

SCANSECT's "Cookbook"

SCANSECT Executive Committee 2004

Purpose and guidelines:

The Bye-Laws for SCANSECT state that:

The purpose of the Society is to:

- *promote the scientific development of extracorporeal technology.*
- *encourage and support research within the field of extracorporeal technology.*
- *promote networking and collaboration between individuals, authorities and organisations working with or otherwise interested in extracorporeal technology.*
- *arrange training courses and supplementary training programmes within the field of extra corporeal technology.*
- *protect its members' interests in matters relating to extracorporeal technology and its conditions in Scandinavia.*

This is obviously not very clear, and the Executive Committee has therefore drafted the following more specific objectives and guidelines for SCANSECT:

- To ensure that graduation projects from the school are presented at the SCANSECT congress or that abstracts are posted on the homepage to allow anyone to familiarise themselves with and learn from the "goings-on" within the perfusionist profession.
- To ensure that new perfusion products/methodology are presented.
- To provide valuable information from the Society by keeping the homepages updated. The homepages should be updated monthly and current information should be posted there on a regular basis.
- The national representative on SCANSECT's Executive Committee sends at least one e-mail/letter per year to each member in the respective countries with updated information. Individual members are encouraged to bring forward their input or inquire into the activities of the Executive Committee.
- The national representative on SCANSECT's Executive Committee gives an annual presentation at the national General Meeting to report on the activities of SCANSECT and should generally aim to spur discussion and commitment among the members.
- SCANSECT's General Secretary provides assistance and support if required, to the local organiser of the SCANSECT congress.
- SCANSECT's Committee for Training works out a 4-year plan for the PV training (Supplementary training programmes for Perfusionists).
- Abstracts submitted to the SCANSECT congress must be evaluated by Scientific Committee and published on the homepages after the congress.
- To ensure annual updates of the membership lists.
- To persuade Scandinavian authorities to recognise perfusionists as a separate professional grouping and make it a statutory requirement for practitioners of the profession to have approved perfusionist training and practice.

Executive Committee 2003.

The General Secretary:

- Convenes Executive Committee meetings.
- Checks on the committees and receives minutes from their meetings.
- Ensures that the General Assembly is properly announced and convened.
- Ensures that the General Assembly is scheduled in the congress programme. Preferably after lunch but before the coffee break on day 1 or 2 of the congress.
- Ensures that there is lunch and a meeting room for the SCANSECT board meeting to be held in a lunch break during the congress, before the General Assembly.
- Ensures that the president of the next congress is informed about the deadlines for abstracts, etc.
- Presents awards instituted by SCANSECT at the congress.
- Addresses topics suggested by the members for discussion at the Executive Committee meetings.
- Ensures that the congress continues to have the status of an international congress under EBCP.
- Check on the national perfusionist society one year prior to election to reassure og re-election or a new member.
- Election of Gerenal Secretary goes on shift between NORSECT, DANSECT and SWESECT. The General Secretary may seek re-election.
- Keeps lists of the participants of former congresses for the use of each year's Congress President.
- After each congress makes sure that abstracts from the congress are forwarded to the webmaster.
- The order of the SCANSECT congresses is: Finland, Denmark, Sweden, Norway, and Iceland. The General Secretary is to contact the national perfusionist society in order to get the name of the President, or the contact person, for the coming two congresses.

Secretary:

- Writes minutes.
- Drafts and sends out announcements and notices of General Meetings in consultation with the General Secretary.
- Minutes, etc., are posted on the homepages.
- Makes lists of the Executive Committee and the committees.

Store clerk:

- Responsible for the display of the banners at each meeting.
- Responsible for the storage of the banners between meetings.

Treasurer:

- Prepares the accounts and budget.
- Collects membership fees from all ordinary members of the national societies as well as individual members and associated members prior to the General Meeting, complete with SWIFT and IBAN data and other relevant information.
- Reimburses any outlays incurred by Executive Committee or committee members in the performance of their duties for the Society.
- Provides flowers to be given to the award winners and the Host President at the Gala Dinner.

