S3 CONFERENCE 2025 ABSTRACT SUBMISSION GUIDELINES

Submission Process:
- All abstracts must be submitted online using [Microsoft CMT service portal](#) indicated in the S3 Conference 2025 website.

Submission Steps:
1. Access the [Microsoft CMT service portal](#)
2. Register for a new account at the login page
3. Verify your account through email
4. Log in to the portal and search for "S3 Conference 2025" to submit your abstracts

Conference Topics:
1. Simulation Management & Technical Operations
2. Curriculum Design and Development
3. Faculty Development and Debriefing
4. Simulation Research
5. Patient Safety / Quality Improvement
6. Technology and Innovation

Accepted Formats:

1. Descriptive Works (Oral or Poster Presentation)
Non-research abstracts on simulation-related innovations and initiatives corresponding to any of the conference topics.
It should be clearly organized in three sections.
  - Introduction: Setting, background, needs identification
  - Description: Initiative and methods used
  - Discussion: Impact/outcome and novelty

2. Research Studies (Oral or Poster Presentation)
Research abstracts contributing to scientific context. Preference will be given to complete studies providing quantitative or qualitative data. Work in progress accepted as long as it includes preliminary data and results.
It should be clearly organized in three sections.
  - Introduction: Context and hypothesis/aims
  - Methods and results: Study design, data collection, results
  - Discussion: Impact and novelty based on findings

3. Workshops (90 minute)
Abstracts describing interactive workshops, with a focus on active learning. Innovative strategies are welcome and interactivity with the participants is essential.
It should be clearly organized as follows:
  - Introduction & aims
  - Intended learning outcomes
  - Session description (activities with timeline)
  - Educational methods
  - Audience Level (introductory/intermediate/advanced)
  - Target audience
  - Class Size (Maximum number of participants)
  - Specific room layout (Theatre / Cluster with tables / Cluster without tables / Classroom)

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Organised By SingHealth DukeNUS ACADEMIC MEDICAL CENTRE Institute of Medical Simulation   SESAM IMPROVE HEALTHCARE THROUGH SIMULATION   SIMGHOSTS

Important Notes for Workshop Presenters:
- Arrange your own materials (handouts, moulage, manikins, equipment, software, etc.)
- Prepare and bear costs for any stated materials needed for proposed activities.

GENERAL GUIDELINES

Submission Process and Deadlines:
1. Abstracts should be submitted by the deadline of 15 May 2025.
2. The submitting author must certify that all co-authors have agreed for the abstract to be submitted. This requirement will be confirmed during the submission process.

Language and Format:
3. Abstracts must be submitted in English.
4. Abstracts main text: Your abstract may have up to 3,000-characters, which does not include title, authors and affiliations. Spaces are counted.
5. Abstracts may include upload of a document (.doc, .docx, .pdf) of one table or figure with a maximum of 800 characters. This will not be counted against the total 3,000-character limit.
   a. Focus on key findings and significance.
   b. Ensure it's clear, legible and relevant.
6. Abstracts main text should be clearly organized in the required sections stated in the submission format above.
7. All acronyms/abbreviations must be written in full when used for the first time.
8. Please ensure the submitted abstract does not contain spelling, grammatical or scientific errors. Abstracts will be reproduced exactly as submitted, and no proof reading will be undertaken.

Content Guidelines:
9. The title of the abstract should be concise. Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
10. The correct format and conference topic (see above) must be selected to ensure appropriate scoring. The content of the abstract must be topic related.
11. To reduce potential reviewer bias, please do not include author names, collaborator names, or institution names in your abstract text. This will ensure a fair and unbiased review process.
12. If you have used AI to assist in this abstract, please describe how you used it (i.e. instructions and purpose).

Ethical Considerations:
13. Abstracts must meet international ethical standards on research. Authors are expected to agree to follow these principles during the submission process.
14. It is the intent of S3 Conference to provide high-quality sessions focused on educational content that is free from commercial influence or bias.

Author Responsibilities:
15. Details of all presenting author(s) MUST be given.
16. Main Author is responsible for communicating all information to the co-author(s).

Conference Logistics:

17. Your abstract(s) and/or Poster(s) will be uploaded onto S3 Conference 2025 publicity platforms.

18. All presentation rooms are equipped with the following AV equipment: 1 Projector, 1 Windows-based Laptop with internet capabilities, MS Office 2016 (Word, Powerpoint, Excel), 2 hand-held microphones (hands-free microphones are subject to availability).

Important Note:

Failure to observe these guidelines may result in disqualification.

AFTER SUBMISSION

Abstract Review Process:

1. Each abstract will be reviewed anonymously and independently by at least two reviewers.

2. Evaluation Criteria for Scientific Abstracts (Descriptive Works and Research Studies):
   - Quality of content
   - Quality of writing
   - Educational value

   Reviewers will assess if the abstract:
   - Has an informative title and follows recommended structure
   - Uses correct spelling/grammar and coherent English
   - Provides educational value to conference participants
   - Provides context
   - Clearly states hypothesis, questions, or well-documented need
   - Concisely describes initiative and methods (Descriptive works) or study design / methods / results / discussion (Research studies)
   - Discusses the impact and novelty (Descriptive works) or presents results addressing the hypothesis (Research studies)
   - Is an important contribution to theory, knowledge, or innovation
   - Is relevant to meeting aims and for meeting delegates

3. Evaluation Criteria for Workshops:
   - Planned activities and their viability within the available timeline
   - Dynamics and interactivity
   - Relevance for the target audience
   - Novelty or innovative contribution

Notification and Communication:

1. Main author will be notified of decisions by 17 July 2025 via email.
2. It is the author's responsibility to provide an up-to-date email address and ensure emails from the S3 Conference Secretariat team are receivable.
3. Detailed presentation guidance will be included in the acceptance email.

Abstract Withdrawal:

If an abstract must be withdrawn, send an email explaining the reasons to the S3 Conference Secretariat Team no later than 15 August 2025.

For any questions or problems related to abstract submission, contact the S3 Conference Secretariat Team at s3@singhealth.com.sg.