

PDS MEMBERS' ORAL PRESENTATION

I. OBJECTIVE

To promote dissemination of original research papers done by PDS members.

I. ELIGIBILITY OF ENTRIES

1. Any original research by a PDS member may be submitted, such as:
 - a. Experimental study
 - b. Non-experimental study
 - c. Case report/case series
2. Experimental studies and non-experimental studies (when applicable) should have been approved by an Institutional Review Board (IRB).
3. Case reports and case series must have obtained informed consent from the patients if the patient's photographs and information are not de-identified.
4. Manuscripts presented in any national or international scientific meeting or conference may be submitted.
5. Manuscripts that have been published in any medical journal are automatically disqualified.
6. Industry-sponsored or -initiated papers remain eligible, provided the primary author is a PDS member and the sponsorship/commercial support is disclosed.

II. REQUIREMENTS FOR SUBMISSION

1. The following are the required documents for electronic submission:
 - a. Cover Letter (Appendix I)
 - b. Disclosure of Potential Conflicts of Interest Form (COI) (Appendix II)
 - c. Abstract Form (Appendix III)
 - d. E-Poster of the manuscript (all submitted abstracts will be automatically included in the e-poster category)
 - e. Patient's duly accomplished informed consent for case reports/case series
2. Submission of the abstract indicates that all authors agree to the content of the paper, and to the submission of the e-posters.

Email address: pdsmembersforum@gmail.com

Email subject: MEMBERFORUM_EPOSTER_FAMILY NAME

Pdf file names: <member_forum>_<Author's last name>_<brief title>_** (** Cover Letter, Abstract, E-Poster, or COI Form)

example: memberforum_eposter_Santos_Mycosis fungoides_Cover Letter

3. The author should submit a Cover Letter in which they have to indicate which category their manuscript falls under (See Table 1).
4. During the review process, the Research Committee reserves the right to reassign any submission to another category if they determine it is more applicable to the content of the abstract.

Table 1. Categories

CATEGORIES	
<ul style="list-style-type: none"> ● Acne ● Aesthetic/Cosmetic Dermatology ● Aging/Geriatrics ● Autoimmune Disorders and Connective Tissue Diseases ● Basic Science ● Community Dermatology ● Contact Dermatitis: Allergic & Irritant ● Dermatopathology ● Dermatologic Surgery ● Diagnostic Techniques/Immunostaining ● Digital/Electronic Technology (ie dermoscopy, digital imaging technology) ● Disorders of the Subcutaneous Tissue ● Eczema ● Epidemiology & Health Services Administration ● Genodermatoses ● Hair & Nail Disorders 	<ul style="list-style-type: none"> ● Immunodermatology & Blistering Disorders ● Infections ● Internal Medicine Dermatology ● Papulosquamous Disorders ● Pediatric Dermatology ● Pharmacology ● Photobiology, Phototherapy & Photosensitivity Diseases ● Pigmented lesions, disorders & pigmentary changes ● Psychocutaneous and neurocutaneous Diseases ● Surgery (laser, cosmetic, dermatologic) ● Telemedicine ● Tropical Dermatology ● Tumors ● Vascular Anomalies/Disorders ● Wound Healing & Ulcers

III. PREPARATION OF THE ABSTRACT

1. The abstract must be written in English, structured (Appendix II) and limited to 250 words.
2. A maximum of five (5) authors may be listed.
3. The title should be concise and indicative of the content of the paper. It should not exceed 30 words, should not contain abbreviations, and only the first letter of the first word and proper nouns are capitalized.
4. Below the abstract, provide 3-5 keywords or brief phrases that will assist the indexers in cross-indexing your article and that may be published with the abstract. Use terms from the Medical Subject Headings (MeSH) list of Index Medicus. If MeSH terms are not available for recently introduced terms, present terms may be used.
5. The extent of commercial funding, if applicable, by any pharmaceutical company or business enterprise, should be disclosed in the abstract.
6. Do not include graphs, tables, illustrations, photographs and references.
7. Trade names for drugs, devices and/or instrumentation (e.g. mexameter, evidence based devices, biologics, soft tissue fillers), should not be used. Any medications, substances or devices should be identified by their scientific or generic name only. To distinguish a formulation or device, use "generic name or description, [Manufacturer's name]."

