

# 32<sup>nd</sup> SCHMS

Scientific Congress of  
Hellenic Medical Students

ΕΣΦΙΕ



## ROUND TABLES GUIDE

24-26  
APRIL  
2026

IOANNINA  
*Hotel Du Lac*

20<sup>th</sup> FORUM  
*of Medical Students  
& Junior Doctors  
with International  
Participation*

30<sup>th</sup> Olympiad  
*of Medical Knowledge*

## GREETING

Dear fellow students,

We welcome you to the **32nd SCHMS**, which will take place **in Ioannina from April 24th to 26th at the Hotel Du Lac Congress Center & Spa.**

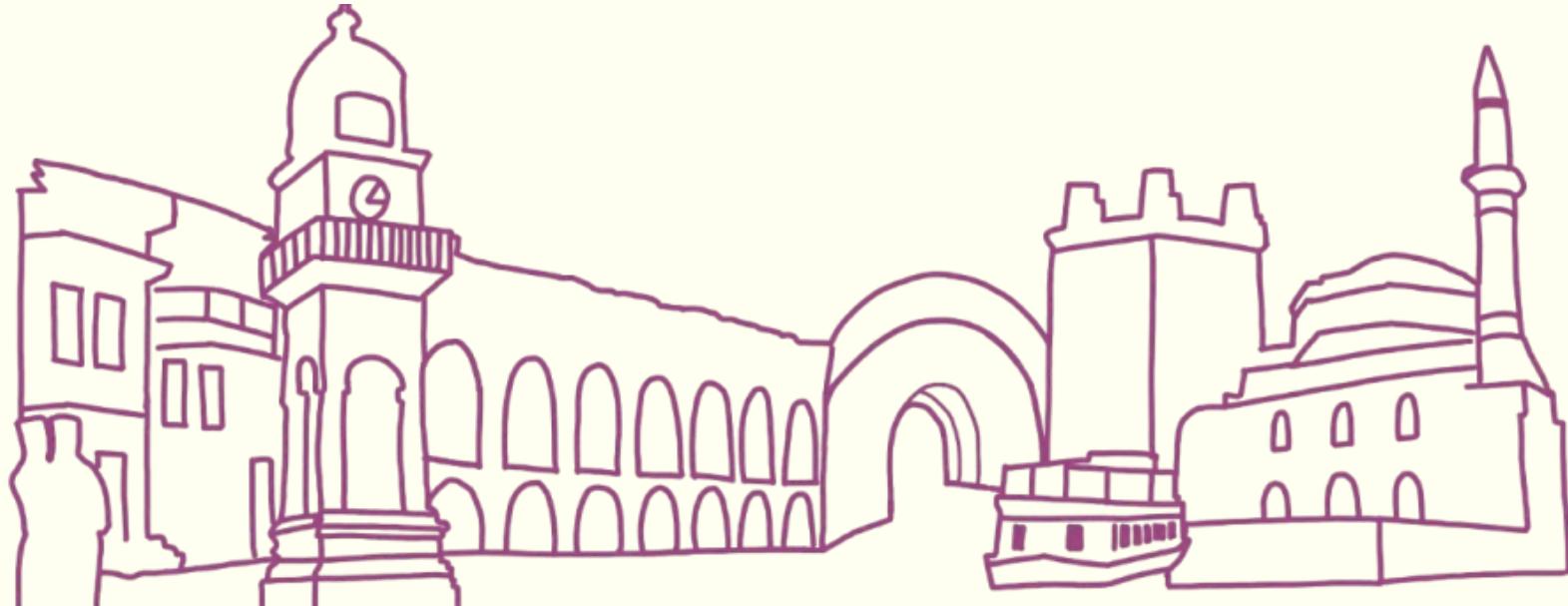
The purpose of this Handbook is to guide you through the preparation process for your participation **in the Round Tables of the 32nd SCHMS.**

We hope that the information provided below is clear and helpful. We look forward to seeing your outstanding presentations **in Ioannina from April 24th to 26th, 2026!**

**The Student Projects Team of 32nd SCHMS & 20th Forum**

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# 01. BASIC INFORMATION

## What is a Round Table?

A Round Table **is a set of speeches with common themes**, which are prepared by students – members of an SSHMS Chapter under the supervision **of a Scientific Coordinator** (faculty members of any Medical Department or other department of health sciences as well as academic fellows, doctoral or postgraduate students and medical specialists), in order to be presented at the SCHMS.

