

### III INTERNATIONAL SYMPOSIUM ON EXTENSION AND HEALTH EDUCATION OF FCM-MG

The **III International Symposium on Extension and Health Education of FCM-MG** (III SIEES) aims to promote dialogue on the experiences of extension and health education experienced by students and teachers of different courses in the health area linked to FCM-MG or other Higher Education Institutions, national or international. The event is open to the public and free of charge.

The Symposium will occur on **October 29th and 30th, 2024, from 5:00 pm to 9:30 pm**. The event will have a workload of 8 hours, certified by the Research and Extension Sector.

**The Pre-Event of the III SIEES - III Symposium on Curricular Extension of the Medical Course of FCMMG (DEPEX) will occur from October 28 to 30, 2024.** DEPEX students must submit abstracts of the projects/extension actions related to the discipline Formative Practice in the Community (PFC) taken in the 2nd semester of 2024.

Note: In the abstract registration form, students who are submitting papers related to the discipline Formative Practice in the Community (PFC) taken in the 2nd semester of 2024 must select the option that confirms the submission in the **Pre-Event - DEPEX Symposium**. Other papers originating from extension activities of the Medical Course must be submitted following item 2.4 of this notice.

## 1 REGISTRATION

### 1.1 Registration for the event

There will be two ways to register for the III SIEES:

- 1) Participation as an attendee: registration must be done independently of the registration of a paper through the Sympla platform, through the link that will be made available on Tuesday, September 10, 2024, on the FCMMG website, on the Symposium information home page.
- 2) Participation as a presenter of a paper: registration will be done by submitting an abstract for presentation through the link: [Access here](#)

Notes:

- 1) It is not necessary for participants who will present papers to be registered for the event for certification of the presentation.
  - 2) Only those who register as such and attend 75% of the hours of the III SIEES will be certified as attendees.
  - 3) If the student wishes to participate as an attendee and presenter, they must register both times.
- Registration date for the event as a listener: **10/09 to 29/10 or until tickets run out**.  
Deadline for submission of papers (Extracurricular and PFC): 04/09 to 04/10

## 2 SUBMISSION AND SELECTION OF PAPERS

### 2.1 Submission of Papers

- The papers accepted for submission at the event will be of the abstract type (300 words): Experience Report, Case Reports, Original Studies.
  
- The submission of abstracts may be made between 04/09 and 04/10. The scientific committee will define how the approved paper will be presented, being a poster or oral presentation.

- The response to the participant regarding the approval of the paper and the presentation method will be made by 18/10.
- Experience Reports, Case Reports, and Original Studies presenting extension or health education experiences will be accepted.

## 2.2 Limit of papers per participant

- There will be no limit on the number of papers submitted per participant. Each paper may have a maximum of 13 authors, including the supervising professor.

## 2.3 Rules for writing abstracts

Abstracts must be written in Portuguese, English, or Spanish (depending on the author's native language) and must have the following sections:

- **Abstract Category:** must appear at the top of the file, in capital letters, bold, and centered. (Experience Report, Case Reports, Original Study)
- **Title:** must appear below the abstract category, in capital letters, bold, and centered. When there is a subtitle, it must be separated from the title by a colon (:), in lowercase and bold. It must contain up to 25 words.
- **Authorship:** the authors' names must be written in full, with one space below the title, centered, with the first letter of each name in capital letters, followed by the respective index numbers (superscript) that will identify the authors. In the case of more than one author, their names must be separated by commas. **Up to 13 authors are allowed per abstract.**
- **Affiliations:** below the author's name(s), the following identifications must be placed: Institution in full, city name, state, and the abstract advisor's e-mail.
- Abstracts must be prepared in Word format (doc or docx) following the formatting rules below:
- Page size: A4;
- Margins: top and left: 3 cm; bottom and right: 2 cm;
- Line spacing: single.
- Alignment: justified
- Font type: Times New Roman;
- Font size: (12) Title and abstract text, (10) authors' names, (8) authors' description.
- Maximum number of words: 300 words in the body of the text (excluding title, authors, and affiliation)
- Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Discussion, Conclusion, Descriptors.

## 2.4 Categories of abstracts

- **Summary of Experience Report of Extension Activities:** the experience report is a text that precisely describes a given experience that may contribute in a relevant way to its area of activity. It is the description that an author or a team makes of an experience considered successful or not, but that contributes to the discussion, exchange, and proposal of ideas for healthcare improvements. It brings the motivations or methodologies for the actions taken in the situation and the considerations/impressions that the experience brought to the person who lived it. The report must be written in a contextualized manner, with objectivity and

theoretical support. Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Discussion, Conclusion, Descriptors.

- Abstracts of the following types of university extension will be accepted: teaching extension, student extension, curricular extension, academic league extension, and institutional extension.
- **Summary of Experience Report in Health Education:** the experience report in health education is a text that precisely describes a given experience that may contribute in a relevant way to its area of activity. It is the description that an author or a team makes of an experience in health education considered successful or not, but that contributes to the discussion, exchange, and proposal of ideas for improving health care. It brings the motivations or methodologies for the actions taken in the situation and the considerations/impressions that the experience brought to the person who lived it. The report must be written in a contextualized manner, with objectivity and theoretical support. Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Discussion, Conclusion, Descriptors.
- **Summaries of original studies that are the result of extension or health education activities:** summaries of original studies are works resulting from university extension or health education programs, projects, or actions presenting original research data related to associated research. Example: research that was carried out using data from extension and health education, considering the ethical concepts of data use (Resolution 466-2012). Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Discussion, Conclusion, Descriptors.

