

**National Medical Writing, Reviewing and Train the Trainers Workshop
Marriott Hotel, Cebu City, Philippines, 19-20 January 2012**

Organized by the Philippine Council for Health Research and Development (PCHRD)

And the Philippine Association of Medical Journal Editors (PAMJE)

Endorsed by the Asia Pacific Association of Medical Journal Editors (APAME)

Programme

Day 1: Thursday 19 January 2012 (Medical Writing Skills for Researchers/Train the Trainers Workshop 1)

| Time | Topic | Speakers |
|-------------------|--|--|
| 7.15am – 7.45am | Registration | |
| 7:45am-8:00 am | Opening Remarks | Dr. Enrico Gruet Chair, RHRDC-VII |
| 8.00am – 8.10am | Welcome & Introduction to workshop; APAME and PAMJE | Prof. Jose Lapeña Secretary-General of APAME/ President of PAMJE |
| 8.10am – 8.25am | Why write? | Prof José F Lapeña |
| 8.25am –8.40am | Basic Structure and Types of Scientific Papers | Prof Wilfred CG Peh |
| 8.40am – 9.00am | Preparing the Title, Title Page, Abstract and Keywords | Prof Wilfred CG Peh |
| 9.00am – 9.20am | Writing the Introduction | Prof José F Lapeña |
| 9.20am – 10:10am | Group Exercise One | Small Groups |
| | Working COFFEE BREAK | Small Groups |
| 10.10am – 10:25am | Group Presentations One | Small Groups |
| 10.25am – 10:40am | Writing the Materials and Methods | Prof Wilfred CG Peh |
| 10.40am – 11:00am | Writing the Results and Discussion | Prof José F Lapeña |
| 11.00am – 11.15am | Preparing the References | Prof Cecilia Maramba – Lazarte |
| 11.15am – 11.30am | Figures: Presentation of Statistical Results | Prof Cecilia Maramba – Lazarte |
| 11.30am –11.50am | Figures: Preparing Effective Tables and Illustrations | Prof Wilfred CG Peh |
| 11.50am –12.00nn | Questions and Answers | All Speakers |
| 12.00nn – 1:45pm | WORKING LUNCH Exercise Two | Small Groups |
| 1.45pm – 2.00pm | Group Presentations Two | Small Groups |
| 2.00pm – 2.15pm | Authorship and Acknowledgements | Prof Wilfred CG Peh |
| 2.15pm – 2.35pm | Preparing and Submitting your Manuscript | Prof José F Lapeña |
| 2.35pm – 2.50pm | Writing a Case Report | Prof Cecilia Maramba – Lazarte |

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| 2.50pm – 3.05pm | Writing a Technical Note | Prof Wilfred CG Peh |
| 3.05pm – 3.45pm | Exercise Three | Small Groups |
| | Working COFFEE BREAK | |
| 3.45pm – 4.00pm | Group Presentations Three | Small Groups |
| 4.00pm – 4.15pm | How the Manuscript is Processed: The Editor's Role | Prof Jose Lapena |
| 4.15pm – 4.30pm | How the Manuscript is Processed: Editorial Office Workflow | Prof Wilfred CG Peh |
| 4.30pm – 4.45pm | Dealing with Editor's and Reviewer's Comments | Prof Jose Lapena |
| 4.45pm – 5.00pm | Questions – and – Answers / Discussion | All speakers |

Day 2: Friday 20 January 2012 (Peer Review for Editors, Reviewers /Train the Trainers Workshop 2)

| Time | Topic | Speakers |
|-------------------------|---|--|
| 8.00am – 8.15am | What is Peer Review? The Review Process and Variations | Prof Wilfred CG Peh |
| 8.15am – 8.30am | The Reviewer's Role: Job Description and Responsibilities | Prof José F Lapeña |
| 8.30am – 9.00am | Exercise One: Reading of sample manuscript; Authors Instructions | Small Groups |
| | Working COFFEE BREAK | Small Groups |
| 9.00am – 9.15am | Guided Review Process (General Comments): Scanning, Summary, Strengths & Weaknesses | Prof Wilfred CG Peh |
| 9.15am – 9:30am | (Guided) Reviewer's Tools | Prof Wilfred CG Peh |
| 9.30am – 9:45am | Pursuing Plagiarism | Prof José F Lapeña |
| 9.45am – 10.00am | Exercise Two: General Process | Small Groups |
| 10:00am-11:00am | Group Presentations Two | Plenary |
| 11.00am-11.30am | Guided Review Process (Specific Comments): Review of Each Section | Prof Wilfred CG Peh |
| 11.30am – 12:00nn | Group Exercise: Writing Reviews of Each Section | Small Groups |
| 12.00nn – 1:30pm | WORKING LUNCH | Small Groups |
| 1.30am –3.00am | Group Presentations | Plenary |
| 3.00pm – 3.15pm | Conflict of Interest and Disclosures | Prof José F Lapeña |
| 3.15pm-3.30pm | Recruiting, Retaining and Rewarding Reviewers | Prof Wilfred CG Peh |
| 3..30pm – 4:00pm | CLOSING AND SNACKS | Prof. Jose Lapeña Secretary-General of APAME/President of PAMJE |

Faculty

Overseas Speaker:

1. Professor Wilfred CG Peh, Senior Consultant and Head, Department of Diagnostic Radiology, Khoo Teck Puat Hospital, Singapore; Clinical Professor, National University of Singapore; Executive Vice-President, APAME; President, Singapore Association of Medical Journal Editors (SAMJE); Immediate Past Editor & Advisor, Singapore Medical Journal.

Local Faculty:

1. Professor Jose Florencio Fabella Lapena, Jr, Professor of Otorhinolaryngology, University of Philippines; Attending Pediatric Otorhinolaryngologist, Philippine General Hospital; Secretary-General APAME; President, Philippine Association of Medical Journal Editors (PAMJE); Editor-in-Chief, Philippine Journal of Otolaryngology Head and Neck Surgery.
2. Professor Cecilia C. Maramba – Lazarte, Professor of Pharmacology, University of the Philippines; Attending Pediatrician, Philippine General Hospital; Member, APAME; Member, Philippine Association of Medical Journal Editors (PAMJE); Editor-in-chief, Pediatric Infectious Diseases Society of the Philippines Journal.