



# 29<sup>th</sup> SCHMS

Scientific Congress  
of Hellenic Medical  
Students

**17<sup>th</sup>**

**International Forum**  
for Medical Students  
and Junior Doctors

**27<sup>th</sup>**

**Medical  
Olympics**

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**5 - 7**

**MAY  
2023**

Astir Egnatia Hotel  
**Alexandroupolis**

**Detailed Guide for Round Tables**



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## Welcome message

Dear colleagues,

We are pleased to welcome you to the 29th Scientific Congress of Hellenic Medical Students (SCHMS) and 17th International Forum for Medical Students and Junior Doctors, which is set to take place in Alexandroupolis, 5 -7th of May 2023, at Astir Egnatia hotel.

The following guide is composed to provide you with all necessary information about how to create your presentation, which is part of a Round Table. As a presenter, knowing and applying the guidelines, will contribute to a well-structured conference.

SCHMS is the biggest conference of medical students in Greece. It accomplishes every year to give prominence to up-to-date medical matters and offers a huge variety of subjects. It is of great importance for the presenters to research for international bibliography, due to the continuous progress of data. The participants, in collaboration with their Scientific Supervisor, have to check the validity of the information they collect. Making a good presentation requires not only a perfect and well-structured power point, but also a lot of practice and being deeply informed about your subject.

We hope that the following guidelines will provide you with everything you need, so that you can live to the maximum extent the experience of the 29th SCHMS.

We wish you good luck with the preparation of your presentation and we are looking forward to seeing you in Alexandroupolis, on the 5th - 7th of May 2023.

Anna Eleftheriou

**President of the 29th SCHMS**

Fotios Tsolakis

**General Secretary of the 29th SCHMS**

Nikolaos Nikolaidis

**Scientific Program Supervisor**



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## Contents

1. Basic information about the Round Tables.....	page 4
2. Declaration of participation - Terms and Conditions.....	page 5
3. First steps.....	page 7
4. Bibliography search.....	page 7
5. Power-Point Presentation guide.....	page 9
6. Guide for presentation to an audience.....	page 10
7. Time Schedule.....	page 11
8. Contact.....	page 12



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**5-7**  
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## 1. Basic information about the Round Tables

### What is a Round Table?

Round table is called a set of presentations with a common theme, which are prepared by students - members of a Chapter of the SSHMS under the supervision of a Professor of the respective Department of Medicine, for the upcoming SCHMS.

### Thematology

A central theme is discussed in each Round Table, which is divided in 5 aspects-presentations and thus covered by many sides. The topic is chosen by the students of each Round Table after discussion with the professor in charge.

### How long is the Round Table and how many people participate?

Each Round Table at the 29th SCHMS consists of 5 students – SSHMS members. The total duration of the Round Table is 1 hour and 15 minutes. Each speaker has 15 minutes of which 12 are covered by the presentation and 3 for questions from the audience. Adherence to this time is essential for the smooth running of the conference.

### What is a Round Table Contact Person?

The Contact Person is one of the students participating as speakers at the Round Table and is the connecting link between its Organizing Committee, the Professor in charge and the group of students who take part in the Round Table. The Contact Person is chosen with the consent of the five students.

### What is the language of the Round Table and what style should I maintain?

The majority of the Round Tables will be held in the Greek Language; however Tables can also be in English. Each Chapter of the SSHMS defines the language of the Round Tables that represent it.

The style of the presentation must be serious, but at the same time accessible and understandable to the public, since it is a scientific work which is mostly addressed to undergraduate students. Therefore, it is a presentation of a complex content, in the simplest and most understandable way possible, while maintaining the scientific profile.



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MAY  
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## What is the “Ask the experts” Round Table?

As something different from previous SCHMS, this year a new Round-Table-category will be featured, called "Ask the Experts". The student group will consist of 5 people from different Chapters of the SSHMS and a coordinator professor, who will jointly choose the topic of the Round Table. The central theme of the Round Table will be announced on the SCHMS website and social media and at the same time a question submission form will be shared, in which the participants of the conference will be able to submit the questions that interest them. Each student's presentation will be structured based on these questions. After the end of the presentation there will also be time for questions from the audience.

Attention!! It is not possible to participate in both a Chapter Round Table and an Ask the Experts Round Table. Each student has the possibility to participate in one of the two.

## What are Cooperative Groups Round Tables?

The 29th SCHMS will be happy to collaborate with other Schools of Health Sciences and not only, as well as with scientific groups and organizations that will undertake certain Round Tables, connecting in an interdisciplinary way topics that touch different scientific subjects. Everything that has been mentioned above for the Round Tables of the Branches applies for the Round Tables of the cooperating groups as well.

## 2. Declaration of participation - Terms and Conditions

To participate in a Round Table of the 29th SCHMS, it is necessary to comply with the following Terms & Conditions. These are strict conditions, regardless of the criteria established by the respective Chapter of the SSHMS.

