

ABSTRACT SUBMISSION OPEN UNTIL November 9th, 2022

GENERAL RULES

1. Participants may be first author on a maximum of two abstracts.
2. Submitted abstracts must correspond to original research. We do not accept work already published or literature review.
3. Abstracts can be sent in Spanish, English or Portuguese. Accepted works must be presented in the language used when uploading the abstract.
4. Participants may be co-authors of multiple abstracts.
5. Participants must disclose the potential conflict of interest both personal and from co-authors.
6. Program reviewers reserve the right to reclassify abstracts in the category of most appropriate subspecialty.
7. Abstracts must be sent exclusively through the website: **www.pao2023.com**
8. Abstracts are reviewed as they are sent. The deadline to edit or submit the abstract is **November 9th, 2022**. Incomplete (pending/not closed) abstracts will not be reviewed or accepted.
9. Acceptance will be notified to the first author no later than **December 13th, 2023**, and the first author must be registered to the congress before **February 17th, 2023**. If the registration is not received the submission will be automatically withdrawn from the program.

ABSTRACT SUBMISSION REQUIREMENTS

1. Review and acceptance of the Rules and Regulations is mandatory.
2. Abstract submission implies the acceptance of the Rules and Regulations.
3. Only online abstract submissions will be accepted.
4. The abstracts must be written and submitted by one of the authors. Abstracts written and submitted by industry staff representing a doctor will not be accepted.
5. All the abstract submissions must be made before the deadline, without exception.
6. Abstracts cannot be amended after the deadline.
7. The presenting author must be registered at the Congress.

CATEGORIES OF PRESENTATIONS

The following categories will be accepted:

1. Free papers (oral).
2. Posters (two formats): A- Case report; B- Scientific Poster.
3. Scientific Photographs.
4. Scientific Videos.

CRITERIA FOR ACCEPTANCE OF FREE PAPERS, POSTERS, VIDEOS AND SCIENTIFIC PHOTOS

Abstract submissions for Free Papers, Posters, Videos and Scientific Photos will be reviewed according to the following criteria: originality, clinical relevance, scientific methods and, in the case of oral papers, their capacity to stimulate a debate.

PRIZES AND AWARDS

Prizes will be awarded for: "**Best Oral Presentation**", the "**Best Photograph**", the "**Best Poster**", and the "**Best Video**".

Other prizes may also be awarded at the discretion of the judges. The decision of the judges is final and cannot be appealed.

The Judges will evaluate the presentations according to the following criteria:

1. Scientific content
2. Originality
3. Educational contribution
4. Presentation

Members of the boards of the organizing societies, members of the Congress executive and scientific committees and the Congress subspecialty umbrella coordinators, may submit papers but will not have the option to obtain prizes or awards.

ABSTRACT SUBMISSION: ONLINE SYSTEM

1. Abstract submitter is responsible for ensuring the accuracy of the submission.
2. The author must submit the abstract via the abstract submission page, enabled on the meeting website. You must register with your email and generate your own password. Please note that abstracts will not be accepted by any other method, including email.
3. You must log in using the email and password you used to register.
4. When accessing, you will be able to see the abstract(s) you have submitted.
5. Abstracts can be saved so that they can be completed later.
6. You can add a new abstract or continue working on a previous abstract until the deadline.
7. All open abstracts must be completed in order to be submitted. Abstracts not "Closed", will not be reviewed or accepted for presentation.
8. For each abstract, you should follow the steps for submission on the website.
9. It is important that you follow all the instructions on the website carefully.
10. The maximum of authors for each paper is 8 (eight).
11. No changes in the list of authors are allowed after the abstract submission is completed.
12. Authors should indicate the institution to which they are affiliated.
13. Abstracts can include up to two (2) images or tables.
14. If an author appears in more than one abstract, his/her first name and surname must appear in the same way. By indicating the unique email of each author, we avoid ambiguities regarding identification.
15. The system will send all the necessary notifications to the e-mail of the abstract submitter.
16. For reviewing and scheduling purposes, abstracts will be divided into subspecialty classifications. Please indicate in the box the appropriate subspecialty classification for your abstract.
17. The Reviewers will attempt to respect the authors' option regarding their self-assignment to a subspecialty classification, but they reserve the right to change the allocation in order to achieve a well-balanced scientific program.
18. The submission of an abstract constitutes a commitment by the author to present it, if accepted.

Note: if your abstract is not designated as "Completed" it is not submitted and it will not be reviewed

FREE PAPERS

Free paper sessions will consist of 11 oral presentations of 6 minutes each with 2 minutes for discussion. Presentations will be grouped by subspecialty or topic.

REVIEW AND NOTIFICATION OF ACCEPTANCE/REJECTION

1. All abstracts are peer reviewed and ranked by experts in the subspecialty classification selected.
2. The Scientific Committee will make the final decision on the definite type of presentation.
3. All decisions made by the Scientific Committee are final and cannot be appealed.
4. All accepted abstracts will be available for download from the Congress App.
5. Notification of acceptance/rejection will be emailed by **December 13th, 2022**.
6. Accepted abstracts are official communications to the meeting; the presenting author **MUST REGISTER** at the time of acceptance of the abstract and agrees to attend the meeting and present the free paper, poster, video, or photo as scheduled.

GUIDELINES FOR PREPARATION AND DESIGN OF THE FINAL PRESENTATIONS

POSTERS

1. The sizes of the posters should be: 0,90 m wide x 1,50 m tall. Portrait format.
2. The posters will be displayed in the congress. You will receive an alphanumeric code from the Scientific Program Secretariat. This number will allow you to identify the panel to set it up.
3. The poster must be clear and explicit with text in Spanish, English or Portuguese.
4. At the top you should place, in different lines: the title, the author(s), and institution(s).
5. The size of the typography should allow its reading at a distance of one meter.
6. Mounting and Dismantling : You will be informed by the scientific secretariat
7. The author will be responsible to mount and dismantle his/her poster in the indicated time

VIDEOS

1. The author will receive the link and deadline to send the video.
2. Maximum video duration: 8 minutes.
3. Video narration should be in Spanish, English or Portuguese.
4. Maximum 8 authors per video.
5. The files must be edited in one of following formats, maximum file weight 300 MB: MPEG2, MPEG4 (.mpg), Windows Media 9 (.wmv) or Quick time (.mov).
6. The material sent must not include promotions or commercial ads.

SCIENTIFIC PHOTOGRAPHS

1. The photo must be mounted on a foamboard plate. Sizes: 40 cm wide x 35 cm tall.
2. The photo should occupy a 40 cm wide x 30 cm tall space. Landscape format.
3. At the bottom there should be a 5 cm white space to put in the left margin the TITLE (Capital letters, Font: Calibri 40, black) and the Author(s) (Calibri 36, black)
4. Photographs with title and authors on the images will not be accepted.
5. You will find in the Panel the code number assigned in the system.
6. Mounting and Dismantling : You will be informed by the scientific secretariat
7. The author will be responsible to mount and dismantle his/her photo in the indicated time.