Travel expenses:

- Reimbursement will be made for the Executive Committee members' participation in Executive Committee meetings in connection with a national annual meeting and General Meeting unless such reimbursement can be obtained elsewhere.
- Travel expenses will be reimbursed on a level corresponding to the fare of the least expensive means of transportation or by a rate determined by SCANSECT (an average of the Scandinavian rates).
- Travel expenses for lecturers will be reimbursed, and they will be paid a symbolic fee, possibly in the form of a couple of bottles of good wine.
- Travel expenses incurred by members of the Scientific Committee in connection with the evaluation of abstracts for the SCANSECT congress will be reimbursed by the congress.
- Travel expenses incurred by members of the Scientific Committee in connection with participation in the SCANSECT congress will be reimbursed by SCANSECT for one representative from each country unless such reimbursement can be obtained elsewhere.
- Travel expenses incurred by the members of the Committee for scientific matters in connection with training of perfusionists will be reimbursed by SCANSECT unless such reimbursement can be obtained elsewhere.
- For all PV training, a budget must be drafted and submitted for approval by the Executive Committee. SCANSECT may decide to reimburse a deficit caused by a sudden drop in the attendance. The scale of the amount will be determined in connection with the preparation of the budget.
- Travel expenses incurred by Executive Committee members participating in PV training courses will not be reimbursed by SCANSECT, unless such participation is mandatory.
- In order to have travel expenses or other outlays reimbursed, the member in question must state his IBAN and SWIFT numbers and the name and address of the bank to which the money is to be transferred.
- Once the money has been transferred, a mail/letter must be sent to the treasurer to confirm that the money has been transferred, and that the amount is correct.

Scientific Committee:

Members:

- Consists of 5 members. Ideally there should be one member from each of the Scandinavian countries: Denmark, Norway, Sweden, Iceland, Finland. The members of the Scientific Committee must have a perfusionist education or EBCP Grand-Person status, they must work as a perfusionist and be member of SCANSECT.
- The members are elected at the General Assembly for a period of 4 years. Re-election is possible. The members of the Scientific Committee should be from different SCANSECT membership countries.
- The Chairman of the committee is elected inside the committee by simple majority, and notifies the General Secretary and the President of the coming congress of the result of the election.

Tasks of the Committee:

- Evaluation and choice of abstracts for the SCANSECT congress. In the event of disagreement in the committee a decision is reached by a majority vote.
- The members of the committee will provide help to Scandinavian perfusionist colleagues who request help to draw up an abstract or set up a scientific study.
- Selection of the best presentation in each prize-category. The selection will be based upon an overall evaluation of abstract and oral presentation. The criterions for award candidature are: good scientific work (modified for case report presentations), Good, carefully prepared, clear and understandable abstract, good oral presentation in an understandable English, good and relevant slides.

Tasks of the Chairman:

- Liaison between the Committee and the SCANSECT president and General Secretary, the Scientific Committee of SATS, and the congress bureau, in relation to the yearly SCANSECT congress.
- The chairman receives the submitted abstracts from the congress bureau and forwards them to the other members of the committee.
- Summons the abstract meetings. Choice of meeting form depends on the number of submitted abstracts: telephone meeting or face-to-face meeting, possibly joint with the SATS meeting.
- Forwards the committee's decision concerning the submitted abstracts to the congress bureau, which will then notify the authors.
- SCANSECT's representative in the Scientific Committee of FECECT.
- Supervise that accepted abstracts to forthcoming SCANSECT meeting are presented on congress homepage.
- Responsible for providing the SCANSECT Award Certificate in an appropriate frame for each year's prize giving.

Abstract requirements:

- Authors: name, hospital, department, country
- Abstract: wording in correct English based on *Background, Aim, Materials & methods, Results and Conclusion*.

- An abstract of an ongoing study without results will in general not be accepted.