## Theme

Each Round Table focuses on a **central topic**, which is explored through five different aspects, covering it from multiple perspectives. The topic is chosen by the students of each Round Table after discussion with their Scientific Coordinator.

# 01.

## What is the duration of a Round Table and how many people participate?

Each Round Table at the 32nd SCHMS consists of **5 student members of SSHMS**. The total duration is **1 hour and 15 minutes**.

Each speaker has 15 minutes, of which 13 minutes are for the presentation and 2 minutes for audience questions.

Strict timekeeping is essential for the smooth running of the conference.

## What is the Round Table Communication Coordinator?

The Communication Coordinator is **one of the student** speakers participating in the Round Table. They serve as **the link between the SCHMS Organizing Committee, the scientific supervisor, and the student group**. The Communication Coordinator is selected with the consent of all five students.

## What is the language of the Round Table and what tone should be maintained?

Most Round Tables will be held **in Greek**, although some may be in English.

Each SSHMS Chapter determines the language of its own Round Table.

The tone of the presentation should be **serious** but approachable and understandable, since it is a scientific presentation mainly aimed at undergraduate students.

Therefore, it should present complex scientific content in a clear, simple, and engaging way, while maintaining academic integrity.

## What is an Inter-Chapter Round Table?

These are Round Tables consisting of **4 SSHMS student members studying in different medical schools across Greece**, always under the supervision of a scientific coordinator (a faculty member of a Medical School). The goal is to promote collaboration between students from different Chapters and to present various aspects of a medical topic in an interactive way.

\*The scientific coordinator is chosen by the Organizing Committee and will be announced before applications for Inter-Chapter Round Tables open.

# 01.

## What is an Inter-Chapter Round Table?

The topic of each Inter-Chapter Round Table will be decided by the participating group together with the scientific coordinator.

Afterward, they will inform the program team, and the topic will be announced on the official website (<https://www.32esfie.gr>) and on the social media of the 32nd SCHMS.

Soon after, a form will open, allowing SCHMS attendees to submit questions related to each Inter-Chapter Round Table's topic.

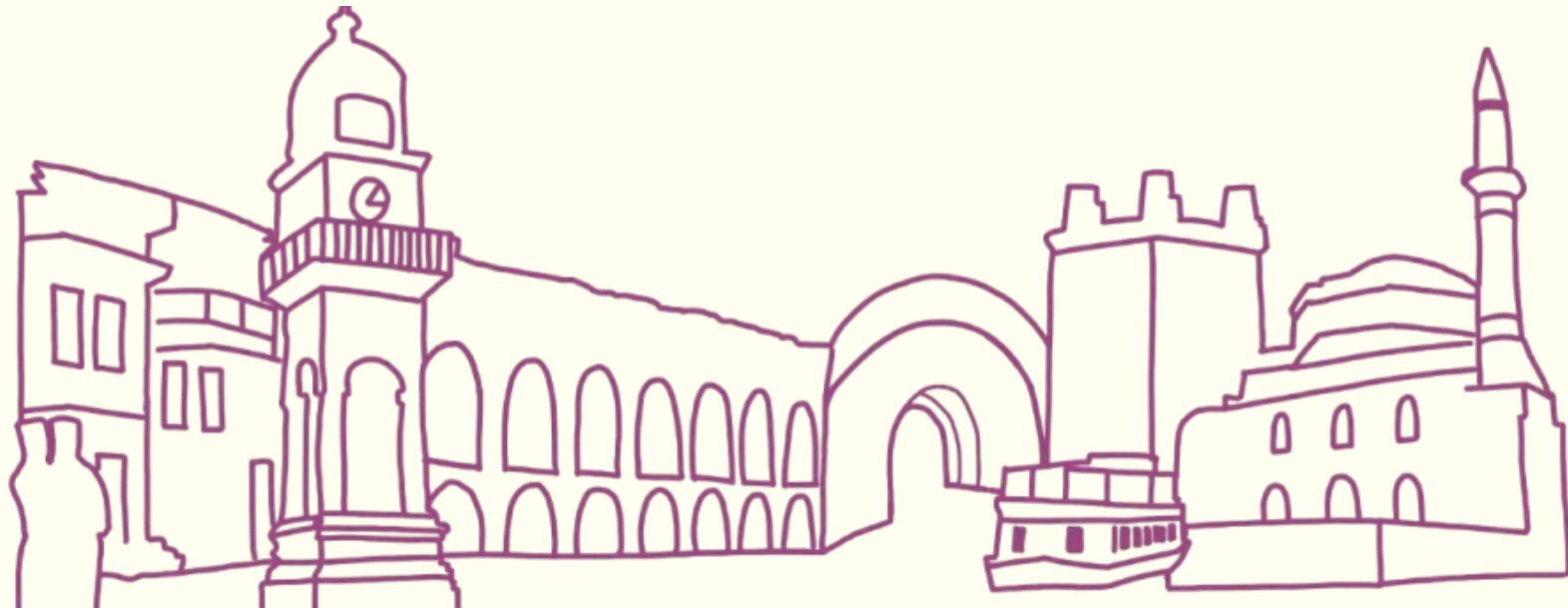
The collected questions will then be shared with the speakers, who must structure their presentations based on these questions.

