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Студенческое научное общество
РНИМУ им. Н.И. Пирогова
Students' Scientific Society of RNRMU

Международная (Всероссийская) Пироговская научная медицинская
конференция студентов и молодых ученых
International Pirogov scientific medical conference
for students and young scientists

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User guide

It is highly recommended to register on the webpage of the conference in case you want to apply your abstract or plan to attend the conference as a guest.

To register we recommend to use following browsers: "Google Chrome", "Mozilla Firefox".
Your browser should have "Cookies" and JavaScript switched on.

I Registration in the system

To create an account, click "New account" and fill in the following fields: "Username", "Surname", "Name", "Second name", select the affiliation, as well as a country and a city of the affiliation, your status!

O Please note that if your affiliation is Pirogov Russian National Research Medical University, use a special field.

Students of Pirogov Russian National Research Medical University have to fill following fields:

- Faculty;
- Student year;
- Group number

If among existing statuses there is no status appropriate to you, please mark "Other" and fill the field manually.

Then click "New account" button, after that you will receive a confirmation email with a link in a few minutes. Follow the link in the email, and after that you can type your password needed to login.

Now you are able to login. In your account you will be able to change data provided during registration and change your password. More importantly you will be able to make a draft of your abstract, submit your abstract when it is ready, as well as check on the status of your abstract in the section "My abstracts" at all stages of processing.

II General providions

1) People over 35 years old and those who are mentioned as scientific mentors (any age) of the abstract are not allowed to be among authors of abstract.

2) All abstracts will be checked in "Anti plagiarism" system. For the further consideration of your application, your abstract should have no less than 85% of the original text.

3) Your abstract should have the format of the scientific research and contain such parts as:
   - Background
   - The research focus
   - The research methods and materials used
   - Results
   - Conclusions

   Works of other formats (referencing of articles, clinical patient analysis, essay, research project or experiment) are not allowed to participate in the contest!

4) The use of acronyms and abbreviations (except standard) is not allowed in the abstract title. The abbreviations in the text of the abstracts must be decrypted.

5) Please note that only full-time participation is allowed in XIII International Pirogov Scientific Medical Conference. Only works selected by the expert commission as an oral or poster presentation will be included in the book of abstracts.

6) The selection of works for the full-time participation will be done by a competent Expert Committee. All abstracts will be sent to the experts after the procedure of depersonalization.

7) Please note that the Expert Committee has the right to recommend your work for "Poster presentation" in case your work will not receive the appropriate scores by the results of the absentee stage of selection for oral presentations, but your work will be worthy of poster presentation.

8) You can find the Committee's decisions by checking on your applications status in "My abstracts" pirogovka-reg.rsmu.ru/abstracts.

III Submission of abstract

1) Go to "New abstract"
2) Choose section (You can only choose one, the most appropriate section). You can find the list of workshops on pirogovka.rsmu.ru/15793.html
3) Select the desired form of participation (please note that the form "publication of the abstract only" does not exist)
4) Specify the status of the first author (the status of work will be determined by the status of the first author which will continue to be taken into consideration during the selection of abstracts by the Expert Committee. Works of students and young scientists are considered in different categories)
5) Enter the name of your work (field is not limited by the number of characters. All characters typed in that field will be automatically switched to upper case)
6) Fill in the text of abstract. The number of characters has to be no less than 500 and no more than 3000 <u>without spaces</u>. Abstract has to have following parts: "Introduction", "Purpose of the research", "Materials and methods", "Results", "Conclusions". Tables and pictures are not allowed in the abstract.
7) After filling all of the fields, click "Save".
8) Further you can fill following fields gradually: "Affiliation", "Authors", "Reporters", "Scientific mentors". After filling all of the fields, please, click "Save".

- Section "Affiliation":
  - ✓ An affiliation that has been specified by you at registration will be offered to you automatically. If needed, you can remove it from the list of your affiliations or add additional affiliated affiliations, connected to your co-authors or scientific mentors.
  - ✓ To add an additional affiliation, please, fill following fields: "Country", "City", "Affiliation".
  - ✓ The full name of the affiliation should be typed, however you do not need to mention the status of the affiliation!

    Correct: Российский национальный исследовательский медицинский университет им. Н.И. Пирогова, Москва, Россия / Pirogov Russian National Research Medical University, Moscow, Russia
    Incorrect: ФГБОУ ВО РНИМУ им. Н.И. Пирогова Минздрава РФ, Москва, Россия.

- Section "Authors": here you can specify full name of all of the authors of the work as well as relate authors and affiliation(s).

- Section "Speakers": you have to choose the reporter from the list of previously mentioned authors, as well as specify if they need a room in the dormitory.

Attention!!!

The stay in the dormitory is available for a free.

Price is 1000,00 rubles per day.

For more information about the stay in the dormitory, please, contact a curator of the workshop (contact information of the curator can be found on pirogovka.rsmu.ru/15793.html or on the editing page of your application).

Заявка / Application

Куратор / Curator:

- Section "Scientific mentors": specify full name of your scientific mentor, academic degree and title.

  Academic degree should have the following format*:* PhD, MD, etc.
  Academic title should have the following format: Prof., Assoc. Prof., etc.

  List of acronyms:
  Candidate of medical science – Ph.D in Medicine
  Doctorate of medical science – MD in Medicine
  Candidate of biological science – Ph.D in Biology
  Doctorate of biological science – MD in Biology
  Associate professor – Assoc.Prof.
  Professor – Prof.

9) After you fill in all of the sections, please, pay attention to red tips, i.g.: "Abstract is less than 500 characters". Those tips will indicate the mistake in the field.
10) After you fill all of the fields correctly, you will see the button "Send".
11) Please, remember that until you click "Send" button, your abstract is *a draft*, and you can change it any time.
12) After clicking "Send", your draft will be in the section "Applications" and will be *unavailable for further changes*.
13) Then you will have to *check on the status* of your status in your account.
    - You need to go to "My abstract". You will see a table, including:
      - Serial number of your application
      - Name of your abstract

- - Status of your abstract
- During the work of curators and experts on abstract, they can make technical corrections in abstract. Any correction will require author's consent**!!!**

Kindly requested!!!

We advise you to check the status of your abstract regularly, because you will have to confirm if a curator of the section makes any correction in your work.

Требуется подтверждение автора после корректировки куратором/ Author confirmation is required after processing by the curator

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Куратор / Curator:

Sincerely,
Organizing committee