

Communication to Participants of KSCASImidCON 2021 23-25 Sep 2021

21 Jul 2021

[Delegate Communication](#)

[Chairperson Communication](#)

[Presenter Communication](#)

[Judges Communication](#)

[Invited Speaker Communication](#)

[Hall incharge/Time Keeper communication](#)

[Judging criteria](#)

[Marking grid](#)

The following document has the communication applicable to all participants of midCON 2021. This is shared with all participants so that everyone knows what is expected of him/her. It will hopefully optimise participation and pave the way for a smooth conduct of the conference. Kindly go through the whole document with a particular focus on the segment that is applicable to your role in the conference.

Please contact Dr Chandrashekar at secretarykscasi@gmail.com or Dr Lakshman at klakshman58@gmail.com if you have any queries.

Deadlines: (will be followed strictly)

| | |
|---|-------------------|
| Registration | 15 Sep 2021 |
| Submission of abstracts | 20 Aug 2021 |
| Submission of PPTs (for speakers and presenters) | 5 Sep 2021 |
| (those receiving acceptance letters are requested to submit PPTs ASAP) | |

We wish all of you the very best and a useful, interactive midCON.

Delegate Communication

Dear Delegate,

We welcome you to MIDCON 2021 to be held on 23,24 and 25 Sep 2021. We are very happy that you will be joining us for this academic event. This is a web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines for participation.

- The link to the meeting will be shared with you in advance. So please log in 5 minutes before the start of the session.
- Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
- It would be preferable to log in through your laptops/desktop and avoid use of your mobile phones.
- Please KEEP YOUR AUDIO MUTED ALL THE TIME so as to have an interruption-free session.
- **All questions and communication to the speaker or chairperson will be through the chatbot.**
- The chairperson/moderator will pose the question on your behalf.
- Kindly wear formal clothing so as to maintain etiquette.

Thanking you

Regards

Chairman, Secretary, Sci Comm

KSCASI

[Top](#)

Chairperson Communication

Dear Sir/Madam

We are grateful to you for accepting our request for chairing the session. We are very happy that you will be joining us for this academic fest. This is the third of its kind web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines:

- The link to the meeting will be shared with you in advance. So please log in 5 minutes before the start of the session.
- Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
- Kindly log in through your laptops/desktop only and avoid the use of your mobile phones.
- All the chairpersons and moderators must use earphones with a mike
- **Adherence to time is a must.** The system will stop the presentation at the designated time. The duration of the talk and the topics will be communicated with you individually. We request you to kindly keep time and control the proceedings while adhering to the time schedule.
- The Hall in charge is the backup time keeper. He/she will help you keep time.
- In particular you have to control the discussion part; **interesting discussion that cannot be done due to time constraints can be done on the chat box.**
- The delegates will pose their questions in the chat box and we request you to echo the important or pertinent questions and comments to the presenter within the allotted time for discussion.
- Kindly wear formal clothing so as to maintain etiquette.
- Please keep the camera on the whole time and look into the camera while talking; If the bandwidth is low, consider switching off your video.
- Please keep your audio muted when you are not talking.
- We will arrange a trial session 5-7 days before the actual conference.

Thanking you

Regards

Chairman, Secretary, Sci Comm

KSCASI

[Top](#)

Judge communication

Dear Sir/Madam

We are grateful to you for accepting our request for judging the session. We are very happy that you will be joining us for this academic fest. This is the third of its kind unique web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines:

- The link to the meeting will be shared with you in advance. So please log in 5 minutes before the start of the session.
- Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
- Kindly log in through your laptops/desktop only and avoid the use of your mobile phones.
- All the chairpersons, judges and moderators must use earphones with a mike
- Adherence to time is a must. The duration of the talk and the topics will be communicated with you individually.
- Kindly wear formal clothing so as to maintain etiquette.
- Please keep the camera on the whole time and look into the camera while talking: If the bandwidth is low, consider switching off your video.
- Please keep your audio muted when you are not talking.
- Please ask questions before judging; this is particularly important if delegates and chairpersons do not ask questions.
- We will arrange a trial session 5-7 days before the actual conference.
- The Hall in charge will assist you with time keeping.
- The basis for evaluating a paper or a poster is given as an appendix at the end of this document.
- Marking is done in the spreadsheet shared with you; if you find this difficult, you may print the spreadsheet, mark it manually and send us a scanned copy of this marked sheet.