## 2.5 - Criteria for selecting papers

Abstracts submitted without the required formatting will not be accepted for selection.

The following items contained in the available evaluation form will be considered in the evaluation of abstracts: quality of the title, quality of the introduction and objective, quality of the method, quality of the results, quality of the conclusion, and appropriate descriptors.

## 2.6 - Results of the selection of papers

- The participant will be notified of the approval of the paper and the presentation method by **October 18th**.
- The announcement will be made on the event website, on social media, and by sending an email to the presenting author (email registered at the time of submission).

## 3 PRESENTATIONS OF PAPERS

### 3.1 Presentation methods for the event

Papers may be presented as **POSTERS OR ORAL PRESENTATIONS**. The scientific committee will define the presentation method for approved papers.

### 3.2 Guidelines for preparing presentations

- Presentations in oral and poster formats must be prepared as described below. Presentations submitted outside the standard format and/or the deadline will not be accepted.

**ORAL PRESENTATION: (SPOKEN LANGUAGE: PORTUGUESE, ENGLISH OR SPANISH; TEXT LANGUAGE: AUTHOR'S HOME LANGUAGE).** Papers approved in this format will be presented orally and in person.

- Presentation templates will be available on the FCM-MG website starting October 18th.
- Authors must submit their presentations online by October 25th: [Click here](#)
- The form must be filled out with the following title: ORAL PRESENTATION III SIEES - Name of the presenting student. The document must be prepared in .pptx (PowerPoint) format;
- Each presenter will have 7 (seven) minutes for the oral presentation and 3 (three) minutes to answer questions from the scientific committee and audience.
- Questions from the evaluation committee may be answered by the main author, co-authors, or advisor.
- The slides must include: Cover slide (Title and subtitle; name of the presenting author, co-authors, and advisor; institution (logo) and course); Introduction; Objectives; Method, Results, Discussion, Conclusion, and Bibliographic references.

**POSTER: (SPOKEN LANGUAGE: PORTUGUESE, ENGLISH OR SPANISH; TEXT LANGUAGE: AUTHOR'S HOME LANGUAGE)**

- The poster presentation templates will be available on the FCM-MG website starting **October 18th**.
- Authors must submit their presentations using the online form by October 25th: [Click here](#)
- The email must be sent with the following Title: **ID - POSTER PRESENTATION III SIEES - Name of the presenting student**. The document must be prepared in .pptx (PowerPoint) format;
- Each presenter will have 05 (five) minutes to present/answer questions from the scientific committee.
- Questions from the evaluation committee may be answered by the main author, co-authors, or advisor.
- The poster must have: Title and subtitle; author's name (the first name should be the main author, who will be the presenter), co-authors and advisor; institution (logo) and course; Introduction; Objectives; Method; Results; Discussion; Conclusion; Bibliographic references (mandatory only in literature reviews).

#### **4 AWARDS**

The best works (1st place) in each registration modality (Curricular extension, Extracurricular extension, Academic league extension, Cultural product, Innovation product, and Extension photo) will be awarded copies of the "Medal of Merit in Extension and Health Education," which will be the responsibility of the supervising professor. The authors will receive a Diploma regarding the award at the event.

##### **4.1 Classification of the works that will be awarded the medals**

The criteria for classification and awarding of the works will be established by the Special Committee, appointed by the Board of the Faculty of Medical Sciences of Minas Gerais, considering the originality, relevance, creativity, and quality of the content presented in the summary.

## 5 PARTICIPATION CERTIFICATE IN THE EVENT AND PRESENTATION OF WORKS

Certificates of participation in the event, presentation of works (one certificate for all authors, mentioning the presenting author), and awards will be provided.

The certificate of presentation of papers will be given to the presenting author, who will be responsible for receiving it and sharing it with the other authors.

## 6 PUBLISHING ABSTRACTS IN THE PROCEEDINGS

All abstracts approved for presentation will be published in the supplement of the Journal of Extension and Education in Health Medical Sciences.

Abstracts will be published as they are sent. Therefore, be sure to check your full name and all other information. The journal is not responsible for abstracts sent inappropriately. **The journal will not make edits and/or corrections to abstracts after publication.**

- Abstracts that contain the following will not be published in the proceedings:
- spelling, conceptual, or agreement errors;
- inappropriate content or language;
- categories other than those described in this document;
- inadequate formatting;
- evaluation forms that are incorrectly completed and not signed

Attachment 1 - Abstract model for submission of papers according to the guidelines of the Supplement of the Journal of Extension and Health Education (REES)

**CATEGORY** (Experience Report, Case Reports, or Original Study)

**TITLE**

Full Name of Author<sup>1</sup>, Full Name of Co-Author<sup>1</sup>, Full Name of Co-Author<sup>1</sup>, Full Name of Co-Author<sup>1</sup>, Full Name of Advisor<sup>2</sup>

1 XXXXX Course at the Faculty of Medical Sciences of Minas Gerais, Belo Horizonte, MG-Brazil.

2 XXXXX Course, Faculty of Medical Sciences of Minas Gerais, Belo Horizonte, MG-Brazil.

Email: mariadasilva@xxx.com.br

**ABSTRACT**

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**Keywords:** Keyword 1; Keyword 2; Keyword 3.

**Financial Support:** if applicable, the name of the sponsoring agency or institution must be specified. All abstracts supported by the Faculty of Medical Sciences of Minas Gerais must indicate the support.