The purpose of Inter-Chapter Round Tables is to encourage dialogue not only among different universities but also between presenters and the audience.

Like other Round Tables, each one lasts 1 hour and 15 minutes.

However, since there are fewer participants, additional time is available for audience interaction.

Therefore, each presentation must be structured in an interactive way, in consultation with the scientific coordinator.



## International Roundtables

Building on last year's successful initiative, in the 20th Forum with International Participation, International Round Tables will take place, giving medical students **from universities abroad** the opportunity to **actively participate** in the conference. Each round table will consist of 4-5 students, who will analyze a specific topic falling under the central theme of the session, under the guidance of distinguished experts from around the world, who will have been appointed by the Organizing Committee of the 20th International Forum.

Participation in the International Round Tables is **exclusively available to in-person attendees**. Therefore, participants must complete their conference registration and arrange their travel and accommodation in Ioannina for **April 24–26**. Please note that **all travel and accommodation expenses are the sole responsibility of participants** and will not be covered by the Organizing Committee. Participation is limited to **students enrolled in international medical schools**.

## International Roundtables

To participate in one of the International Round Tables, students must complete an expression of interest form, that will be made available. The following criteria will be used to select the students who will present in the roundtable:

**-Year of study**

**-Motivational letter** – outlining the reasons why you wish to participate in the roundtable

**-Application timing** – the earlier you submit your application, the higher your chances of being selected, provided that you meet the criteria regarding the year of study and the motivational letter

**-Previous experience** in presentations and participation in conferences. - Experience or general involvement in the topic of the roundtable.

For more information on how to register, you can contact us through our social media accounts or via email.

Of course, the Round Tables organized by collaborating groups, such as student scientific societies and student teams from Schools of Health Sciences and other university departments, will also be included, further enhancing the interdisciplinary character of the 20th Forum.

For direct communication with the Organizing Committee, you can send an e-mail to **presentations@32esfie.gr**

We are looking forward to welcoming you to **Ioannina on April 24-26, 2026**, for an unforgettable conference!

# 01.

## What are the Round Tables of Collaborating Teams?

The 32nd SCHMS will also collaborate **with other Health Sciences Schools and scientific teams or organizations**, which will organize specific Round Tables.

These collaborations aim to combine topics from different scientific disciplines in an interdisciplinary way.

All the previously mentioned rules and guidelines for Chapter Round Tables also apply to the Round Tables of Collaborating Teams.



## 02. PARTICIPATION DECLARATION TERMS AND CONDITIONS

Participation in a Round Table of the 32nd SCHMS requires full compliance with the following Terms & Conditions.

These are strict prerequisites, regardless of any additional criteria set by each SSHMS Chapter.

Failure to comply with these terms constitutes sufficient grounds for the Conference Organizing Committee to exercise its right to remove and 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. Every speaker **must be registered with the SSHMS Chapter corresponding to their Department** (or another Branch in case of an official transfer). In other words, the speaker must be an active SSHMS member.
2. Each speaker must complete **their registration to the 32nd SCHMS by December 5, 2025**, in order to confirm their participation in the Round Table. In the Round Table submission form, there is a dedicated field for the registration number assigned to each participant. If registration is not completed by this date, submission of the form will not be possible, and the Organizing Committee reserves the right to cancel the participation or replace the speaker.