Thanking you

Regards

Chairman, Secretary, Sci Comm
KSCASI

[Top](#)

Invited Speaker and Backup speaker Communication

Dear Sir/Madam

We are grateful to you for accepting our request for you to speak at the midCON. We are very happy that you will be joining us for this academic fest. This is the third of its kind unique web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines:

- The link to the meeting will be shared with you in advance. So please log in 5 minutes before the start of the session.
- Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
- Kindly log in through your laptops/desktop only and avoid the use of your mobile phones.
- All the chairpersons, judges, speakers and moderators must use earphones with a mike
- **Adherence to time is a must.** The system will switch off the presentation at the end of the designated time. The duration of the talk and the topics will be communicated with you individually.
- Kindly wear formal clothing so as to maintain etiquette.
- Please keep the camera on the whole time and look into the camera while talking: If the bandwidth is low, consider switching off your video.
- Please keep your audio muted when you are not talking.
- Please submit your PPTs latest by 20 September 2021. This is a requirement because all PPTs will be 'projected' from a central server and you will only be speaking while the PPT is run by someone else. This is to save time. Please note that you will not be able to use the cursor or pointer on the slides.
- Please use Powerpoint version 2013 or later; all videos must be in MP4 format. PPTs with videos must be saved in the 'Powerpoint Show' format. Otherwise videos will not play. Alternatively, you can upload the PPT and the video placed in the same folder on a web platform like google drive or dropbox and send us a link to that folder .Please do contact us if you need any technical help.
- We will arrange a trial session 5-7 days before the actual conference.

Thanking you

Regards

Chairman, Secretary, Sci Comm

KSCASI

[Top](#)

Presenter Communication (Free paper and Poster)

Dear Presenter,

Congratulations on being chosen to present a paper/poster at the midCON. We are very happy that you will be joining us for this academic fest. This is the third of its kind web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines:

- The link to the meeting will be shared with you in advance. So please log in 15 minutes before the start of the session.
 - Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
 - Kindly log in through your laptops/desktop only and avoid the use of your mobile phones.
 - All the chairpersons, judges, presenters and moderators must use earphones with a mike
 - **Adherence to time is a must. Posters are for 3 mins. And Papers are for 8 mins.**
- The system will switch off the presentation at the end of the designated time. Also, you will lose marks in the evaluation if you exceed the time. So, rehearse your presentation well.
- Look into the camera when you are talking: If the bandwidth is low, consider switching off your video.
 - Please keep your audio muted when you are not talking.
 - See appendix below for details about the mechanics of evaluation.
 - **Prizes are on offer for the best paper/poster in each session. These include cash prizes and prizes in the form of good surgical books.**
 - Kindly wear formal clothing so as to maintain etiquette.
 - Please submit your PPTs latest by 10th September. This is a requirement because all PPTs will be 'projected' from a central server and you will only be speaking while the PPT is run by someone else. This is to save time.
 - Please note that you will not be able to use a pointer or cursor on the slides.
 - You may lose the chance to present if you do not send the PPT by 10th September.
 - We recommend that you prepare and send your presentation right now. The organisers will have time to check the presentations and create the required links.
 - Please use Powerpoint version 2013 or later; all videos must be in MP4 format. PPTs with videos must be saved in the 'Powerpoint Show' format. Otherwise videos will not play. Alternatively, you can upload the PPT and the video placed in the same folder on a web platform like google drive or dropbox and send us a link to that folder. Please do contact us if you need any technical help.