IV. E-POSTER PREPARATION

1. Please see below the technical guidelines for the e-poster.

E-POSTER SPECIFICATIONS	
Presentation program	Microsoft Office Powerpoint or Keynote
Slide ratio/orientation	width: 11.25 in (28.575 cm) height: 20 in (50.8 cm)
Resolution	1080 x 1920
Font style	Times New Roman, Arial, Calibri, or Tahoma
Font size (minimum)	Title: 24 body: 18 Description/explanation of figures: 14
Graphs and diagrams	Minimum line width of 2 mm
Maximum no. of slides	1
File format to be submitted	PDF format

2. Use background and text colors which provide a high level of contrast, e.g. white or yellow text against a dark blue or black background.
3. The e-poster should include the poster title, names of authors, disclosure of commercial support, if any, and major references only (maximum of 5).
4. The e-poster should have the following headings:
Case Reports; *Abstract, Introduction, Case Report, Discussion, References*
Non-experimental and experimental studies: *Abstract, Introduction, Methods, Results, Discussion, References*
5. Conflicts of interest and commercial funding should be disclosed, or stated as none, through a statement on one of their slides.
6. Description, explanations, or text below figures should be *italized* and the font size smaller than the font size of the body of the poster.
7. Patient's photographs and personal information (i.e. patient's pedigree or demographics) should be de-identified, unless a written informed consent has been obtained from the patient, allowing his/her photos not to be de-identified.
8. The source of photographs, tables, and illustrations must be declared if they are not the property of the presenter.
9. Trade names for drugs, devices and/or instrumentation including lasers, should appear only once. Include the "generic name or description, [Manufacturer's name]". Product or industry logos should not be included in the poster.

V. ORAL PRESENTATION

1. Three (3) abstracts will be chosen for the oral presentation session. The order of presentations shall be pre-determined by the Research Forum organizers through random selection. Presenters shall be informed of the order of presentation prior to the Research Forum.
2. The presenters will be given a maximum of eight (8) minutes to present his/her study.
3. A two (2) minute question and answer portion will follow after the presentation of all papers (or after each presentation).
4. A certificate of appreciation will be awarded to the presenters.

REMINDER: The first email submitted will be considered as the final submission.

APPENDIX I
Cover Letter

MEMBERS' FORUM COVER LETTER

<p>Date:</p> <p>To: PDS Research Committee</p> <p>From:</p>
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I. CATEGORY:

- Members' Forum, Experimental study Members' Forum, Non-experimental
- Members' Forum, Case Report Contest

II. TITLE:

III. NAMES OF AUTHORS (in order of authorship, with the name of the presenter in BOLD letters):

- 1.
- 2.
- 3.
- 4.

I certify that:

1. The study was conducted according to the IRB-approved protocol and protocol amendments.
 2. The manuscript has been seen and approved by all authors. Authors approve the entry of the paper in the Research Forum and Case Report Contest and are aware that the prizes will be awarded to the presenter.
 3. The manuscript has not been accepted or published in any medical journal.
 4. The authors agree to include the abstract in the PDS Research Inventory.
 5. I have disclosed all conflicts of interest and source of funding in the manuscript.
 6. The institution and the authors of the paper are willing to abide by the rules and regulations of the forum, and the decision of the forum organizers.
- The authors give their consent to have their abstract published in the e-Book of Abstracts that will be given to the delegates of the PDS Annual Convention**

Signature over Printed Name (Author 1), Date

Signature over Printed Name (Author 2), Date

Signature over Printed Name (Author 3), Date

Signature over Printed Name (Author 4), Date

APPENDIX II
Conflict of Interest Form

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Authors are responsible for disclosing all financial and personal relationships between themselves and others (e.g. pharmaceutical companies) that might be perceived by others as a source of bias.

Papers with financial competing interests or potential study interpretation conflicts will not be eligible to compete in the Annual Residents' Research forum or Case Report Contest

Submit only one Conflict of Interest (COI) form if all authors have the same COI to declare. If not, the author/s that have different declarations should accomplish and submit their individual COI forms.