3. The Supervisor of each Round Table plays a vital role in supporting and contributing to the Conference, and their involvement must be duly recognized and respected. Therefore, communication with them must follow a **formal and professional standard**, conducted via email (proper greeting and closing, a clear subject line and purpose and sender details) and participants must demonstrate punctuality and consistency in all tasks and scheduled meetings. Any behavior contrary to these standards constitutes valid grounds for replacement of the speaker by the Organizing Committee.
4. No changes to the presentation schedule are allowed. An exception will be made only in the case of a **mutual swap** between two Round Tables within the same Chapter, provided that both parties declare it through the official submission form.
5. Each speaker must strictly adhere to the **13-minute time limit** for their presentation. If this limit is exceeded, the Chair of the session reserves the right to interrupt the presentation to maintain the overall schedule and flow of the Conference.
6. All members of a Round Table share responsibility for maintaining **effective communication** with the Organizing Committee. They must appoint a Communication Coordinator, who will ensure timely and reliable correspondence with the Committee.

## Communication Coordinator Obligations

In addition to the general terms and conditions outlined above, the Communication Coordinator must also meet the following specific requirements:

1. The Communication Coordinator is **chosen with the consent of all participants in the Round Table** (unless otherwise determined by the respective SSHMS Chapter).
2. The Communication Coordinator must maintain **consistent** and timely communication with the Organizing Committee to ensure the smooth conduct of the Round Table. Specifically, they must respond promptly and thoroughly to all emails received. Failure to do so gives the Committee the right to replace them and appoint a new representative.
3. The Communication Coordinator is **responsible for liaising** with the Round Table Supervisor to develop the timeline and schedule meetings, after consulting with all participating members.

## Communication Coordinator Obligations

4. The Communication Coordinator must immediately inform the Organizing Committee of any **inconsistencies** or **issues** arising from any member of the Round Table. Failure to report such problems, especially if they result in significant delays or complications, gives the Committee the right to replace the Communication Coordinator.
5. The Communication Coordinator may **preside** over the session, alongside the Supervisor or alone in their absence, unless the team decides otherwise. Additionally, the President of the Chapter, a member of the Chapter's Council, or a member of the National Administrative Board may also participate in the Chairing Panel.

## 03. FIRST STEPS

You can complete your participation form for the Round Table according to the instructions set by your local SSHMS Chapter. After a few days, your Chapter will inform you that you have been selected as a speaker at a Round Table.

Once the participants of each Round Table have been announced, **you will get in touch with each other** in order to organize yourselves and appoint a Communication Coordinator

The Communication Coordinator will contact the Scientific Supervisor to arrange the **first meeting** with him/her. Of course, the Organizing Committee and the local Chapters are available to help you with anything you may need. During the first meeting with the Scientific Supervisor, you will discuss the main topic of the Round Table and define precisely the **five aspects** that the participants will each develop.

In the following meetings, the Scientific Supervisor will be able to guide you in finding appropriate bibliography, answer your questions, and help you structure your final presentation.

In this way, you will gradually create a well-structured, interesting, and scientific work that you will be glad to present at the 32nd SCHMS.

## 04. MATERIAL COLLECTION

A key step in structuring a presentation is the **search for bibliography**. Electronic sources are a very useful tool for gathering information for any scientific project.

The databases most frequently used in the field of health sciences are mainly: **NLM, MEDLINE, CENTRAL, EMBASE, SCOPUS, Pubmed**

### **U.S. National Library of Medicine (NLM)**

It is the largest library in the world, containing bibliographic sources dating from 1879 to the present day. It is an extremely useful tool and freely offers knowledge to students, researchers, and healthcare professionals.

### **MEDLINE**

This is the main database of the U.S. National Library of Medicine. It includes article abstracts and full articles. It is a very large database with an abundance of information. You can explore it through PubMed.

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

This is the database that includes systematic reviews (Cochrane Reviews) as well as clinical and randomized controlled trials (CENTRAL – Cochrane Central Register of Controlled Trials). It usually contains article abstracts rather than full texts.

## **EMBASE**

This database includes more European journals and more studies on pharmaceutical interventions compared to MEDLINE.

## **SCOPUS**

Scopus was created by Elsevier and is the largest peer-reviewed database of abstracts and references, including scientific journals, books, and conference proceedings.

