



XX International Pirogov Medical Conference

USER'S MANUAL

To operate the abstract submission system we recommend using Google Chrome or Mozilla Firefox browsers with Cookies and JavaScript activated.

REGISTRATION IN THE SYSTEM

When registering on the abstract submission site (pirogovka-reg.rsmu.ru), we ask you to indicate **the full name of your organization without its status**. The status of the organization is an abbreviation before the name of the university and its affiliation to the department. For example: Gdańsk Medical University. You can find the full name of your organization on its official website in the department "Information of the organization".

If the name of the organization is enclosed in quotes, please use double angled quotes - «».

If you study in Russia:

Wrong	Right
Russian National Research Medical University named after N.I. Pirogov of the Ministry of Healthcare of the Russian Federation	Pirogov Russian National Research Medical University

Also if you are a student of RNRMU, you must use a special space to indicate your faculty, year and group number.

If in the list of statuses you didn't find the one that suits you (Student, Intern, Ordinator, Graduate Student, Employee), select "Other" and fill in your status manually.

After filling in all the fields, click the "Register" button. Few minutes later you will receive an email containing a link to confirm registration. By clicking on this link, you will be directed to your personal page, where you're supposed to set the password required to log into your personal account.

ATTENTION! If you do not receive a letter, then you have entered an incorrect email address or the letter got to SPAM.

GENERAL REMARKS

1. All authors must be under 35 years old, a scientific adviser is not specified in the authors list of this scientific work.
2. Original works that have not been previously published are allowed to participate in the conference. All abstracts will be tested in the Antiplagiat system «Антиплагиат» и/или «ТЕКСТ.РФ». Originality of abstract should be 85% or more for further consideration of your

- application.
3. Your abstract should correspond with the format of scientific research. Works of a different format (referencing of articles, clinical analysis of the patient, essay, research project or experiment) are not allowed to participate in the competition.
 4. Not allowed to use abbreviations in the title of abstracts. The others abbreviations in the text of abstract must have decoding in parentheses. E.g.: FCD (focal cortical dysplasia) is common cause of intractable epilepsy in children.
 5. The abstracts selected by the Expert Commission as an oral report and presentation of a poster will be published in the Conference abstracts collection, which will be included in the Russian Science Citation Index (RSCI) system.
 6. An Expert Commission selects abstracts to participate in the conference. Commission receives abstracts exclusively after passing the depersonalization procedure.
 7. Expert Commission has the right to transfer your abstract from the category "Oral Report" to the category "Presentation of a poster" in the event that you do not score enough points on the admission stage. In this case, you have the opportunity to present your research on the poster session. In 2025 the poster session will be held in a presentation protection format.
 8. You can find out the status of your application at your personal account's page at the beginning of February 2025.
 9. After submitting an abstract, we ask you to regularly visit your personal account, and check for comments from the curators of your section. Often, the curators need to contact the participants to agree on technical corrections in the text of abstract or to resolve other issues.
 10. After submitting your abstract, please visit your personal account regularly and check comments from the curators of your section. Curators often need to contact the authors to coordinate technical edits and administrative issues, so we ask you to specify the current phone number and email address.

ABSTRACT SUBMISSION

1. Enter the **"New Abstract"** section.
2. After clicking you will see an **"Agreement with the terms of the conference"** without which you will not be able to register an abstract.
3. Choose the most suitable section for your abstract. You can view the full list of sections here: <https://pirogovka.rsmu.ru/facilities/co/pirogov-conf/sections>

The number of abstracts submitted to the conference from one author is unlimited. It is forbidden to submit the same abstract to several sections.
4. Choose the desired form of participation: oral presentation, poster presentation. In 2025 the poster session will be held in a presentation protection format.
5. Specify the speaker as the first author. Next, specify the status of the first author–speaker.

The status of the abstract will be determined by the status of the first author: student /young scientist (this status includes "Intern, Resident, Graduate student, Employee"). The works of students and young scientists are considered in different categories.
6. Enter the name of your abstract (the field is not limited in the number of characters and all characters entered into it are converted **to uppercase**).

Please note that the name should not contain abbreviations. If the words are enclosed in quotes in the title, please use double quotes - " ".
7. Fill out the fields for entering the abstract corresponding to the sections: **introduction, purpose of the study, materials and methods, results, conclusions**.

The names of the sections will be put down automatically, there is no need to duplicate them in the text. The total number of characters must be at least 500 and no more than 3,000 characters without spaces. It is not allowed to include tables or figures in the abstract.

8. After filling out all the fields, click **"Save"**.
9. Next, you can fill out the sections step by step: organization, authors, speaker, **scientific advisers**. After entering the information in each of the sections, you must click the "Save" button.

Section "Authors": here you can specify the full name of all the authors of the work, as well as correlate the authors and affiliated organizations. We remind you that the scientific supervisor, as well as persons over 35 years of age, cannot be listed among the authors. The speaker should be listed first. The status of the abstract will be determined by the status of the first author: student /young scientist. Please decide in advance who will present the abstract.

Section "Speaker": You should mark the author mentioned first as a speaker and indicate whether he needs a hostel (see information about accommodation below).

Section "Scientific advisers": specify the full name of the scientific advisor, the scientific degree and scientific title. It is NOT NECESSARY to specify the name of the position in the university.

List of abbreviations:

The scientific degree	
Master of Science - M.S.	Doctor of Medicine - MD
Doctor of Philosophy - PhD	
The scientific title	
Associate Professor – Assoc. Prof.	Professor – Prof.

10. After completing all the sections, pay attention to the red color hints. For example, "The length of the abstract is more than 3,000 characters". They will indicate where you might have made a mistake when filling out the form.
11. After you have filled out fields correctly the **"Submit"** button will appear.
Remember that until you click the "Submit", the abstract is in the draft stage, and you can make changes at any time. After clicking the "Submit", the draft will go to the **"Applications"** section and will be closed for correction.
12. Next, you need to track the status of the abstract in your personal account.

Organizing committee:

Student Scientific Society of Pirogov Medical University
Federal State Autonomous Educational Institution of Higher Education
«N.I. Pirogov Russian National Research Medical University»
of the Ministry of Health of the Russian Federation
Address: Ostrovityanov street 1 Moscow, 117997
sno_rnrmu.pirogovka@mail.ru
<https://vk.com/pirogovka2025>



**Пироговский
Университет**



**Студенческое научное общество
Пироговского Университета**