Setting up an abstract:

It is the responsibility of the congress president to make sure that the abstract submission form is designed to provide the Scientific Committee with the following information:

- The forum for the presentation: SATS or SCANSECT
- Oral or poster presentation
- First time presenter or perfusion school graduation paper
- Author(s)
- Abstract Title
- Abstract

Submitted abstracts will receive a number. Abstracts will be forwarded by the congress bureau to the Scientific Committee **without** name or affiliation of author (in order to reduce the risk of bias in the evaluation process).

Deadlines og dates:

- The congress takes place during the last fortnight of August.
- Deadline for submission of abstracts: **May 1st**.
- Deadline for forwarding the abstracts to the Scientific Committee: **May 15th**.
- The Scientific Committee will meet between June 1st and **June 10th**.
- The Chairman will notify the congress bureau directly after the meeting.
- Between the 2nd week of September and the 2nd week of October the chairman will send an email to the Scandinavian centers with invitation to present abstracts for the coming SCANSECT meeting. The email should include an offer of help in matters of study and abstract.

Committee for training:

Members:

- At least 3 individuals with perfusionist training or EBCP Grand-Person status who are working as perfusionists and are members of SCANSECT.

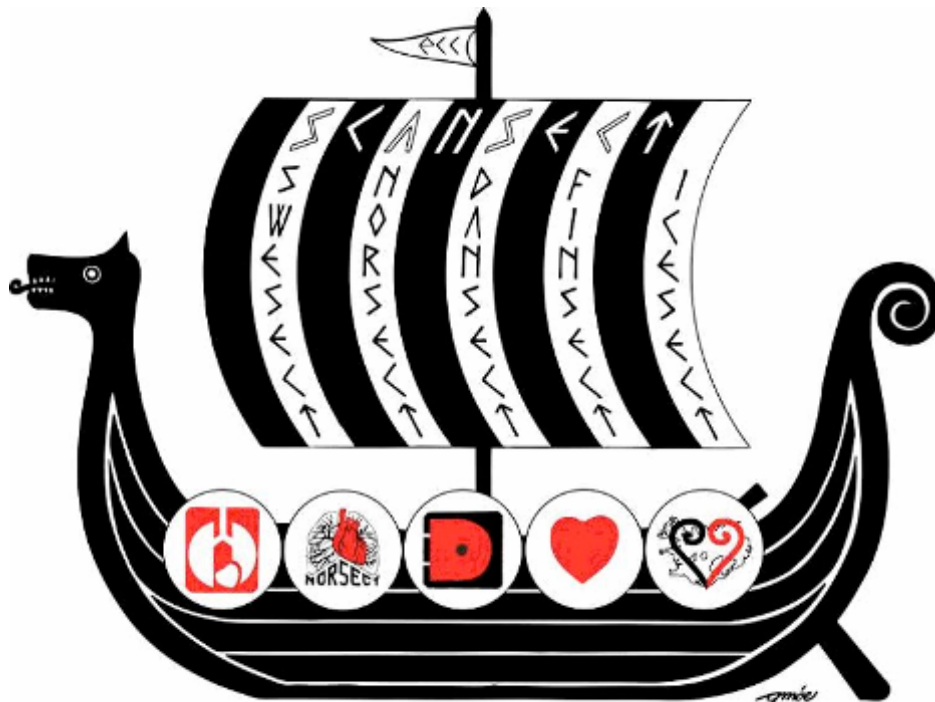
- Appointed by the General Meeting for four years at a time. Members may seek re-election. The intention is for the members of the special committee for training to represent different SCANSECT member countries.
- The committee elects a co-ordinator from its midst by simple majority, and the co-ordinator immediately passes on this post to the General Secretary.
- The coordinator is SCANSECT's representative on the school board.

Task of the committee:

- The committee must work out a 4-year plan for the PV training (Supplementary training programmes for perfusionists).
- The committee members should serve as resource persons to Nordic perfusionist colleagues who need assistance in the organisation of training courses (inc. UNI approval).
- The budget submitted by the organisers must be approved in consultation with the Executive Committee.
- Together with the Executive Committee, the committee decides on the scope of any possible support and on the scale of any deficit to be covered by SCANSECT.
- Meetings are held annually.
- To maintain close contact to the existing schools in Scandinavia as regards updating of training courses.

