- to five-minute speech to highlight the importance of his abstract.
- The organization of the forum will subsequently send the authors presenting the awarded papers the instructions for connection on the day of the presentation.
- The live presentation can be performed in Portuguese, English or Spanish.
- The three winning works will receive an award in the amount of R$ 3,000 (each paper)
    - In the case of an international wire transfer, tax amounts will be deducted from the award.

BEST PRACTICES
Writing Abstracts

The suggestions below are intended to provide guidance on abstract writing.

Title

To the extent the data permit, make the title dynamic and conclusive, rather than descriptive. Explicit titles denoting the findings should be used (not "Investigations of…," "Studies of…," etc.)

Structure

Abstracts should have the following identifiable sections: Introduction, Hypothesis, Methods, Results and Conclusions.

Category

Be sure to select the correct abstract category. Category selection determines which team grades the abstract. If you select the appropriate category, your abstract will be blindly graded by experts familiar with the science of the category.

Common mistakes

1. Failure to state the hypothesis. We advise a formal statement such as, "We assessed the hypothesis that…"
2. Failure to state a conclusion. We encourage a final sentence that says: "In conclusion…"
3. Excessive use of abbreviations. All but the most standard abbreviations should be defined, and most abstracts should have less than 3 abbreviations.

Problemas a serem evitados

1. Typographical errors
2. References cited in the abstract
3. Not providing context or a statement of relevance that provides the rationale for your study.
4. Complex graphics. Simple line or bar graphs are most appropriate. Ensure the font size is adequately large on each axis to be visible. Check a printed version of the abstract before submitting.
5. Duplicative work

Remember:

Make sure your abstract is clear, concise, and follows all rules. Show your abstract to a colleague prior to submission and modify accordingly. A fresh pair of eyes will help spot any errors and will ensure the final packaged is ready for submission.