We clarify that non-compliance is a sufficient justification, so as for the Organization Committee of the Conference to exercise its right to remove & replace a speaker or even cancel the entire Round Table, in which case it will not be included in the Scientific Program of the Conference.

1. Each speaker must have registered in the Chapter of the SSHMS, which corresponds to its Department.
2. Each speaker must register for the 29th SCHMS by 23 December 2022, in order to secure participation in the Round Table.

In the Round Table participation form, there is a special box for the registration number, assigned to each registrant. In case you haven't completed the registration after the end the





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**5-7**

MAY  
2023

assigned time period, it will not be possible to submit the form and the Organizing Committee of the Conference should either proceed with its cancellation or the replacement of the speaker.

3. The Supervisor of each Round Table supports and contributes significantly to the conference and his contribution should be recognized and appreciated. So it is necessary to adhere to an official standard of communication with him via e-mail and a formality and consistency from the part of the participants, in terms of what is requested but above all, in terms of scheduled meetings.

Any behavior contrary to the above constitutes a significant reason for replacement of the speaker by the Organizing Committee of the Conference.

4. No change of the presentation time is possible. It will be accepted, only in the case of a mutual change with another Round Table (of the same Chapter), which will be declared by both sides, in the special box on the Round Table participation form.

5. Each speaker should strictly adhere to the 12-minute time limit for their presentation. If this is exceeded, the Chair has the right to interrupt the presentation, in order to maintain the time schedule.

6. All participants of a Round Table are responsible for effective communication with the Organizing Committee, appointing the appropriate Contact Person and ensuring consistency of responses.

### Responsibilities of Contact Person

The Contact Person, in addition to the terms and conditions mentioned in the previous paragraph, must also meet the following additional criteria.

1. The Contact Person is established with the consent of the participants of the Round Table (unless otherwise appointed by the respective Chapter).

2. Must be consistent with the Organizing Committee of the Conference, in order to ensure the smooth conduct of the Round Table. More specifically, he should respond promptly & completely to the e-mails sent to him. Inconsistency of the Contact Person gives the right to the Organizing Committee of the Conference to replace him and appoint a new one.

3. He is responsible for communicating with the Supervisor of the Round Table, for drawing up the schedule and for planning the meetings, after prior consultation with the other participants.

4. He is obliged to immediately inform the Organizing Committee of the Conference about any inconsistency or unfavorable situation arising due to a member of the Round Table. The omission of information, in case of creating a serious obstacle, gives the right to the Organizing Committee of the Conference to replace him.



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5. He may be chosen to preside with the Supervisor during the Round Table, or alone in his absence, unless otherwise agreed among the members of the group. The President of each Chapter, or a member of the Chapter's Council or a member of the Board of the SSHMS can also preside.

### 3. First steps

You can fill out your participation form at the Round Table according to the instructions set by the respective Chapter of the SSHMS. After a few days you receive an e-mail from the Organizing Committee of the Conference that your application has been accepted and you will be a speaker at the Round Table.

After the participants in each Round Table have been announced, you have the possibility to contact them, so that you can organize yourself and appoint a Contact Person. The Contact Person will discuss directly with the Supervisor, to decide the first meeting with him/her. Of course the Organizing Committee and the local Chapter are available to help you with anything you need.

In the first meeting with the Supervisor you will discuss the central theme of the Round Table and define exactly the five aspects that the participants will develop.

In the following meetings, the Supervisor will be able to guide you in finding suitable bibliography, solve your questions and help you in structuring your final presentation.

In this way, a well-structured, interesting and scientific presentation will slowly be created that you will be happy to present at the 29th SCHMS.



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**5-7**  
MAY  
2023

## 4. Bibliography search

Literature search is a basic step towards the preparation of the preparation. Digital sources give access to information for every kind of scientific preparation. Some helpful databases are: NLM, MEDLINE, CENTRAL, EMBASE, SCOPUS, Pubmed

### The US National Library of Medicine (NLM)

It is the largest library in the world and includes bibliographic resources dating from 1879 up to nowadays. It is a particularly useful tool which provides free knowledge to students, researchers and health professionals.

### MEDLINE

It is the main database of the American National Library. It includes abstracts of articles and full articles. It is accessible via PubMed.

### CENTRAL (Cochrane Central Register of Controlled Trials)

This is a database that includes databases of systematic reviews (Cochrane Reviews) as well as databases of clinical trials and randomized clinical trials (CENTRAL - Cochrane Central Register of Controlled Trials). It usually contains summaries of articles rather than full articles.

### EMBASE

This database includes more European journals and more research into pharmaceutical interventions than MEDLINE.

### SCOPUS

Scopus, created by Elsevier, is the largest peer-reviewed database of abstracts and literature such as scientific journals, books and conference papers.

