

NORMATIVE NOTICE FOR SUBMISSION OF SCIENTIFIC WORKS TO THE I INTERNATIONAL CONGRESS OF HEALTH UPDATES – I COINSAU

The Scientific Committee of the **I INTERNATIONAL CONGRESS OF UPDATES IN HEALTH-(COINSAU)**, with the central theme “GLOBAL ADVANCES IN HEALTH: CHALLENGES AND OPPORTUNITIES”, makes public notice No. 03/2024 which provides for the instructions and standards regarding submissions of scientific work.

1 SUBMISSION

1.1 All students regularly enrolled in undergraduate and postgraduate courses (lato sensu and stricto sensu), residents, researchers, professors at Higher Education institutions, professionals from all areas of training may participate;

1.2 The work will be in the following modalities: **ORAL PRESENTATION and DIGITAL BANNER**, addressing the different forms of multi-professional actions in all fields of teaching, research and extension;

1.3 Abstracts will be sent for analysis and selection between March 25, 2024 and May 3, 2024 at 11:59 pm. Only abstracts of works sent **EXCLUSIVELY** via the internet via the event's official website (<https://doity.com.br/coinsau>) will be accepted. Work sent by other means or after the established deadline will NOT be received and processed. The author will receive an email confirming receipt of the abstract;

1.4 The academic work resulting from the production of the author and co-authors (if any) must be submitted **ONLY ONCE** by the **MAIN AUTHOR** who, consequently, will be the **PRESENTER** and directly responsible for it;

1.5 IT IS MANDATORY TO COMPLETE THE NAME OF ALL AUTHORS ON THE SITE AT THE TIME OF SUBMISSION. (PLEASE DO IT CAREFULLY, AS IT WILL BE USED TO CREATE THE PERMANENT CERTIFICATE).

1.6 The author/presenter of scientific works must **MANDATORY** be registered with **I COINSAU**. Works approved without proper registration by authors/presenters will be **AUTOMATICALLY DISCLASSIFIED**;

1.7 Members of the event organization are allowed to participate in the works registered as author and co-author. Your works will compete for honorable mention, however, they will not compete for awards;

1.8 The works must be composed of a maximum of 1 **AUTHOR** and 6 **CO-AUTHORS**, which means that there will be a maximum of 7 participants per work;

1.9 Each participant will have, as **MAIN AUTHOR**, the right to submit up to 4 works, 2 simple abstracts and 2 expanded abstracts. **THERE WILL BE NO LIMIT FOR CO-AUTHORY**;

1.10 The option of **ORAL PRESENTATION OF THE WORK** is the responsibility of the **AUTHOR MAIN**, the desire to present being **OPTIONAL**. To do this, the option that must be selected by the **AUTHOR** will be available at the time of submission.

If the option is not selected, the oral presentation of the work will not be included in the event program, as a result of which the author will receive the submission certificate, but not the presentation certificate;

1.11 THERE IS NO OPTION TO CHOOSE THE PRESENTER;

1.12 Those involved in the design of scientific work to be submitted at I COINSAU must be duly registered for the event, in accordance with the following table:

Number of authors in the work	Required number of registered authors
01 to 04 Authors	At least the main author must be registered for the event
05 Authors	The main author must and one (01) co-author registered for the event
06 Authors	The main author must and two more (02) co-authors registered at the event
07 Authors	The main author must and three more (03) co-authors registered at the event

1.13 The author cannot submit research in progress, only completed research;

1.14 If the work is approved, to guarantee its presentation or exhibition, the main author must be duly registered for the event;

1.15 Works that involve **HUMAN BEINGS** must present approval and its number by the **RESEARCH ETHICS COMMITTEE (CEP)** at the work, in addition to proving it on the day of presentation by delivering the **CEP** statement confirming its approval. **If NOT** presented, the work will be automatically disqualified;

1.16 Works involving animals must be approved and numbered by the **ETHICS COMMITTEE ON THE USE OF ANIMAL (CEUA)**, in addition to proving it, on the day of presentation, by delivering the **CEUA** declaration. **If NOT** presented, the work will be automatically disqualified;

