SLMDA- SPRING SCIENTIFIC MEETING

1. ORGANISING PRESENTATIONS

2.

3.

1. ORGANISING PRESENTATIONS

Have one person as the scientific committee chair person. His/her responsibilities would be:

1. Prepare the abstract form (see appendix 1 for a standard form). The essential items to be included are as follows:
* Name
* Email
* Position
* Work address
* Qualifications
* Contact telephone number
* Closing date for abstracts
	+ This should be about 6 weeks in advance to enable judging and abstract booklet preparation
1. Circulate the abstract form with the AGM dinner dance form at least 3 months in advance
* This could be sent to the secretary to be sent to committee members and to the SLMDA well wishers
* It is always better to contact the Sri Lankan doctors who are living locally in the region of the meeting or have local connections to submit abstracts. This may influence them to become SLMDA members in time to come.
1. After the closing date, the Chair person would circulate anonymised abstracts to 3 people with the marking scheme and a score sheet. After giving marks each individual would decide which presentations are worth an Oral presentation (OP) and which should get an Evaluated Poster presentation (EPP). As we generally get less than 20, we would allow all the others to be presented as Poster presentations (PP).

**Information to the judges:**

**Timing:**

1. We usually have 4 oral presentations taking 10 min each with 4 min for questions. All together this would take about one hour with introductions etc.
2. All the posters including the evaluated posters would be exhibited from the beginning of the meeting in the tea/coffee room allowing viewing and evaluated poster presentation would be conducted after the tea break.
3. We would like to allow 4-6 or more of them to be presented as evaluated posters. They would produce one PowerPoint slide each and sit in the front. The moderator would take few seconds to introduce the author and the subject and ask the audience to ask questions. These would be 3 min each, taking 15-20 min altogether.

**Marking scheme**

Marking categories:

1. Quality of the presentation- Higher marks for completed studies with clear methodology good analytic approach and results relating to the intended aim (marks 1to 3)
2. Importance of the study- Significant scientific contribution to the field (marks 1to 3)
3. Novelty/originality/interesting idea. (1 mark)
4. Relevance- to the meeting Theme- " Prevention is better than cure" (1 mark)

Marks would be given from 1 to 3 for the first 2 categories, 3 being the highest. One mark each for 3rd and 4th categories. If all presentations are poor scientifically and not well presented, novel and relevant ones for the meeting are likely to get selected. After giving marks, each individual judge would decide which presentations are worth an Oral presentation (OP) and which should get an Evaluated Poster presentation (EPP). As we generally get less than 20, we would allow the balance up to 20, to be presented as Poster presentations (PP).

Informing the presenters:

Please inform the accepted presenters ASAP and ask them to be registered for the meeting also.

Preparation:OP- 15 slides and practice so as not to go over the time allocated, posters- 36”x72” (w,h), EPP- need a poster and one slide summarising all information. Send the presentation in advance to the Chairperson or to Udara. Poster to be put up at the beginning of the meeting and to be collected at the end of the meeting.

Abstract book: Send all the abstracts to Mahendra and inform him which ones are the OP, EPP and PP.

Prepare

* Certificates for all the presenters
* Blank winners certificates for oral and poster
* Two £50 Amazon book vouchers for the winners (+/- two £25 vouchers for runners ups)
* Scoring sheets for judges