## **Pubmed**

This is the most useful and widely used database by medical students. It contains a wide range of articles and information from books and journals of biomedical interest, while it also provides access to MEDLINE. It was created and is maintained by the NCBI. Here, the user can even find full-text articles.

## Pubmed

### How do I search in PubMed?

Searching in PubMed resembles using a search engine, except that it uses specialized **vocabulary** called **MeSH** (Medical Subject Headings). This is a set of related terms associated with your search term. It is particularly useful for targeted searching. Let's begin exploring PubMed.

#### 1. Formulate a **clear research question**.

Use the filters on the left side of the screen, e.g., type of article, text availability, publication year, and study type.

#### 2. Select the **type of search** you want.

The advanced search option is useful for specialized and extensive searching. Use **logical operators** such as AND, OR, and NOT to avoid errors. Sort results by **Best Match**, use appropriate keywords, and check how recent the articles are.

## 05. POWER POINT GUIDE

You have, now, gathered all the necessary information for your presentation from your bibliography resources. It's time to create your power point presentation. This is the time to illuminate your creative side and present with validity and accuracy all the scientific data you have collected. If you work carefully, you will succeed in designing the best presentation.

### **Background and font:**

In order to avoid creating a tedious and disorienting presentation, you have to opt for a background with pale colors. In addition, the color of your font has to match your background, meaning that it should not be either too bright or too pale. You have to choose a legible type of font, paying attention to the size of the letters, which should be readable from a great distance. Furthermore, the title of each slide must be quite larger, in order to successfully acknowledge the slide's content.

### **Presentation and font:**

Every presentation must have a well distinguished structure.

A recommended type of structure is:

- First slide: **Title** of the presentation and **basic information** about the Head Professor, the presenting student and the name of the Conference
- **Introduction**
- **Main body** of the presentation
- **Conclusion** – Take Home Messages

By constructing a well formed presentation, you will enable the audience to follow your speech and attain an in-depth understanding of your topic.

**Texts:**

It is preferred to avoid including large texts in your presentation. In contrast, you could use small phrases, key-words, diagrams and pictures, which will be orally analyzed by the presenter.

**Pictures:**

It is strongly advised to include images in your presentation. This way, you will reinforce the vividness of it and awake the audience's interest. However, you should use images sparingly.

**Effects:**

The use of effects, such as video and movements on the slides, should be used carefully in order to avoid the disorientation of the audience.

**Overall appearance of  
a Round Table's Presentations:**

It is a fact that your presentation will be influenced by your own style of writing, although all presentations of each Round Table should be aligned with each other in order to achieve a uniform result. We wish you accomplishing your ideal and dreamy presentation. Keep in mind that the secret tip for success is combining both creativity and simplicity, in order to maintain your audience's interest.



## Tips and Tricks for the presentation

- Avoid extremely pretentious words, except from **scientific terminology**!
- Aim your presentation to be **understandable, explaining** more of what is written in the slide if necessary.
- Speak **slowly and loudly**, in order to maintain the attention of the audience.
- Stand with **confidence** and **calmness**. This way, you will gain your audience's appreciation.
- **Rehearse** again and again! It is equally important to successfully present your speech!

## 06. TIMELINE

### November 2025

- Send the Communication Coordinator details
- Send the Name and General Topic of RT

### December 2025

- Send the Final Title and the partial titles of the presentations
- Send the details, occupation and registration codes of the presenters in the order they are appearing

Every presenter must have **completed** their registration  
**up until 5/12/2025**

### January 2026

- Researching of necessary bibliography

### February 2026

- Beginning of the construction of Power Point file

### March 2026

- Complete the presentation and discuss for any necessary alterations
- Rehearse your presentations. Each presentation should be within the 13 minute limit

### April 2026

- Final rehearsal of speakers before the conference



## 07. COMMUNICATION

For any questions or clarifications referring to Round Tables or this Guide you can contact with the Presentation Team through the [presentations@32.esfie.gr](mailto:presentations@32.esfie.gr) or with the Timeline Team through the [program@32esfie.gr](mailto:program@32esfie.gr).

To be constantly updated about 32nd SCHMS & 20th FMS & JDIP follow us on social media:



**Facebook:** <https://www.facebook.com/32esfie>



**Instagram:** <https://www.instagram.com/32.esfie/>



**Website:** <https://www.32esfie.gr/index.php/el/>



**CONTACT US**