1.17 Registration of scientific work will be done by filling out the submission form available on the event website, with all fields being mandatory. Particular care must be taken with the email address and names provided, as they will be used in all communication between the congress committee and the person responsible for the work;

1.18 When submitting, the author must attach the work **WITHOUT** the identification and **WITH** the identification of the authors as requested in Microsoft Word format **(.DOC, .DOCX)**;

1.19 FAILURE TO COMPLY WITH THE ABOVE RULES WILL AUTOMATICALLY DISCLASSIFY THE WORK AND IT CANNOT BE PRESENTED OR PUBLISHED.

2 TYPES OF RESEARCH AND THEMATIC AREA

2.1 The following types of studies may be sent:

2.1.1 Case study;

2.1.2 Field study;

2.1.3 Ecological or demographic study;

2.1.4 Survey;

2.1.5 Experimental research;

2.1.6 Technological prospecting;

2.1.7 Experience reports;

2.1.8 Reviews (literature, systematic, integrative, among others).

2.2 When submitting the abstract, the author must base it on the central theme AND choose one of the axes below:

Central Theme: Global Advances in Health: Challenges and Opportunities **Thematic**

Axes:

2.2.1 Technological and Digital Innovations in Health

2.2.2 Environmental Challenges and Global Health

2.2.3 Social Challenges and Health Determinants

2.2.4 Global Collaboration for Health Responses

2.2.5 Transverse Axes.

3 SUMMARY

3.1 Abstracts of works may be submitted in the **SIMPLE SUMMARY** format with a **MINIMUM** of 300 and a **MAXIMUM** of 600 words (not included: title, names of authors, affiliations, category, keywords, thematic area and references; only the body of the text) or **EXPANDED SUMMARY**, which must contain a minimum of 03 pages and a maximum of 05 pages (only of the work, without counting references), following the templates available on the event website (<https://doity.com.br/coinsau>);

3.2 Only simple or expanded abstracts sent electronically through the event website in WORD format (**.DOC, .DOCX**) will be accepted. Works sent by other means will not be accepted;

3.3 After sending the abstracts, there will be a charge of R\$ 20.00 (twenty reais) to change or include author data. The author must send a detailed email to the organization informing the need to make changes. Therefore, be careful when submitting, do it calmly and review before sending;

3.4 Repeated works recognized by the Commission will be excluded from the system. The organization will consider the first work sent as the original, excluding the others, when the problem is observed before sending it for correction;

3.5 We are not responsible for ethical problems between authors. Therefore, if there are conflicts of interest, after approval of the work for presentation, it will not be removed from any publication or listing made by the publisher;

3.6 If not in the previously mentioned condition, at no time will it be allowed to exclude a work after submission;

3.7 THE FORMATTING OF THE ABSTRACT MUST BE CONFIGURED AS FOLLOWS, FOR THE BODY OF THE WORK:

3.7.1 Font: Times New Roman, size 12;

3.7.2 Justified alignment, margin of 5 cm at the top, 3 cm at the bottom and 2 cm at the right and left margins, with single spacing;

3.7.3 The title must be brief and informative, centered, size 14 and with ALL capital letters in bold;

3.7.4 The name of the author and co-authors must be entered completely and without abbreviations, as will be done in the specific fields on the submission website. You do not need to

identify the function of each in the text, just place them in order of importance, with the position of the main author as first, and the supervisor as last;

3.7.5 Submission will only occur by adequately and completely completing, without abbreviations, the gaps requested on the website;

3.7.6 Situations omitted in this notice, structure in accordance with **VANCOUVER**;

3.7.7 The work summary must be written in Portuguese, and must contain the sequence below:

A) INTRODUCTION: It should be brief and provide an overview of the subject, indicating the relevance of the research.

B) OBJECTIVES: must contain a presentation of the purposes of the study.

