

## **SOP – Abstract Management for the SGI | SSMI Annual Meeting**

**Date: 04.04.2024**

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The SGI | SSMI Annual Meeting includes an abstract management process that is further detailed in this standard operating procedure (SOP) document.

### **1. General conditions**

Any health care professional (more particularly physicians, nurses, physiotherapists, and students) can submit abstracts for the SGI | SSMI Annual Meeting. The submission process is described below.

The abstract management process is re-evaluated on an annual basis as part of the kick-off meeting for the planning of the annual meeting by the SGI | SSMI Congress Commission.

Abstracts can either be accepted as oral or poster presentations.

Posters must be designed and printed by the authors, and hung in the poster exhibition on-site. They must be designed in A0 portrait (118.9 cm x 84.1 cm) with the following contents:

1. Title, authors and poster number
2. Background/Aim
3. Methods
4. Results
5. Discussion/Conclusion

Posters can be in German, French or English. No oral presentation or poster template exists – the design is up to the authors.

For physicians (including interdisciplinary studies), oral presentations related to abstracts (free communications) are done in English. For nurses (including interdisciplinary studies), they can be done either in English, German or French. The duration of the presentations is adapted annually according to the number of abstracts accepted as free communications. The durations are described on the website of the current SGI | SSMI Annual Meeting, under Abstracts & Posters > Informationen für Freie Mitteilungen | Informations pour Communications libres.

### **2. Abstract submission**

The abstract submission is organized by IMK AG and opens around 9 months before the start of the SGI | SSMI Annual Meeting. The opening of the abstract submission is communicated through the SGI | SSMI website and email invitations.

Abstracts can be submitted via the online platform accessed through the annual meeting website (available in German or French), requiring a user account with password protection.

The SGI | SSMI Congress Commission generally suggests the submission of original scientific contributions. Studies presented at international conferences within the previous year can be submitted. However, studies already submitted as abstracts in previous SGI | SSMI Annual Meetings (and rejected or presented there) or which have already been published (for physicians and interdisciplinary studies) cannot be submitted. Abstracts submitted by nurses and containing data that have already been published can be submitted.

Abstracts can be submitted in German, French or English. One author of the abstract must participate in the annual meeting.

Abstracts can be submitted within different categories:

- SGI Ärzteschaft (inclusive interdisziplinäre Studien) | SSMI Médecins (y compris les études interdisciplinaires)
  - At least one co-author must be a physician
  - Awards:
    - All abstracts enter the best abstract competition for physicians
    - In addition, abstracts fulfilling the following conditions are eligible for the Young Investigator Award:
      - CV (including proof that the first author is younger than 40 years old and that the first author is either a medical or resident doctor in the field of intensive care medicine)
      - Motivation letter (according to a template with maximum 1 page together):
      - Short description of her/his research activities
      - Short description of her/his interests
      - Short description of her/his future professional plans
- SGI Pflege (inclusive interdisziplinäre Studien) | SSMI Soins (y compris les études interdisciplinaires)
  - At least one co-author must be a nurse / researcher in the field of nursing
- Beste Diplomarbeiten NDS Intensivpflege | Meilleurs travaux de diplôme EPD soins intensifs
  - This category only applies to abstracts by NDS intensive care students, which have been invited by their department to apply
  - IMK AG invites all centers offering the study program NDS intensive care to provide a list of students to be invited to submit an abstract
  - IMK AG invites the suggested students by early March of the year of the annual meeting to submit an abstract in this category

Regardless of the category, submitted abstracts must have the following structure:

1. Title
  - a. The title should include the study design if applicable (“randomized controlled trial”, “prospective observational study”...). If not applicable it should describe the scientific work in a specific way (e.g. “practice development project”, “non-systematic literature review”...)

## 2. Content

- a. Maximum 2,500 characters including spaces with the following structure (either as sections or within one text paragraph)
  - i. Background and aims
  - ii. Material and methods
  - iii. Results
  - iv. Conclusions
3. Additional information excl. acknowledgements
  - a. References can be added in a separate text field. References must have the following format: Author names, Name of journal, publication year, volume, first page (Title of the article is not necessary) – As an example: Smith AG. et al. J Fant 2022:79:567.
4. Authors (in correct order)
5. Author details
  - a. Company / Institution
  - b. Department
  - c. City
  - d. Country

Tables and figures cannot be included in the abstracts.

Successful submission is confirmed to the authors by e-mail. Shortly before the deadline, all abstracts in draft form are checked by IMK AG and authors of not fully submitted abstracts in the system are contacted. With the submission, authors agree that their abstract can be published in the abstract book, an e-supplementum in the journal Swiss Medical Forum, and on the website of the annual meeting in the public domain.

The deadline for the abstract submission is around 5 months prior to the start of the annual meeting. Around 2-3 weeks prior to the deadline, an extension of the deadline of maximum 2 weeks is discussed within the SGI | SSMI Congress Commission. The deadline and extension of the deadline are communicated via the annual meeting website and mailings. Submissions after the deadline are not accepted.

## 3. Abstract evaluation

Right after the end of the abstract submission deadline, abstracts are forwarded to jury members for the different categories. Authors are anonymized. The abstract evaluation window is 4 weeks for the jury members. Jury members do not evaluate abstracts which they co-author and, if possible, those from authors from the same institution (if enough other reviewers are available). The distribution of the abstracts to the jury members is done by IMK AG.