COOKBOOK FOR THE PRESIDENT OF THE **SCANSECT** MEETING

RECIPE FOR THE PRODUCTION OF AN INTERNATIONAL CONGRESS



THE SCANDINAVIAN SOCIETY FOR EXTRACORPOREAL TECHNOLOGY

Organization committee:

Consists of:

- SCANSECT President of the congress
- SATS President of the congress
- The congress bureau
- SCANSECT Scientific committee
- SATS Scientific committee
- Social committee
- Treasurer
- Secretary

Organizing committee plans the overall course of the congress. Meets frequently.

Use each other for **sparring and exchange of ideas**.

- Rapidly chooses a contact person for **sponsors and exhibitors**.
- **Finds a suitable location**. The congress hall must be of convenient size, well ventilated and arranged so that opening of the doors during a presentation will not disturb speaker or audience. All participants should be able to see the whole screen.
- When planning the programme it is important to take into account that the **breaks** are long enough for the participants to have coffee or lunch, and also visit the exhibition.
- If possible, a bell should ring at the end of the break.

The congress bureau takes care of all **practical issues** regarding the congress:

- Registration.
- Scientific papers: reception, confirmation, and later, information to authors about acceptance/rejection of abstracts.
- Congress venue and catering.
- Transportation. Beware that if public transportation shall be used, this must be mentioned in the preliminary programme and on the home page. Tickets for public transportation must be provided at registration. The Congress President must make sure that public transportation is in service during the period of the congress sessions.
- The congress bureau works closely with the secretary and the treasurer of the congress. In order to keep costs low certain tasks may be taken care of by the secretary of the congress.

The scientific committee is responsible for planning and organizing **the scientific program in collaboration with the organizing committee**. Please refer to the section "Scientific Committee".

The social committee is responsible for the social events:

- VIP to make a speech at the opening ceremony (member of the Royal Family, member of government, or similar).
- Welcome reception.
- Evening arrangements (get-together and gala dinner - incl. possible sponsoring).

- Entertainment.
- Arrangements for accompanying persons.

Treasurer:

- Budget responsible.
- Contact with the bank.

Secretary: functions as coordinator.

- Responsible for the homepage and for
- Publication of announcements.
- Takes care of all loose ends: for example: travel arrangements, hotel reservation, and registration regarding the invited speakers.
- Makes minutes of the meetings.
- Follow-up on unresolved issues.

SCANSECT President:

The main task of the SCANSECT president is to **plan and arrange the scientific part of the congress in collaboration with the scientific committee.**

- **Scientific sessions**
 - free papers (each oral presentation should be allocated 10 minutes for presentation and 5 minutes for subsequent discussion)
 - invited speakers
- **Post-graduate course**
- **Joint sessions** in cooperation with the SATS-president. The contents of the joint sessions should be relevant to all participants. The speaker should be informed that his audience consists of different professionals.

Depending on the circumstances of the specific congress the president may have other responsibilities. The president may delegate specific tasks. This is advisable, because there is a great work load resting on the president. Nevertheless, the president has the final responsibility.

The President must make sure that the **abstract submission form** on the home page of the congress contains tick-off boxes for

- Submission for presentation at SCANSECT or SATS
- Presenter's title (possibly as a drop-down menu) with the following choices:
 - Perfusionist
 - Surgeon
 - Anaesthesiologist
 - Nurse
 - Other
- Perfusion School Graduation Paper
- First Time Presenter
- Case Report Presentation
- Author's permission to publish the abstract on the SCANSECT home page.

The President must make sure that the **registration form** on the home page of the congress contains tick-off boxes for

- Registree's title (possibly as a drop-down menu) with the following boxes:
 - Perfusionist
 - Surgeon
 - Anaesthesiologist
 - Nurse
 - Other
- Registree's place of work, address, and email address.

If possible, the participants' name tags should have colour markings according to the category of registration: perfusionist, surgeon, nurse, other.