### Pubmed

Research in PubMed is similar to using a simple online search engine. It consists of a wide range of articles and information from books and journals, while also offering access to MEDLINE. It was created and maintained by NCBI. Full text links are also provided.





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**5-7**  
MAY  
2023

## o How can I search in Pubmed?

The search in Pubmed simulates the use of a search engine, except that a specific MeSH (Medical Subject Heading) vocabulary is used. It is a set of words related to each other and to the search term. Let's start browsing PubMed.

1. Start with a clear research question
2. Use the appropriate filters on the left side of the screen, e.g. article type, text availability, publication year and the type of studied species
3. Select the type of search that suits you. Advanced search is useful for more complex search. Use logical operators such as AND, OR and NOT to avoid logical errors. Sort by best match, use keywords and check how up-to-date articles are.

## 5. Power-Point Presentation guide

You have now consulted the bibliographic sources and gathered all the material you need for your speech. So it's time to create the Power-Point of your presentation. It is the moment when you have to be creative, while at the same time capturing with validity and accuracy the scientific data you have gathered. Paying attention and working in a targeted manner will give you the best possible result.

### **Background and font**

Choose a sharp background with a color that is not boring and disorienting for the audience. In addition, choose an appropriate font color, i.e. a color that is neither too faint nor too bright. The font type should be legible and of an appropriate size. Of course, the titles should be bigger to stand out.

### **Presentation Structure**

The presentation must have a proper structure, i.e. beginning, middle and end. A suggested type of structure is:

- Introduction
- Main body
- Conclusions – Take Home Messages

The right structure will help the audience follow more easily, understand more and retain more information.

### **Texts**

Long texts should be avoided. It is preferable to use short sentences, key words, diagrams to be explained by the speaker and pictures.



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## Images

Images can refresh a presentation and give it more interest and liveliness, as they condense useful information. However, the use of images should not be exaggerated.

## Effects

The use of effects, such as motion on slides, and video should not be avoided but caution is required so as not to distract the audience and make them forget what the talk is about.

### Overview of the Round Table presentations

Your presentation will, of course, have your own personal touch and character, but it should also match the style of the rest of your table's presentations.

We wish you to create the presentation of your dreams and do not forget that an important component of success is your creativity and capturing the information in a direct and understandable way, so as to keep the interest of the audience until the end.

Attention: It is necessary to add the bibliography within the Power-Point slides or collectively on the last slide. Choose the position of the bibliographic sources on the slides as well as the way of writing them, eg Vancouver after the suggestion of the Professor in charge. The inclusion of bibliographic sources is necessary, so that there are no suspicions of plagiarism.

## 6. Guide for presentation to an audience

Now that we have finished creating the powerpoint it is time for the presentation!!

Your presentation must be understandable without ceasing to have a scientific character. Therefore, you must not use pretentious language, without reason, but you must maintain scientific terminology. Explanation of scientific terms would be helpful to the audience.

Of course, you should not just read the content of the slides. As a speaker you should explain the diagrams and illustrative information you have included in your slides and not repeat them.

If your manner of speaking is loud, slow and clear and you maintain the flow of your speech, then you will succeed in keeping the audience's interest. In addition, eye contact with the audience, tone of voice and correct posture that exudes confidence and composure will win over the viewer and help you convey your work's information to them in the best possible way.

Don't forget that the way you present your work to the public is just as important as the rest of your preparation. For this reason, it will take a lot of practice to get enough familiarity and perform at your best on the day of your speech.



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**5-7**

MAY  
2023

## 7. Time Schedule

The following summary outline presents the indicative dates for the successful preparation and presentation of your work. Adhering to it will help you meet the time frames, deadlines and not have to rush at the last minute to complete the required steps for your presentation.

### October - November 2022

- Completion of the participation form with the details of the participants in the Round Table of the 29th SCHMS
- Definition of the Contact Person

### December 2022

- Definition of general Round Table topics after consultation with the responsible Professor in charge
- Finalization of the topic of the students' individual speeches and final decision on the titles of the individual speeches.

**Until 23/12/2022 you will have to fill out the participation form at the Conference!**

**All speakers must have registered for the Conference by the aforementioned date.**

### January 2023

Gathering and evaluating the necessary material.

### February 2023

Planning the work plan and starting the creation of Powerpoint

### March 2023

- Completion of presentation and discussion among students for individual corrections.
- Rehearsal of presentations so that speeches are within the 12 minute time limit.

### April 2023

Final rehearsal of the presentations before the conference.

**May 5-7, 2023, we are waiting for you at the 29<sup>th</sup> SCHMS!**



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**5-7**  
MAY  
2023

## 8. Communication

For any question or clarification regarding the preparation of a presentation for a Round Table, do not hesitate to contact the Scientific Program of the 29<sup>th</sup> SCHMS at [29esfie.program@gmail.com](mailto:29esfie.program@gmail.com)

In addition, you can follow all the updates of the 29th SCHMS & the 17th International Forum by following us on social media:

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