I/we have submitted a manuscript for possible presentation in the Philippine Dermatological Society's:

- PDS Members' Forum

Title of Manuscript: _____

To the best of my/our knowledge, the following are true of the submitted manuscript:

1. Neither I/we, nor the data reported in the manuscript have financial competing interests¹ from any pharmaceutical company or other commercial interest, except as described below.
2. The data reported in the manuscript does not have any potential study interpretation conflicts.²

Please use the space below to describe any possible exceptions:

I/we, the undersigned, have completed this form to the best of my/our knowledge.

Signature over Printed Name (Author 1), Date

Signature over Printed Name (Author 2), Date

Signature over Printed Name (Author 3), Date

Signature over Printed Name (Author 4), Date

¹Financial competing interests may include, but are not limited to, the following:

- a. Receiving reimbursements, fees, funding, or salary from a/n pharmaceutical company/ commercial organization that may in any way gain or lose financially from the publication of the article, either now or in the future.
- b. Ownership by the author or a first-degree relative (e.g. sibling, parent, spouse) of a company that sells a product related to the subject matter of the manuscript.

The following situations are not considered financial competing interests:

- a. The donation of topical or oral medications, biologics, devices, and equipment from a pharmaceutical company.
- b. Lease/loan of machines (e.g. light, laser and energy based machines) from pharmaceutical company.
- c. Financial support for study procedures required by guidelines in the use of a pharmaceutical agent by a pharmaceutical company.
- d. The provision of an educational grant from a pharmaceutical company/commercial organization.

²Potential study interpretation conflicts may include, but are not limited to, the following:

- a. Some or all of the research planning and conduct were carried out by the pharmaceutical company/commercial organization with a vested interest in the product being studied.
- b. Some or all of the data that were used in the study were provided by a pharmaceutical company/organization with a vested interest in the product being studied.
- c. Some or all of the data analysis and results interpretation was conducted by a pharmaceutical company/organization with a vested interest in the product being studied.

APPENDIX III

Abstract Form

CATEGORY: PDS Members' Forum

SUBJECT CATEGORY: (Refer to the table of E-poster categories, in the E-Poster Exhibit guidelines)

TITLE:

(Center aligned, Calibri size 12 font, bold, left aligned only first letter of first word and proper nouns should be capitalized; not more than 30 words; concise and indicative of the content of the paper; not containing abbreviations)

AUTHORS:

First Name, Middle Initial, Last Name

(Calibri, size 10 font; Italics; Affiliations numbered in superscript (eg. Phoebe D. Santos, MD, FPDS¹))

AFFILIATIONS

highest earned academic position or degree, institutional affiliation

(Calibri, size 10 font; Italics; Department, Institution, City/Town, Country)

(eg. ¹ Associate Professor, University of the East Ramon Magsaysay Memorial Medical Center)

CORRESPONDING AUTHOR

Complete name:

Email address:

(Calibri, size 10 font)

ABSTRACT

1. Font style: Calibri
2. Font size: 12
3. Alignment: justified
4. No. of words: maximum of 250 words
5. Abstract should be structured, with the following subheadings:
 - For experimental and non-experimental studies: *Background, Objective/s, Methods, Results, Conclusion*
 - For case reports: *Introduction, Case Report, Conclusion*
6. The subheadings must be underlined and in bold letters

Keywords:

- Provide 3-5 keywords
- Use terms from the Medical Subject Headings (MeSH) list of Index Medicus. If MeSH terms are not available for recently introduced terms, present terms may be used.
- should be written as: **Keywords:** [3-5 words]

Commercial funding: if none, please write N/A

Conflict of interest: if none, please write N/A

The abstracts of manuscripts submitted as entries for the Research Forum, Case Report Contest and E-poster exhibit will be compiled in a book of abstracts that's given to all the participants or delegates of the PDS Annual Convention. Indicate if you consent to have your abstract published in the book of abstracts.

- I/we would like to include the submitted abstract in the e-Book of Abstracts:**

[Name and signature of primary or submitting author]

Below are the instructions on how to submit your abstract.

1. Submit as **Microsoft Word with file name:** Abstract_[category]_[Author's Last Name]
2. **Document size:** US Letter
4. **Alignment:** Title: center-aligned; Authors, Affiliations and Corresponding author: Left aligned; Body of the abstract: justified
5. **Line spacing:** Single