

## IV INTERNATIONAL SYMPOSIUM IN EXTENSION AND HEALTH EDUCATION OF FCM-MG

The **IV International Symposium on Health Education and Extension of FCM-MG** (IV SIEES) aims to promote dialogue on the experiences of health education and extension by students and professors from different health courses linked to FCM-MG or other national or international higher education institutions. The event is open to the public and free of charge.

The IV SIEES will happen on **May 29, 2025**, and will be certified by the Research and Extension Sector. The workload will be 8 hours.

This year the theme of the event will be **Health for All: education and research as paths to equity and inclusion**, and will address the importance of education, extension, and research in promoting inclusive health policies, strategies to reduce inequalities in access to health and the training of professionals capable of meeting the needs of all populations, especially the most vulnerable. We will also have workshops on health support for people in social vulnerability, raising awareness against violence against women, mental health and well-being, and strategies for writing, analyzing, and publishing extension projects.

**The IV SIEES Pre-Event - IV Symposium on Curricular Extension of the FCMMG Medical Course (DEPEX) will happen from May 26 to 28, 2025.**

The pre-event will be exclusive to DEPEX students who will present work related to curricular extension activities linked to the disciplines Training Practices in the Community I to VIII (PFC I to VIII) carried out in the first semester of 2025.

### IV SIEES Schedule

	Dates	Links
Photo submission	April 8th to May 1st	<a href="#">Click here</a>
Abstract submission	April 8th to May 1st	<a href="#">Click here</a>
Registrations as listeners	May 1st to May 28	Event website
Workshop registrations	May 1st to May 28	Event website
Result of the presentation and type of work	May 19	Event website
Submission of poster and oral presentations (only for works approved for presentation)	May 19 to May 26	<a href="#">Click here</a>
Event	May 29	

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### 1. EVENT STRUCTURE

#### Thematic workshops

Workshops with a total duration of 2 hours each will be offered on May 29, at different times throughout the day (see schedule). Registration will be done through a specific link for each workshop.

Each participant may register for one of the workshops and certification will be given at the end of the workshop, only to students who complete the total duration. In other words, students who leave early will not receive certification.

The workshops and registration links will be available on the event website (<https://siees.cmmg.edu.br/>) via Sympla between May 1st and May 28th, 2025, or until tickets are sold out.

#### Opening ceremony and keynote lecture

The opening ceremony and the Keynote Lecture, which must be attended by the authors of the 150 approved papers, will take place on May 29, starting at 6:00 p.m., at the Feluma Theater. Immediately after the Keynote Lecture, the awards ceremony for the best papers presented at the event will be held. The awards will include the following categories:

- Best research project poster
- Best poster on extension and social responsibility
- Best oral presentation of a research project
- Best oral presentation on extension and social responsibility
- Best oral presentation on curricular extension (DEPEX)
- Best photo

The event's Scientific Committee will establish the criteria for classifying and awarding the papers. To classify and award the photos, a committee will be appointed by the Board of Directors of the Minas Gerais School of Medical Sciences, considering the originality, relevance, creativity, and quality of the content presented in the abstract.

#### Certification

150 papers will be selected for poster or oral presentation during the event. The authors of the 150 selected papers will receive a link to register as listeners at the event's opening ceremony and keynote lecture. **The participation of the lead author or group member (presenter) in the opening ceremony and keynote lecture is mandatory for certification.**

The authors of the 150 approved papers will receive presentation and participation certificates as listeners, have their papers published in the event's annals, and compete for the medal for the best paper presented. However, certification will be conditional upon the presentation of the paper and attendance at the opening ceremony and keynote lecture.

The certificate of presentation of papers will be given to the author, who will be responsible for receiving it and sharing it with the other authors. The workshop participation certificate will be given at the end of each workshop.

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After the publication of the papers selected for presentation at the event, two participants from each extension work and one participant (presenter) from each research work must register as listeners at the IV SIEES.

Presentations of papers from the IV SIEES Pre-Event - IV Symposium on Curricular Extension of the Medical Course at FCMMG (DEPEX) will take place in the rooms of Unit II, from May 26 to 28. Information will be available on the event website. All papers from the Pre-Event (DEPEX) will be presented in the form of oral presentations from May 26 to 28, 2025, and will not be certified as it is a curricular activity. It is important to note that the papers from the Pre-Event (DEPEX) are not subject to participation in the keynote lecture and/or workshops.

**Papers not selected will not receive event certification. Your research or extension project will be completed upon proof of submission of the paper to the event (even if not selected). All submitted papers will be evaluated by the event's scientific committee.**

ATTENTION: To issue certificates as attendees at the ceremony (8:00 a.m.) and workshops (2:00 a.m. each), the names filled in at the time of registration on Sympla will be used. Furthermore, to issue presentation and award certificates, the names filled in at the time of submission of the paper will be used. Therefore, we ask that you carefully fill in the correct and complete name when registering for the event. No corrections will be made to certificates filled in incorrectly by participants.

### 2. SELECTION OF PAPERS

The scientific committee will define how the approved paper will be presented, which may be a poster (up to 140 selected) or an oral presentation (up to 10 selected).

#### Criteria for Selecting Papers

Abstracts submitted with missing data **will not be accepted for selection**. The following items contained in the available evaluation form will be considered in the evaluation of the 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. Authors must be familiar with the following standards to write their abstract.