After the congress the SCANSECT President must **send a list of the participants** of the meeting, with information about profession, affiliation and email address for each participant, **to the SCANSECT General Secretary**.

After the congress the President must send a copy of all SCANSECT abstracts from the abstract book, to the General Secretary, in preparation for publication on the SCANSECT home page.

The president is member of the **organizing committee** and should participate in all the joint planning meetings.

The General Secretary has a list of the participants of former congresses. The President can require this list and send 1st and 2nd Announcements by email to the persons on the list.

The president of SATS and the president of SCANSECT will each make a short **speech** at the opening ceremony and a longer **speech at the gala dinner**.

The President should inform the participants, or ask the moderators to do so, that mobile telephones in the congress hall must be switched off.

The president is **the formal contact person for invited speakers and moderators**.

- Makes sure that the invited speakers and moderators are present at their sessions.
- Finds an alternative solution in case of speaker illness or absence for other reasons.
- Is present at sessions whenever possible.
- Thanks the invited speaker after his lecture, if possible with a gift.

Invited Speakers:

Main Topic

The main topic of the congress is decided at one of the first meetings of the organization committee.

The main topic may be divided into sub-topics. Make sure that the main topic has not been the subject of a recent SCANSECT congress.

The first **contact with potential speakers** should take place 8-6 months before the congress. The good and sought-after speakers are very busy with lecturing, and travel extensively, so it is a good idea to start out early to have the best chances of engaging the best speakers before they are booked for other congresses.

Search for literature on the topic – preferably published within recent years. An article several years old is no indication of the author's being still in the front line of the research and development of that specific topic.

Who has recently published on the topic?

If an author has published several papers on the same subject it is reasonable to assume that he has an extensive knowledge of this subject.

Where does the author come from? It is cheaper to invite a speaker from Holland, than one from Australia. And it is risky to invite someone from the Orient since there is a risk that he/she may not speak and understand passable English.

Let the speaker's papers inspire you to find a **tentative title** for the presentation. This "**working title**" should be a source of inspiration for the speaker, and indicate the focus which you wish for the speaker to take on the subject. In this way you will guide the speaker to the specific part of the topic which you want him to speak about, and you will lessen the risk of several speakers treating exactly the same points of the topic. The speaker should, however, be free to choose another title, at his convenience.

Find the speaker's mail address and telephone number. There is often a contact mail address mentioned in an article. Phone number may be found on his hospital's home page.

Contact your prospective speaker. First contact preferably by phone, because you will have an answer immediately, and can check that you have the correct address.

If the speaker declines your invitation you may ask him if he can suggest another expert in the field of your topic.

When the speaker has accepted your invitation, you must send him a written confirmation of your invitation. This should include:

- A formal invitation, mentioning that the congress bureau will take care of travel and hotel arrangements etc
- A short presentation of the congress.
- The topic and tentative title of the speaker's lecture. Expected duration of the lecture. AV-equipment at his disposal.
- If possible, include latest announcement.
- Give the web-address of the congress homepage.

- Ask for confirmation within a reasonable time limit, because you may need time to find an alternative if your speaker changes his mind.

Please refer to the page: Example of letter to invited speaker.

The invited speaker is the guest of the congress and should not pay his own travel fare, hotel, or congress fee.

The congress bureau or the secretary of the congress should take care of travel booking (tourist class, unless the speaker insists on business class), hotel reservation and registration of the speaker. Don't forget transportation between airport and congress venue. If the speaker wishes to make his own travel arrangements this should be OK as long as travel expenses do not exceed the price the congress would have had to pay if you had booked the journey. If the speaker wishes to bring an accompanying person the expenses regarding travel, hotel, and congress registration for this person must be paid by the speaker.

When you have **final confirmation from the speaker** you should send him a letter stating the date and time (tentative) for his lecture.

It is advisable to **ask the speaker by which title he wishes to be introduced** by the moderator. Please refer to the page: Example of letter to invited speaker.

