



VIII UNIFENAS ACADEMIC MEDICAL CONGRESS - COMAD

CALL FOR SCIENTIFIC PAPER SUBMISSIONS

Dear Author(s), the Organizing Committee of the Unifenas Academic Medical Congress – COMAD, through the Scientific Committee, hereby provides guidelines for the submission of scientific papers for the upcoming event.

1. GENERAL PROVISIONS

1.1. The Scientific Committee of COMAD, through this call, establishes rules for the selection of scientific abstracts to be presented as free topics at the aforementioned congress. The scheduled date for presentations will be **April 15, 2026**, at Universidade Professor Edson Antônio Velano – UNIFENAS, in the city of Alfenas, MG, from **1:00 PM to 5:00 PM**. The exact location of the presentations will be announced later via the official website.

2. TARGET AUDIENCE

2.1. COMAD's target audience consists of undergraduate medical students from Universidade Professor Edson Antônio Velano and other universities in Alfenas and the surrounding region.

3. THEME

3.1. COMAD, with the aim of promoting academic scientific dissemination, allows for open themes in submissions but requires that content address the field of health.

4. SUBMISSIONS

4.1. Submitted papers must be original, developed during the undergraduate program, and authored by students under the guidance of a university professor;

4.2. Papers may include a maximum of **06** participants: **01** lead author, **01** advisor, and **04** co-authors;

4.3. No work previously presented or published in scientific journals or at another scientific event may be submitted;

4.4. Abstracts structured in the following categories will be accepted, and any other types of studies will be excluded:

- Abstract of experimental research;
- Observational research abstract;
- Case report abstract;
- Systematic literature review abstract;
- Abstract of an integrative literature review;
- Experience report.

Abstracts of narrative literature reviews will not be accepted;

4.5. Abstracts must be submitted between **February 14, 2026, and March 14, 2026**, by **11:59 p.m.**;

4.6. Conference registrants may submit a maximum of two scientific papers as the first author; there are no restrictions on the number of abstracts as co-authors. It is worth noting that in this situation, there will be no additional costs for the first author registered for the event who submitted the paper;

4.7. For abstracts where the lead author is not registered for the conference, **a fee of R\$80.00** will be charged for each submitted paper; the author's participation in the event's activities is not mandatory, except during the presentation of the abstract;

4.8. Submissions will be accepted exclusively through the official COMAD website, where registration and payment of the fee must be completed via the link: <https://www.comad.med.br>;

4.9. Payment of the fee does **NOT** guarantee approval of the abstract, and the amount will **NOT** be refunded if the submission is rejected;

4.10. **ONLY** the corresponding author is responsible for submitting the paper. If any co-author submits the abstract, it will be rejected;

4.11. Under no circumstances will additions or changes to the names of the lead author, co-authors, or advisor be permitted after submission. It is the sole responsibility of the lead

author to follow the guidelines set forth in this call for papers and to submit and present the abstract.

5. STRUCTURE OF THE ABSTRACT

5.1. The abstract must be written in Brazilian Portuguese in accordance with current grammatical and spelling rules;

5.2. The abstract must be structured according to the type of study proposed:

- **Experimental or observational scientific research or experience reports:** introduction, objectives, methods, results, conclusion, keywords, references, funding agency (if applicable);
- **Case report:** introduction, case description, discussion, concluding remarks, keywords, references, funding agency (if any);
- **Integrative or systematic literature review:** introduction, objectives, methods, results, conclusion, keywords, references, funding agency (if any).

