

**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

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	Welcome & Introduction to workshop	Prof. Jose Lapeña Secretary-General of APAME/President of PAMJE
8.15am – 8.25am	What is Peer Review? The Review Process and Variations	Prof Wilfred CG Peh
8.25am – 8.35am	The Reviewer's Role: Job Description and Responsibilities	Prof José F Lapeña
8.35am – 9.00am	Exercise One: Journal requirements; Authors Instructions	Small Groups
	Working COFFEE BREAK	Small Groups
9.00am – 9.15am	Group Presentations One	Plenary
9.15am – 9:30am	Guided Review Process (General Comments): Scanning, Summary, Strengths & Weaknesses	Prof Wilfred CG Peh
9.30am – 9:45am	(Guided) Reviewer's Tools	Prof Wilfred CG Peh
9.45am – 10.00am	Pursuing Plagiarism	Prof José F Lapeña
10:00am-11:00am	Exercise Two: General Process	Small Groups
11.00am-11.30am	Group Presentations Two	Plenary
11.30am – 11:50am	Guided Review Process (Specific Comments): Review of Each Section	Prof Wilfred CG Peh
11.50am – 12.00nn	Group Exercise: Writing Reviews of Each Section	Small Groups
	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	Prof Wilfred CG Peh

	Reviewers and Working Coffee Break	
3..30pm – 4:00pm	CLOSING	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.