Create **draft schedules** for the daily program, to give you an overview and make it easier to see your corrections in the larger picture. Make sure your draft schedule is always à jour. This enables you to, at a glance, know what lacks to be done, and from whom you are waiting for confirmation. Remember to make room for the General Assembly of SCANSECT after lunch and before the coffee break on the 1st or 2nd day of the meeting.

It is a good idea to have a small **gift for each of the invited speakers**. The gift may be something which refers especially to the venue of the congress. You may present this gift to the speaker after his lecture, while thanking him for coming.

Announcements and applications:

Announcements:

An **invitation** from The SCANSECT President should be included in the announcement pamphlets together with the invitation from the SATS president.

6 and 3 months before the congress, make an **announcement** about the congress **on the Perflist and/or other perfusionist forums and home pages**, if possible as a web link.

For inspiration please refer to the page: Example of announcement for Perflist and other Perfusion Forums

Application for ABCP approval:

This is the exact wording from ABCP National Secretary:

The procedure for obtaining ABCP approval for programs seeking Category I CEU credit hours for perfusionists is as follows:

Requests from the Meeting Sponsor must be received by the ABCP National Office at least thirty days prior to the date of the meeting. A minimum of 75% of the contact hours must consist of perfusion related material to qualify for Category I CEUs.

- A letter requesting CEU assignment must be accompanied by:
- A copy of the program identifying meeting sponsor, chairperson, moderators and faculty
- A timed agenda specifying topics and presenters
- Titles, affiliations, credentials and/or qualifications of all faculty
- A sample of each:
 - Meeting evaluation form (send tabulated results one month after meeting occurs)
 - Daily sign-in sheet (keep records for 4 years)
 - Certificate or letter of CEU credit
- Application fee of \$100.00

Meeting Sponsors will be required to post or display the sign-in periods. Sponsors must provide verification to all attendees in the form of an official document such as a letter or certificate, specifying the total number of CEU credit hours earned by that individual. There is no limit on the number of CEUs a CCP may claim for any one Category I meeting.

You may mail, email or fax application materials. Many times, if a sponsor emails the information, we have the CEU assignment back by the time the check arrives by mail. No CEUs will be assigned after the date of the meeting.

We will forward your information to the ABCP when we have received items 1-4. We will need to receive a money order for \$100.00 US Dollars before the official letter granting the CEUs will be sent out.

Evaluation form:

In order to obtain ABCP accreditation the congress participants must fill out evaluation forms, evaluating each presentation.

Please refer to the page: "Meeting Evaluation Form"

Free Papers/Posters/Case Reports:

- Check that abstracts arrive to the congress bureau via the homepage.
- Abstracts must be sent to the chairman of the SCANSECT Scientific Committee immediately after deadline for submission.
- The SCANSECT Scientific Committee notifies the congress bureau of which abstracts have been accepted for oral presentation/poster presentation/case report session.
- As soon as you know the number of papers in each category, you can start planning the scientific sessions.
- Accepted papers may be presented on congress homepage.

Please refer to the section “Scientific Committee”.

Moderators:

Find your moderators among the participants of the congress. If possible, choose persons with a **specific knowledge** of the topics of the session. This is unfortunately not always possible.

The congress does **not pay** a moderator. You may ask some of the invited speakers, if they would act as moderators in a scientific session. Often, however, the invited speakers do not participate in the whole congress, so it is necessary to find other moderators.

For Invited Speaker sessions one moderator may sometimes be enough.

For each scientific paper session there should be 2 moderators. For the SCANSECT sessions **at least one of the moderators should be a perfusionist.**

You may start by asking the invited speakers if they would act as moderators at a session. Find the other moderators among the perfusionists who register for the congress.

As soon as you have your program in place, you should **write to the moderators** stating which session they will be moderating, and which presentations will be given in their session, so that they may familiarize themselves with the topic and prepare possible questions for the speakers.

Ask the moderators to inform the participants that mobile phones must be switched off. Ask the moderators to inform the participants about the length of the breaks, and possible events after the break (such as the General Assembly).