5.3. The title of the abstract must contain a minimum of 10 and a maximum of 20 words, avoiding abbreviations;

5.4. The body of the abstract must contain a minimum of 200 and a maximum of 400 words. Please note that the title, authors' names, references, keywords, and affiliations will not be counted toward the maximum word count;

5.5. Include 3 to 6 keywords in Portuguese that must be registered on the website: <http://decs.bvs.br/>;

5.7. Tables, charts, and illustrations (graphs and images) are not permitted in the body of the abstract. Such items are only permitted in e-posters during the presentation;

5.8. The document must be formatted according to the following guidelines:

- **General formatting:** A4, Word, 2 cm margins on all sides, 1.5 line spacing, justified alignment (Appendix I or Appendix II), submitted in Doc, DocX, or RTF format;
- **Title:** Times New Roman font, size 14, all caps and bold;
- **Body Text:** Times New Roman font, size 10;
- **Authors, affiliation:** Times New Roman font, size 12, "LAST NAME, First Name" of the lead author, followed by the other authors, and finally, the advisor.

The authors' names must be centered below the title, with superscript Arabic numerals indicating their academic background, degree, and affiliated institution, as well as their ORCID number (Appendix I or Appendix II), available at: <https://orcid.org/signin>

The Scientific Committee will use its own tool to verify compliance with formatting standards, and the paper may be rejected if it does not meet the criteria.

5.9. Studies whose methodology includes case reports, experimental research, or observational research involving human subjects, animals, or secondary data must include the approval number from the Research Ethics Committee in the main text, under the "Methods" section. Failure to include this information in the abstract will result in immediate disqualification;

5.10. All abbreviations must be defined in the main text when used for the first time;

5.11. Results based on statements such as "results will be presented" and "data will be analyzed" will not be considered. These must be explained as clearly as possible, and conclusions must be based on the data presented. In the case of an ongoing study, authors must present at least the preliminary results;

5.12. Brand names of medications will not be permitted; only generic names written in lowercase letters.

6. REVIEW AND ACCEPTANCE

6.1. Upon submission, all abstracts will undergo peer review by the duly qualified Scientific Committee, whose members shall be free from any conflicts of interest related to the submissions under evaluation. The review process will assess the originality of the information, compliance with the present submission guidelines, adequacy of scientific writing, content quality, methodological rigor, clarity of results, and alignment between objectives and conclusions.

6.2. Any abstract containing theoretical, technical, or information-related inconsistencies, or failing to comply with the provisions set forth in these submission guidelines, may be subject to rejection.

6.3. The list of abstracts accepted for presentation at COMAD will be published on April 2, 2026, on the official event website.

6.4. Accepted submissions shall be presented in person, as detailed in Section 7.

7. PRESENTATION GUIDELINES

7.1. Accepted abstracts will be presented in person at Professor Edson Antônio Velano University (UNIFENAS), located in Alfenas, Minas Gerais, Brazil, on April 15, 2026, between 1:00 PM and 5:00 PM. The exact venue and individual presentation schedule will be announced subsequently on the official event website.

7.2. Presentations will follow the e-poster format, including the title, structured abstract body, references, keywords, authors' names, and, optionally, tables, charts, and illustrative materials (graphs and images). The official template will be made available on the event website.

7.3. E-posters must be submitted no later than April 13, 2026, to the email address that will be disclosed through the official event communication channels. All approved materials will be organized in a shared drive for presentation purposes. Additional instructions regarding access to and presentation of the e-posters will be provided in due course via the official website and social media platforms of the event.

7.4. The COMAD Organizing Committee shall not be held responsible for registration fees, transportation, accommodation, or any other expenses incurred by participants for the presentation of their work.

7.5. Presenting authors are required to arrive 30 minutes prior to their scheduled presentation time. Delays may result in cancellation of the presentation.

7.6. Each presentation must last 7 to 10 minutes.

7.7. The presentation, as well as the discussion in response to questions raised by the review panel, must be conducted exclusively by the presenting (first) author. Interventions by co-authors and/or supervisors before, during, or after the abstract presentation shall not be permitted.