D) METHODOLOGY OR METHODS (CHOOSE ONE ACCORDING TO THE RESEARCH METHOD): It should be concise, yet clear enough for the reader to understand and replicate the procedures used. It must contain references to the study methodology and/or laboratory analyses employed. Figures, tables, charts, and graphs should be centered with captions above and sources below, with these items written in Times New Roman font size 10. In the case of research involving human subjects, ethical aspects including the approval/processing protocol number from the Research Ethics Committee should be provided.

E) RESULTS: The discussion of the results should be based on and compared with the literature used in the research, indicating its relevance, advantages, and potential limitations, in accordance with the proposed methodology.

F) CONCLUSION OR FINAL CONSIDERATIONS (CHOOSE ONE ACCORDING TO THE RESEARCH METHOD): It must be elaborated with the verb in the present indicative tense, in short sentences, without additional comments, and based on the objectives and results of the summary.

G) Keywords: a minimum of 3 and a maximum of 5 keywords must be inserted at the end of the abstract, separated by (;) with the first letter capitalized and the remaining lowercase letters in alphabetical order. Keywords can be selected according to the Health Sciences Descriptors (DeCS) on the page (<http://decs.bvs.br/>)

H) BIBLIOGRAPHIC REFERENCES: Simple abstracts must contain a minimum of 10 references, in accordance with **VANCOUVER** rules.

3.8 The use of graphs, tables and images in the simple summary is not permitted.

3.9 Footnotes will not be permitted.

The authors and co-authors will be responsible for the spelling check of the abstract presented at the time of submission.

3.10 Submitted works will be evaluated by a Scientific Committee made up of selected evaluators.

3.11 Only original works will be accepted, that is, works that have never been published in another event or magazine.

3.12 The evaluation committee will use the PLAGIUS software – plagiarism detector, version 2.5.4, free to download, adopting a tolerance of 3% for a simple summary.

3.13 Abstracts sent outside the required formatting will be automatically rejected. All abstracts submitted within the standards will be evaluated. Works that violate the code of ethics or Resolution 466/12 of the National Health Council, which establishes the criteria for research involving human beings

or ethical principles for animal experimentation defined by law no. 11,794 of October 2008, will not be accepted.

3.14 WORKS ACCEPTED FOR ORAL PRESENTATION WILL RECEIVE A SPEAKER CERTIFICATE BY THE ONE WHO MAKES THE PRESENTATION.

3.15 The authors of the works undertake, together with the Scientific Committee of the event, to appear on the platform on the date and time established for the presentation, if they do not attend, they will lose the presentation certificate.

3.16 Certificates will be created based on the information provided at the time of submission. The organizing committee is not responsible for requesting correction of the name/title of the work, as well as inclusion/exclusion of the author, if the error is made by the author at the time of submission (except for payment of the fee described in item 3.1.2).

3.17 Works not presented will not receive certificates.

3.18 If a participant withdraws from the event, the registration fee will not be refunded.

3.19 All approved, presented and exposed abstracts will be published in the Proceedings of the I **INTERNATIONAL CONGRESS OF HEALTH UPDATES (I COINSAU)**, with ISSN, editorial prefix, catalog card and publication in 3 languages.

4. SELECTION

4.1 The following works will be disqualified:

4.2 Sent in any format other than Word;

4.3 No title of authors;

4.4 Work without a professional advisor (in the case of undergraduate students);

4.5 Missing information, and;

4.6 Work without proper registration of authors in accordance with the table.

4.7 The works sent will be previously evaluated by a committee of trained professionals, duly accredited by the Scientific Committee, distributed by area, based on the summary submitted for evaluation.

4.8 Judging the presentation is the sole responsibility of the Scientific Committee, based on the precepts of the evaluation panel made up of professionals in the field, and following the criteria below:

4.9 Adequacy to the relevant issues;

4.10 Posture/Behavior during the presentation;

4.11 Objectivity and control in presenting results;

4.12 Relevance and scientific originality of the work;

4.13 Appropriate use of time;

4.14 Ability to speak;

4.15 Description of the title accurately to the content of the abstract;

4.16 Relationship of the written summary with the oral presentation;

4.17 Formatting and compliance with the requested structuring (introduction, objective, method or methodology, results/discussion, conclusion or final considerations, keyword and references);

4.18 Theoretical and practical knowledge;

4.19 Quality of writing: Spelling and grammar;

4.20 Organization of the text: Clarity and objectivity.

4.21 Judging will be carried out using standardized forms, with scores for each of the evaluation items.

4.22 Under no circumstances will the scores obtained by the works at the time of selection or presentation be revealed, nor will the evaluators be identified.

