Kingdom of Saudi Arabia
Ministry of Health
General Directorate of Emergencies,
Disasters and Medical Transportation
Training & Education Department

وزارة الصحة
Ministry of Health

المملكة العربية السعودية
وزارة الصحة
الإدارة العامة للطوارئ والكوارث والنقل الطبي
إدارة التدريب والتعليم والبحث العلمي

Guidelines:

Please ensure that you read the guidelines set out below before submitting an abstract online. Abstracts must conform to the guidelines below.

The minimum browser settings for the online system are: Chrome version 22.x or higher, Firefox version 16.x or higher, Internet Explorer version 9.x or higher.

The Scientific Committee invites and encourages authors to submit their abstracts for the second ICDM before Deadline for submissions: 2021/09/08   00:00PM +3 UTC

The authors of the accepted abstracts for oral \ poster presentation will receive the results and the instruction for the presentation before the data 2021/09/18

The ICDM Scientific Committee is offering an oral presentation for the best 3 research.

Other accepted submission will be considered for poster presentation

Guidelines for submitting an Abstract

The online system will guide you through the required information.

Types of accepted studies:

only original research and case reports\case studies with available results\conclusions will be accepted.

The online system will prompt you to select the most appropriate general topic category for your submission from this list below:

1- Disaster medicine and management.
2- EMS
3- Community resilience

Please make sure your research falls under one of those categories.

These categories will be used for reviewing, evaluating and scheduling purposes.

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Submitter (User)

It is the responsibility of the Submitter (User) to pass on any relevant information regarding the meeting to the other authors, and ensure that all authors approve the submission and presentation.

You can submit up to two abstracts via your Profile.

Presenting Author

The online system will ask you to confirm the Presenting Author. All presentations (oral or poster) must be made by a listed author who has been directly involved in the project.

Abstract Formatting Guidelines

Abstracts must use the following outline (with the exception of case reports):

- **Introduction and aims**
- **Methods**
- **Results**
- **Discussion and conclusion**

For case reports\case studies ONLY use the following section headings:

- **Introduction**
- **Case Summary**
- **Conclusion**

For all abstracts:

The maximum length of an abstract is 250 words; this count *excludes* the abstract title, authors and their designations. The 250-word limit INCLUDES up to 3-5 references, (Vancouver style).

Uploads

The system will allow one upload of a file (i.e.IRB approval…etc) to accompany your text.

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Disclosures

Funding sources or other acknowledgements should be declared, as should conflict of Interest, where prompted under "Disclosures to declare"

Information to note

- The decision of the Reviewers on the acceptability of the submission is final.

- ALL PRESENTING AUTHORS MUST REGISTER AS DELEGATES WITHOUT EXCEPTION and the submission of an abstract serves as confirmation of the presenter's availability to attend and the Conference.

- In case of no response from the nominated author, the committee will nominate the next research

- All accepted abstracts will be acknowledged via the online system. If you have not had a confirmation of receipt, please contact the Abstract Secretariat at : Emergency-research@moh.gov.sa , once the email is issued, the response will be within the next 48 hours.

- The ICDM Scientific Committee Reviewers reserve the right to accept or refuse an abstract, to designate abstracts as either oral or poster presentations and to choose a suitable session for the abstract.

- **Declaration of Consent to Publication and Assignation of Copyright:**
  By submitting an abstract the authors collectively accept the following:

  I confirm that I checked this abstract before submission and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted. Submission of the abstract constitutes my consent to publication (e.g. conference website, programs, other promotions, etc.) The Abstract Submitter warrants and represents that he/she is the sole owner or has the rights of all the information and content provided to ICDM scientific committee and GDEDA (GDEDA: "The Organizers"). Submissions should follow appropriate ethical guidelines. The publication of the abstract does not infringe any third party rights including, but not limited to, intellectual property rights. The Abstract Submitter grants the Organizers a royalty-free, perpetual, irrevocable nonexclusive license to use, reproduce, publish, translate, distribute, and display the Content. The Organizers reserve the right to remove from any publication an abstract which does not comply with the above. The corresponding author is responsible for informing the other authors about the status of the abstract.

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Author Flow of registration and submission:

1. QR code on the poster of the conference takes him to the registration page on website
2. Author registers on the website.
3. Guidelines above are shown in the main page for the abstract submission.
4. Author must agree to those terms.
5. Author fills out personal information and contact (Full name, Email, phone, Country, first submission to the research in a conference ?, position in research, Authors Names, Published ? if yes Adds the link of publication and journal name, Research category)
6. Fill out Abstract parts (Title, Authors, Introduction, aims, method, Results, discussion and conclusion, references)
7. Author agree to the consent, then submits the abstract.
8. An automatic email is issued to the researcher once the submission is accepted by the website with a reference number of submission.

Scientific Committee flow for reviewing and approving abstract:

1. After the end of the submission deadline, the committee members will start reviewing the submitted abstracts.
2. The committee must approve the related abstracts to the conference, and nominate the top 3 from each category of the three tracks of the conference.
3. A meeting is appointed to discuss the nominated 9 abstracts in all categories and rank them.
4. The Committee will notify the research unit to contact the winning authors to prepare to present the research.
5. The other participants are sent an email notifying them for the unfortunate of not being chosen and wish them a good luck in the next time.
6. In case if the winning authors did not confirm the attendance for the presentation within the 48 hour of the notification, the ranking and presentation goes to the next nominated abstract according to the ranking made by The Committee.