7.8. Both the oral presentation and the scientific content presented will be evaluated by a qualified review panel free from conflicts of interest. Scores will be assigned according to previously established criteria concerning the quality of the abstract and the presentation performance:

Scientific Writing Evaluation Rubric

Criterion	Score
Originality and relevance of the topic	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Research design appropriate to the study objectives	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Conclusions supported by the findings and consistent with the objectives	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Informative title compliant with the submission guidelines	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Keywords compliant with the guidelines and of appropriate quality	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Quality of the objectives	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Methodology appropriate to the study design	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Written language appropriate and compliant with current grammatical and orthographic standards	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points

Presentation Evaluation Rubric

Criterion	Score
E-poster layout and visual organization	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Readability of tables, charts, and illustrations	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Presentation of results with consistent theoretical articulation	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Professional posture and appropriate use of technical terminology	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Ability to respond to questions	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Mastery of the presented subject	<input type="checkbox"/> 0 point <input type="checkbox"/> 1 point <input type="checkbox"/> 2 points <input type="checkbox"/> 3 points <input type="checkbox"/> 4 points
Appropriate use of the allotted presentation time	<input type="checkbox"/> 0 point <input type="checkbox"/> 4 points

8. AWARDS, CERTIFICATES, AND PROCEEDINGS PUBLICATION

8.1. Certificates of scientific work presentation will include the names of all authors involved in the submission, including the presenting author, co-authors, and supervisor. Certificates will be issued online through the UNIFENAS website:

8.2. All abstracts that are accepted and successfully presented will subsequently be published in the official proceedings of the UNIFENAS Academic Medical Congress (COMAD) through the official event website.

8.3. The list of award recipients will be announced after the conclusion of the event on April 17, 2026.

9. FINAL PROVISIONS

9.1. Participation in COMAD as an author implies full acceptance of the rules and provisions established in these submission guidelines. Failure to comply with the aforementioned provisions will result in the disqualification of the candidate.

9.2. Any situations not expressly addressed in the present guidelines will be subsequently communicated through the official social media channels and website of the event.

9.3. Questions and requests for clarification regarding these submission guidelines may be directed to the following email address: comadcientifico@gmail.com

APPENDIX I – ABSTRACT TEMPLATE FOR EXPERIMENTAL AND OBSERVATIONAL STUDIES, AS WELL AS SYSTEMATIC AND INTEGRATIVE LITERATURE REVIEWS

TITLE OF THE ABSTRACT

LAST NAME, First Author¹; LAST NAME, Second Author²

¹Undergraduate student in the xxxx program. Institutional Affiliation, ORCID No.

²Faculty member in the xxx program. Institutional Affiliation, ORCID No.

Introduction: maximum of three lines. **Objectives:** concise and cohesive. **Methods or Case Report:** describe the study design and the development of the research. Include the approval protocol number issued by the University xxxx Research Ethics Committee. **Results:** briefly describe the data obtained in the study/research, whether qualitative and/or quantitative. **Conclusion:** present the conclusion based on the stated objectives and the results obtained.

Keywords: three to six keywords

References: maximum of 5 references, if cited within the body of the abstract. References must be listed in alphabetical order, in accordance with the Vancouver style.

Funding Agency (if applicable): CNPq, PROBIC, other (please specify)

APPENDIX II – CASE REPORT ABSTRACT TEMPLATE

TITLE OF THE ABSTRACT

LAST NAME, First Author'; LAST NAME, Second Author?

'Undergraduate student in the xxxx program. Institutional Affiliation, ORCID No.

'Faculty member in the xxx program. Institutional Affiliation, ORCID No.

Introduction: maximum of three lines. **Objectives:** concise and cohesive. **Case Report:** describe the study design and the development of the research. Include the approval protocol number issued by the University xxxx Research Ethics Committee. **Discussion:** briefly describe the data obtained in the study/research, whether qualitative and/or quantitative. **Conclusion:** present the conclusion based on the stated objectives and the results obtained.

Keywords: three to six keywords

References: maximum of 5 references, if cited within the body of the abstract. References must be listed in alphabetical order, in accordance with the Vancouver style.

Funding Agency (if applicable): CNPq, PROBIC, other (please specify)