4.23 The Scientific Committee will not have access to the names of the authors and the institution to which they belong. This process is confidential and your decision will be final.

5. ORAL PRESENTATION

5.1 The 30 (**THIRTY**) best **WORKS** selected will be presented in oral presentation format, being included in the **COINSAU GENERAL SCHEDULE**. The rest will be presented in Concurrent Rooms on Google Meet.

5.2 Presentations will take place on **YouTube and Google Meet**, with the date and time of presentation sent in advance along with the access link to the presenter's email indicated when submitting the work.

5.3 Presentations will be monitored by a monitor and two evaluators.

5.4 The presentation format will be through **SLIDES**, the slide model will be made available in advance on the event website. The first slide must contain the title and full name of the authors.

5.5 Slides must be prepared in Microsoft PowerPoint Presentation ("ppt") format.

5.6 The standardized slides will be organized following the structure below:

5.7 Title: in easily readable capital letters, centered, bold and without abbreviations;

5.8 Author, co-authors and Advisor: below the title in smaller letters, with the first name being that of the main author, followed by the others and the name of the advisor; Slide Body: must contain content structured in: introduction, objectives, materials and methods, results and final considerations.

5.9 References: the main references used in the work must have standard formatting and follow **VANCOUVER** standards.

5.10 The presenter must present the work in the presence of the monitor on the scheduled day and time. The absence of the presenter at the judging time will result in automatic disqualification of the work.

5.11 **The presentation time limit will be a minimum of 5 minutes and a maximum of 6 minutes.**

5.12 In the event of an unforeseen event with the presenter, one of the co-authors may present the work, notifying the organizing scientific committee in advance (48 hours before the presentation).

5.13 Once the times and platform for presenting the work have been established, they cannot be changed.

5.14 The authors of the selected works undertake, together with the event's Scientific Committee, to appear on the platform on the date and time established for the presentation. 5.12 All presenters of oral works will receive a speaker certificate at the end of the event.

6. PENALTIES

6.1 The time limit for presentations will be strictly respected.

6.2 If there is a delay until the specified time, the work will be automatically disqualified.

7. FINAL PROVISIONS

7.1 The works approved and presented at the **I INTERNATIONAL CONGRESS OF HEALTH UPDATES (I COINSAU)** will compete for an academic award, except for those in which there is the participation of one or more members of the event's organizing committee. (Prize to be defined by the organizing committee).

7.2 Three (3) works will be selected and will receive an award at the closing ceremony of the event.

7.3 Registration implies agreement and acceptance of all established clauses and conditions. Cases omitted from this regulation will be forwarded to the event's Scientific Committee.

7.4 Only 01 (one) certificate will be issued per work submitted. Work certificates will be sent to the emails registered by the authors.

7.5 Attention: all materials produced on the abstracts (annals, certificates, among others) will be a faithful reproduction of the information submitted by the author. Therefore, it is not possible to make changes to the spelling of the title, abstract or authors after the deadline for submitting works. We emphasize that the information provided is the sole responsibility of the author who submits the abstract.

7.6 The authors and co-authors of the works acknowledge and declare, assuming all legal responsibilities, irrevocably and irreversibly, that all information provided, as well as the content of the submitted work, are true, proper and original.

8. CONTACT

8.1 If you have any questions, send them to Instagram direct @coinsauhealth or to the event email.

8.2 Contact email: coinsauhealth@gmail.com

Tiemi Fukushima

GENERAL COORDINATOR

Cleber Gomes da Costa Silva

SCIENTIFIC COORDINATOR