Profile of a moderator:

Positive attitude

Good speaking and understanding of the English language is necessary, as his task is to be a sort of "host" to the session:

- Introduce the speaker, stating title of presentation.
- Listen attentively to the presentation.
- Thank the speaker after the presentation.
- Moderate questions from the audience.
- When appropriate, ask questions related to the presentation.
- Help rephrase questions or answers in case of linguistic problems between presenter and audience.
- Make sure that the time frame is respected.

Example of letter to Invited Speaker:

Dear NN.

Following our telephone conversation today it is my pleasure to confirm my invitation to you to speak at the Annual Meeting of the Scandinavian Society of Extra-Corporeal Technology (SCANSECT), which will take place in (*City, country*) on (*dates*), joint with the Annual Meeting of the Scandinavian Association for Thoracic Surgery (SATS).

The main topic at the SCANSECT meeting will be (*title of main topic*). We would like you to address an aspect of this topic in a 30 (*or 45 – depending on your planning*) minutes' lecture. For working purposes I have titled your presentation

".....*state your tentative title*....."

But this is by no means final, so please don't hesitate to let me know if you prefer a different title. For your information I enclose the draft of the scientific programme. There may still be adjustments to make, but this will give you an idea of the topics treated by the other speakers.

As an invited speaker you will be the guest of the congress, and we will of course take care of your congress fee, airline ticket, and hotel room at the congress site for the duration of the meeting.

If you wish to read more about the congress please visit our homepage: www.SCANSECT200X.xx

In order to make the introduction as correct as possible when presenting you to the audience, would you please let us know by which title you would like to be presented (ex.: perfusionist/chief perfusionist, anaesthesiologist, surgeon...), and for which line of work you would like to be cited. Anything that will give the audience an insight into your line of work, specialty etc. - in a few sentences.

Thank you very much for your understanding.

I am looking forward to your confirmation of the above in the near future and to welcome you in (*congress venue city*) in August.

Yours truly

Your name

Your title (perfusionist/chief perfusionist ...)

President, SCANSECT 200X

Address, e-mail address and telephone number (incl. country code).

Example of announcement for Perflist and other Perfusion Forums

Dear Perfusionist Colleagues.

The joint Annual Meeting of the Scandinavian Society for Extracorporeal Technology (SCANSECT) and the Scandinavian Association for Thoracic Surgery (SATS) will take place in *(city and country)* on August *(dates)* 200x.

This year's main topics will be *(your year's topic)*

Deadline for submission of abstracts for the scientific sessions and case report session is May 1st, 200x.

There will be awards for best presentations in the scientific sessions, the poster session, and the case report session.

This is a great opportunity for you to combine participation in a scientific meeting with a visit to *(write something positive and inviting about the congress venue)*.

Please visit the home page of the meeting for further information:

www.sats-scansect.org

Looking forward to seeing you this summer in *(city of venue)*

Your name

President

SCANSECT 200x

(Your hospital, address, phone number, and email address)

(If there is a good home page for tourists to your area you may cite it here)

SCANSECT MEETING EVALUATION FORM

200X



Date **Presentation title**
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

SCANSECT SCIENTIFIC COMMITTEE

**GRADING SHEET FOR SCIENTIFIC PAPER
ABSTRACT**

(PAPER TITLE/ABSTRACT NUMBER)

	YES (2 PTS)	ACCEPTABLE (1 PT)	NO (0 PTS)
RELEVANCE/INTEREST			
IS THE MATERIAL SUFFICIENT?			
ARE THE MATERIAL COMPONENTS COMPARABLE?			
IS THE METHOD APPROPRIATE?			
IS THE STUDY PROSPECTIVE/RESTROSPECTIVE?			
IS THERE A HYPOTHESIS?			
ARE RESULTS CONSISTENT WITH STUDY PURPOSE?			
DOES CONCLUSION CORRESPOND WITH STUDY RESULTS?			
CORRECT LANGUAGE/CLEAR READABILITY			
TOTAL POINTS			