

HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院 <u>Guidelines for Conduction of Free Paper Presentation of HKCEM</u>	Document No.	EDC-T&E-GL-001-V2
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EDUCATION COMMITTEE

Guidelines for Conduction of Free Paper and Research Seminar Presentation of HKCEM

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Guidelines for Conduction of Free Paper Presentation of HKCEM

Introduction

In the past Free Paper Presentation was organized by the Scientific Affairs Committee. It has become a platform for HKCEM trainees to attain recognition of their fulfillment in research requirement as stipulated in the College Training programme. In addition, this function can provide a valuable learning experience for our trainees. From 2014 onwards, the Education Committee (EC) is responsible to organize this function.

Details of the research requirement can be found in the document named 'research requirement' issued by EC. This document has been placed on the College website.

Suggested Logistics:

1. The Free Paper Presentation or Research seminar presentation (Presentation) would be organized once or twice per year.
2. It can be incorporated into a College organized scientific meeting (e.g. Scientific Symposium of Emergency Medicine), or co-organized with research subcommittee for research presentation by candidates of college-organized research seminar.
3. Announcement of the date of function should be made to all training supervisors and trainees at least 3 months in advance. All EM trainees are eligible to submit for presentation in free paper presentation while only candidates of research seminars are eligible for presentation in research seminar presentation.
4. Full paper of the trainee's research project, with copy to training supervisor, should be sent to the College Secretariat according to the deadline set by the organizing committee of the Free Paper Presentation or research seminar, which is usually at least one month before the Presentation. Full paper must be submitted in college e-Portfolio.
5. A Vetting Panel (Panel) composed of two members would be formed by inviting EC members or suitable senior fellows. In case of discrepancy, third adjudication from another EC member / senior fellow would be independently sought (which is usually the panel chairman).
6. The panel members should declare no conflict of interest with the applicant trainees and should physically be present for the Presentation, unless specifically authorized by the Education Committee.
7. The panel members shall review the full papers and give recommendation whether revision is required concerning the format of the paper (preliminary paper review). Each trainee is allowed one chance to revise the format of the paper before the Presentation.
8. A submission with incorrect format or poor quality may be rejected by the panel based on the preliminary paper review.

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Presentation arrangement:

- a) Presentation should be facilitated by using PowerPoint and/or other relevant audiovisual aids.
 - b) Suggested time allowed for presentation would be 8 min.
 - c) Suggested time allowed for Q&A would be 10-15 min but flexibility is allowed depending situation.
 - d) The Panel should assess the project and paper according to the criteria: original research project related to medical science, with data collection and analysis, applicant as the first author, submitted paper of publishable format, submitted paper of satisfactory standard, and presentation of satisfactory standard.
 - e) The Panel should reach the final decision to accept or reject an application through discussion, or by voting if a consensus cannot be reached.
 - f) The Panel should complete and submit a Panel Assessment Sheet or online platform in college e-Portfolio for further action and record by EC
 - g) Presenting trainees fulfilled the requirement would be granted fulfillment of research requirement for exit examination in e-Portfolio.
10. Appeal, if any, should be made to the Censor in Chief of EC. The appeal may only be made against the process while the professional decision of the Panel should be regarded as final.