The jury members for the different categories include:

- SGI Ärzteschaft (inklusive interdisziplinäre Studien) | SSMI Médecins (y compris les études interdisciplinaires) & Young Investigators:
  - Physicians in the Congress and Scientific Commissions of the SGI | SSMI
- SGI Pflege (inklusive interdisziplinäre Studien) | SSMI Soins (y compris les études interdisciplinaires) & Beste Diplomarbeiten NDS Intensivpflege | Meilleurs travaux de diplôme EPD soins intensifs:

- Nurses in the Congress and Scientific Commissions of the SGI | SSMI plus additional members from Swiss Romande defined by nurses in the SGI | SSMI Congress Commission and colleagues from the IG Praxisentwicklung | GI Évolution de la pratique en soins intensifs, defined by the current president of the IG | GI

With the abstract evaluation, jury members provide for each abstract a score between 0 (no points can be given) to 6 (very good), if the abstract should generally be accepted or rejected, if the abstract should be an oral or poster presentation, and also any comments to the abstract.

#### **4. Final abstract decision and inclusion in the scientific program**

After the abstract evaluation deadline, IMK AG collects all evaluations in an Excel sheet, including all evaluation fields. Abstracts will be ranked, within each category, according to the average score from best (top) to worst (bottom). Based on the evaluations, IMK AG makes a suggestion for cut-off between accept and reject. No proposal is made regarding the decision between oral / poster presentation. If the jury members evaluated the fields accept/reject and oral/poster presentation differently, this is written and marked in the Excel file.

This file is sent to the two co-presidents of the SGI | SSMI Congress Commission within 2 days of the abstract evaluation deadline, one for the physicians and one for the nurses, for the final decisions for each abstract, including:

- Accept or reject
- Accept as oral or poster presentation
- Inclusion of oral presentations in the sessions, and timely sorting within the sessions

The main factors for the decision if accept or reject are the evaluations for this field by the jury members and also relevant comments, e.g. "already published". The main factors for the decision if an abstract is accepted as oral or poster presentation are in the following order of priority: 1) average score, 2) relevant comments by the jury members, 3) suggestions by the jury members if oral or poster presentation, 4) topic of the abstract, 5) number of abstracts highly rated by the same first author, and 6) geographical distribution of the authorship group to create a balance between the different parts of Switzerland.

The abstract decision and inclusion in the scientific program is normally done within a week.

Based on the results of the distribution, IMK AG sends the abstract notifications to the submitting authors and adds the abstracts on the annual meeting website either to the interactive program for oral presentations or the poster list for poster presentations.

#### **5. Abstract awards**

A total of four abstract awards exists, connected to the SGI | SSMI Annual Meeting:

- Best free communication SGI | SSMI physicians (prize money of CHF 1'000)

- Best free communication SGI | SSMI nurses (prize money of CHF 1'000)
- Young Investigator Award (prize money of CHF 1'000)
- Best diploma thesis NDS intensive care (prize money of CHF 500)

No poster award exists. The awards with prizes are mentioned on the website of the annual meeting.

Depending on the timing of the sessions of the abstract oral presentations, the award ceremony is either conducted before the Networking Event of the annual meeting, or at the beginning of the last session on the last day of the annual meeting.

## 6. Abstract awards – Evaluation

The oral presentations in the abstract sessions are evaluated on-site.

For the evaluation of the free communication SGI | SSMI physicians and Young Investigator presentations, the group of physicians evaluating the abstracts as described above plus the chairs of the session receive a link to an evaluation software to evaluate each oral presentation via e-mail and on-site.

For the free communication SGI | SSMI nurses and best diploma theses NDS intensive care presentations, nurses within the SGI | SSMI Congress and Scientific commissions as well as the chairs of the sessions receive a link to an evaluation software to evaluate each oral presentation via e-mail and on-site.

The evaluation for each single presentation includes the following criteria:

- Originality [rating from 1 (worst) to 4 (best)]
- Quality of the study and abstract presentation
  - Clear study question [rating from 1 (worst) to 4 (best)]
  - Methodology [rating from 1 (worst) to 4 (best)]
  - Results [rating from 1 (worst) to 4 (best)]
  - Conclusions [rating from 1 (worst) to 4 (best)]
- Relevance for intensive care medicine [rating from 1 (worst) to 4 (best)]
- Quality of the oral presentation [rating from 1 (worst) to 4 (best)]
- Discussion and questions: Knowledge of the presenter [rating from 1 (worst) to 4 (best)]

The number of points per criteria are summed up for each presentation by each evaluator.

The evaluation results are then analyzed by IMK AG, averaging the scores for each oral presentation from all received evaluations.

For free communications SGI | SSMI nurses and best diploma theses NDS intensive care, the oral presentation with the highest average score wins the award for best free communication SGI | SSMI nurses and best diploma thesis NDS intensive care, respectively. If two oral presentations in a category have the same overall score, both oral presentations receive the award, and the prize money is shared half-half.

For free communications SGI | SSMI physicians and Young Investigator presentations, the awarding procedure is the following since 2023 (since these two categories are combined in one session): The oral presentation with the highest

overall score wins the best free communication SGI | SSMI physicians award, regardless if by a young investigator or not. If there are two presentations with the same score, both oral presentations receive the award, and the prize money is shared half-half. The Young Investigator Award is received either by the highest rated presentation in the session by a young investigator (if the highest rated presentation by a young investigator has not won the best free communication SGI | SSMI physicians award) or by the second highest rated presentation in the session by a young investigator (if the highest rated presentation by a young investigator has won the best free communication SGI | SSMI physicians award). If there are two presentations with the same score, both oral presentations receive the award, and the prize money is shared half-half. In case that no abstracts by a young investigator have been included as a free communication in the session, no Young Investigator Award will be awarded that year.

The awardees are immediately contacted by IMK AG that they have won the award and when and where the ceremony for his/her award is conducted. The award ceremony is generally run by the two presidents of the SGI | SSMI Congress Commission. After the end of the annual meeting, IMK AG contacts the awardees via email to receive their bank information for transferring the prize money via bank transfer.