### 3. GUIDELINES FOR WRITING ABSTRACTS

Abstracts must be written in Portuguese, English, or Spanish and must contain the following information:

**Title:** Must contain up to 25 words. When there is a subtitle, it must be separated from the title by a colon (:).

**Authorship:** The authors' names must be written in full with the first letter of each name in upper case, followed by their respective index numbers (in parentheses) that will identify the authors. In

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the case of more than one author, their names must be separated by commas. **Up to 15 authors** are allowed per abstract, including the supervising professor.

**Affiliations:** must be placed according to the author's index number, as follows: Institution in full, city name, state.

**Attention:** Respect the number of characters described below: Introduction: 460 characters; Objective: 300 characters; Methods: 500 characters; Results: 800 characters; Conclusion: 450 characters; Descriptors: 4 to 6 descriptors.

Note: consider the numbers above as characters with spaces.

For conceptual purposes, the characteristics of the types of abstracts are defined below:

### 3.1 Categories of abstracts

**Experience Report Summary:** the experience report is the description that an author or a team gives of an experience considered successful or not, but that contributes to the discussion, exchange, and proposal of ideas for improving health care. It provides the motivations or methodologies for the actions taken in the situation and the considerations/impressions the experience brought to the person who lived it. The report must be contextualized, objective, and theoretically supported. Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Conclusion, Descriptors.

Abstracts from the following types of university extension will be accepted: extracurricular extension, curricular extension, academic league extension, and institutional extension.

**Abstracts of original studies resulting from extension, research, or health education activities:** abstracts of original studies are works from university extension or health education programs, projects, or actions presenting original research data related to associated research. Example: research that was carried out based on extension and health education data, considering the ethical concepts of data use (Resolution 466-2012). Sections: Title, authors, affiliation, Introduction, Objective, Method, Results, Conclusion, Descriptors.

Case reports and Literature Reviews will not be accepted.

For a better understanding, the types of abstracts accepted for this event are defined below:

### **Type 1 – Scholarship students and volunteers linked to Scientific Initiation or Extension Programs of the Research and Extension Sector or Academic Leagues**

According to the regulations of the Research and Extension Sector, all academics who have some kind of connection with the sector must present an abstract at the International Symposium on Research and Extension (SIMPEX) or Symposium on Extension and Education in Health and Medical Sciences (SIEES) that takes place during the period of validity of the project. Therefore, these

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students must submit their work. Not all submitted works will be selected for presentation. Works related to the calls for proposals of the Research and Extension Sector that were not selected for presentation will not be penalized for the closing of the respective calls for proposals. However, abstracts that are disqualified after submission outside the format, due to lack of information or any other criteria will remain pending in the Research and Extension Sector until the next scientific event (SIMPEX), where they will have a new opportunity to submit. In this case, certification in the Sector's programs will be suspended until this requirement is met.

Attention: Proof of submission to SIEES will be verified through the Research and Extension Sector's system, and it is not necessary to attach any proof or certificate.

### **Modality 2 – Students enrolled in DEPEX courses**

DEPEX students must submit abstracts of extension projects/actions related to the Community Training Practice (PFC) course that is being taken in the first semester of 2025. In the abstract registration form, students submitting papers related to the Community Training Practice (PFC) course being taken in the first semester of 2025 must select the option that confirms submission in the Pre-Event - DEPEX Symposium.

### **Modality 3 – FCM-MG students who are not linked to the Research and Extension Sector or DEPEX**

The event will accept reports of extension action experiences and abstracts of original studies of projects not linked to modalities 1 and 2.

## **4. EXTENSION AND SOCIAL RESPONSIBILITY PHOTO EXHIBITION**

The event will accept submissions of photos for the 3rd FCMMG Extension Photo Exhibition. The 10 best photos will be printed and displayed from May 22nd to May 29th, for public voting. The photo with the most votes will receive the "Medal of Merit in Extension and Health Education - Extension Photo" at the end of the event.

## **5. PRESENTATION OF WORKS**

### **ORAL PRESENTATION:**

- The works approved in this modality will be presented orally and in person.
- Language spoken: Portuguese, English, or Spanish.
- The presentation templates will be available on the event website and must be sent via form.
- The form must be filled out with the Title: **ID XX - ORAL PRESENTATION IV SIEES - Name of the presenting student**. The document must be prepared in PDF or PowerPoint format.
- The ID of each work will be disclosed together with the presentation approval result.
- Each oral presentation will last 5 (five) minutes and 3 (three) minutes to answer questions from the scientific committee and audience members.
- The questions from the evaluation committee may be answered by the lead author, the co-authors, or the advisor.

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- 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, Conclusion, and References.

### POSTER:

- The papers approved in this modality will be presented in person, using a digital poster.
- Language spoken: Portuguese, English, or Spanish.
- The poster presentation templates will be available on the event website and must be sent via form.
- The form must be sent with the Title: **ID XX - POSTER PRESENTATION IV SIEES - Name of the presenting student.** The document must be prepared in .png or .jpeg image format;
- The ID of each paper will be disclosed together with the presentation approval result.
- Each poster presentation will last 3 (three) minutes for the presentation and 2 (two) minutes for answering questions from the scientific committee.

### 6. PUBLICATION OF ABSTRACTS IN THE PROCEEDINGS

All abstracts approved for presentation at the IV SIEES and all abstracts presented at the Pre-Event (DEPEX) will be published in the supplement of the Journal of Extension and Education in Health Medical Sciences (REES).

The journal is not responsible for abstracts sent inappropriately. **The journal will not make edits and/or corrections to abstracts after publication.** We ask authors and co-authors to certify the content of the abstracts sent and, especially, to confirm their names and institutions of affiliation.

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