Best wishes,
Chairman, Secretary, Sci Comm
KSCASI

Communication to Hall Incharge/Time Keeper

Dear Sir/Madam

We are grateful to you for accepting our request for being a hall in charge/Time keeper. We are very happy that you will be joining us for this academic fest. This is the first of its kind web-based conference for the state chapter, in these difficult times. We are looking forward to having wonderful interactive sessions. Please find below the recommended guidelines:

- The link to the meeting will be shared with you in advance. So please log in 5 minutes before the start of the session.
- Kindly make sure you have adequate bandwidth so as to prevent disturbance in transmission during the session.
- Kindly log in through your laptops/desktop only and avoid the use of your mobile phones.
- All the chairpersons and moderators must use earphones with a mike
- Please make sure that the chairpersons, judges and presenters in your session are available and logged in and that their presentations are loaded on the server. The screen manager will help you with this. A list of these presenters and presentations will be sent to you just before the conference.
- **Adherence to time is a must.** The duration of the talk and the topics will be communicated with you individually. We request you to kindly keep time and help the chairperson control the proceedings while adhering to the time schedule.
- The delegates will pose their questions in the chat box and we request you to help the chairperson echo the important or pertinent questions and comments to the presenter within the allotted time for discussion.
- Kindly wear formal clothing so as to maintain etiquette.
- Please keep the camera on the whole time and look into the camera while talking
- We will arrange a trial session 10-14 days before the actual conference.
- If you have technical issues, please contact the webmaster - his contact details will be sent to you.

Thanking you

Regards

Chairman, Secretary, Sci Comm
KSCASI

[Top](#)

Appendix 1: Guidelines for Judges

Minimum requirement for free papers:

- It must be a study with a research question or an audit
- Sample size calculation is to be preferred; *accept smaller numbers if the calculated number cannot be reached. Students must know and practice the thing called 'sample size' calculation.*
- Prefer RCT or prospective studies with a proper protocol and follow up
- Retrospective studies acceptable if they follow a protocol and most data points in the protocol are filled
- **Audits** which examine day to day processes or outcomes are to be encouraged; these are much easier to do than research studies; but add substantially to quality improvement of our services
- A proper structured abstract must be submitted. The abstract must have
 - Aims
 - Materials and Methods
 - Results
 - Conclusion/s
 - Mention what the study adds to existing knowledge
- As an exception, case series of more than 5 cases can be accepted, particularly for conditions with a small incidence.
- Listing of procedures done, with no real structured follow up will NOT be accepted
- Abstracts not meeting the above requirements get transferred to 'posters' section

Minimum requirement for posters:

Posters attract the same rules as papers except that case reports and small case series will be acceptable. Marking is done on similar principles to papers except that the originality is decided by the uniqueness of the case and design of the study is replaced by how well the case history is conveyed.

The marking is done on the following aspects of the paper/poster. Each heading carries a maximum of 10 points:

1. **Originality of content:** Is there something novel or new in the idea; or is it at least a first in our geographical area? Or an innovative modification of an operation? If not, they get low marks.(for a poster originality is decided by the uniqueness of the case)

2. **Design of the study:** RCTs have the highest marks; Large prospective studies with *good follow up* are a close second; Retrospective studies - a distant third; Just collection of data or listing of cases done with no follow-up or case series of fewer than 10 cases should get low marks. Does the design match the requirement to answer the research question? Are the results tabulated well? Are the statistics applied appropriate? Are the conclusions supported by the data and results of the study? (for a poster design of the study is determined by how well the case history is conveyed).
3. **Design of the presentation:** Are the slides designed properly? The background, fonts, colours, sizes? Is crowding of the slides avoided? Are the results tabulated well? Are the figures and photographs appropriate and clear?
4. **Presentation:** Has the candidate kept to time? This is crucial!! Is the diction good? Is he confident? Is the eye contact good? Is the body language good? Please make sure he is not reading the slide. The chairperson and/or the hall charge should stop the candidate if he exceeds the time allotted, and penalise him while giving marks for this.
5. **Answering questions :** Is the candidate knowledgeable about the study he is presenting? Does he answer the questions well or 'beats around the bush'? He should be penalised with low marks for delaying tactics.

[Top](#)

Appendix 2: Grid for marking

The following grid will be provided to the judges for marking. Please make sure that the session, name and title are correctly mentioned. Judges not comfortable with marking on a spreadsheet can take a print out, do manual marking and send us a scanned copy of the marking sheet. Each of the 5 headings of evaluation carries 10 marks for a total of 50 marks.

| session | date | time | Name | Title | Originality | Study Design | Design of Presentation | Presentation | Q & A | Total | Judge Name |
|---------|------|------|------|-------|-------------|--------------|------------------------|--------------|-------|-------|------------|
| | | | | | | | | | | | |

[Top](#)