

## Chapter-23

### How to write Conference Proceedings?

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Conference Proceedings is an important form of medical writing and it can be an extremely useful document which can also have lot of citations. Organizing a conference is not an easy job and it requires a team work. At time the organizers handover this responsibility to professional conference organizers, event managers. Attending a conference is not easy either as it involves not only sparing some of your precious time but also financial expenditures in the form of travel as well as accommodation. This is one of the reasons that despite the fact that many would like to attend as many conferences as possible in their area of interest but not everybody can afford it. Hence, if the organizers make some arrangements to publish the conference proceedings, many others who could not attend the conference can benefit from the presentations made at these conferences.

#### ***Conference Proceedings in Booklet Form:***

Sometimes the conference organizers, who know its importance, take it as a project and much in advance make an announcement that the conference proceedings will be published in a book form later. They also request the presenters to provide a soft copy of their presentations at the time of making a presentation or they are asked to finalize it soon after the conference incorporating any important points raised during the discussion and pass it on to the conference organizers secretariat. Someone who is an expert in medical writing, is interested and can also afford to spare some time is given this responsibility to

compile and edit the conference proceedings. Sometime since there are con-current sessions at the conference, a committee of a few people is made and they assign Reporters for each session who at the end of the session prepare their report and pass it on to the publication committee. It is then compiled and edited by those who have been entrusted this responsibility by the conference organizers. It can be edited by a single person or it can be a multi-author book compiled and edited by a team. While preparing this booklet of conference proceedings they ensure that neither there is any duplication nor any important point, message highlighted at the conference by the presenters or during the discussion is left out. Apart from the presentations, such a booklet also includes the address by the Chief Guest at the inaugural session as well as address by the chief guest in the concluding session if they are informative, relevant and deserve to be included in such a booklet for record purposes.

Papers published in such conference proceedings cannot be later published in any scientific biomedical journal because then it will be considered a duplicate publication. Those who wish to publish their presentation in a scientific peer review journal should inform the conference organizers and do not share their document with them.

**Example:** Proceedings of two such conferences i.e. First National Conference on Medical Editing held at Army Medical College, Rawalpindi April 23-25, 2007 and the EMMJ5 Medical Journals Conference organized by PAME at Karachi from December 2-5, 2010 which were compiled, edited and published are just two such examples.<sup>1,2</sup>

Publication of conference proceedings in a booklet form is a major project which demands lot of concentration, devotion and dedication on the part of those who are entrusted this responsibility. It is also quite expensive but has the advantage of a permanent record.

***Publication of conference proceedings in a biomedical journal:***

This is another form of conference proceedings which can only be accomplished by an experienced medial journalist or doctor with interest and expertise in the field of scientific writing. It requires that the one, who is going to write it, must himself

attend all the sessions or is assisted by some other members of the team who can be deputed to cover different sessions in case there are some con-current sessions going on. The objective is to highlight the important message in the presentation. Normally such a report consists of one to two paragraphs about each presentation besides important points which are raised during the discussion. At times, the most important points are highlighted during the discussion. A good speaker will always try to be brief to the point that he/she will convey the message in the allotted time and keep some time for discussion. A good presentation always leads to lively discussion enthusiastically participated by those present in that particular session.

While preparing the report, the authors can also take help from the Abstract Book if it is published by the conference organizers. They can also request the organizers to provide the soft copy of the presentations. The authors should make sure that they do not give minute details and reproduce too much fact and figures because the presenters might like to publish it as a scientific paper later. However, it must also be ensured that the important message in the presentation is covered and highlighted for the benefit of those readers who could not attend the conference. This not only helps the readers to update themselves with what was presented and discussed at these conferences but it also gives tremendous publicity to the conference itself besides providing a permanent record. Great care should be taken to ensure accuracy of the figures which can be checked from the abstract book or the soft copy if provided by the conference organizers.

We have published numerous such conferences proceedings which have always been welcomed not only by the conference organizers but also the readers. Here are the few examples.<sup>3-12</sup>

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