



### **COCAINE, METH & STIMULANT SUMMIT 2021 DATES/LOCATION**

Cocaine, Meth & Stimulant Summit 2021 will be held **October 14-16, 2021**, virtually.

### **SUBMISSION DEADLINE**

All abstracts must be received by **Friday, March 5, 2021**, for consideration in the 2021 agenda.

### **SESSION DETAILS**

All breakout sessions at the Cocaine, Meth & Stimulant Summit are allotted a TOTAL of 60 minutes, which we recommend allocating between a 45-minute lecture and 15-minute Q&A period at the end. If accepted, please make sure your proposed session is designed to fit within this timeframe.

### **EVALUATION CRITERIA**

Breakout sessions presented at the 2021 Cocaine, Meth & Stimulant Summit must meet the criteria for continuing medical education (CME). Additionally, proposed sessions will be evaluated on (but not limited to):

- Relevance to the Cocaine, Meth & Stimulant Summit audience
- Diversity, quality, and depth of the topic
- Balance and objectiveness of the topic
- Qualifications of the proposed faculty
- Supporting evidence-based data from research to demonstrate results
- Intent to provide details on how to implement successful programs for others to replicate

### **PRESENTATION TERMS AND CONDITIONS**

Presenters agree to waive any honoraria. Please keep this in mind for budgeting purposes.

#### **FOR ACCEPTED BREAKOUT SESSIONS:**

For ONE presenter per submission, the Cocaine, Meth & Stimulant Summit will:

- Provide complimentary full conference registration

**Additional presenters will be eligible for complimentary registration.**

## **INFORMATION REQUEST AND FORMATTING GUIDELINES**

Please see below for a comprehensive list of the questions asked in the submission portal. Please also adhere to the following formatting guidelines when submitting your proposal. Following these instructions helps us review your submission more efficiently.

### **PRESENTER INFORMATION**

*Note: Limit of 4 breakout session presenters (2 is preferred). Only 1 presenter is eligible for complimentary registration and travel reimbursement (See Presentation Terms and Conditions).*

- Contact details to include: Presenter names, credentials/appellations (JD, MD, etc.), job title, company, address, office phone, mobile phone, email address
- Photo of each presenter
- Presenter bios, 150 words max each
- Presenter CVs (required for each presenter)
- Presenter conflict of interest documentation (required for each presenter)

When adding presenters, the submitter will be able to “invite” other presenters to fill out their profile and conflict of interest information. When a new presenter is added, an option for “Invite [Presenter’s Name]” will display. Clicking this button will generate an automated e-mail to the presenter which provides them a link to update/edit their information. They will not be able to see or edit other portions of the abstract. Alternatively, the submitter can provide this information themselves by clicking the “Edit” button.

If a presenter already has an account created (because they are a presenter on another presentation being submitted) that presenter will still need to confirm their profile information is accurate for the current submission. Data fields filled in on a previous submission will carry over.

### **PRESENTATION INFORMATION**

#### **• TITLES**

- Do not use abbreviations in session titles
- The title of your abstract should be formatted with “leading caps” where appropriate.

#### **EXAMPLES:**

**PRESCRIPTION DRUG OVERDOSES IN THE UNITED STATES**

**prescription drug overdoses in the united states**

**Prescription Drug Overdoses in the United States**

#### **• ABSTRACT DETAILS**

- Session description: 250 words max. If accepted, the conference organizers will use this description on the conference website. Text only. No images, tables, etc.

- Briefly describe how your presentation is based on established outcomes, a case-study, or evidence-based data.
- Explain how your session is relevant to the Cocaine, Meth & Stimulant Summit audience
- **LEARNING OBJECTIVES**
  - Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of attending your educational program.
  - Learning objectives must be OBSERVEABLE and MEASUREABLE
  - Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors
    - GOOD VERBS:** List, Describe, Apply, Analyze, Assess
    - BAD VERBS:** Know, Understand, Appreciate
- **PRACTICAL TAKE-AWAYS**
  - We require all sessions accepted at our conference to provide the audience with a few “Practical Take-Aways” they can apply back to their patients, practice, etc. Practical Take-Aways should incorporate action verbs that describe measurable behavior.
- **OTHER DETAILS**
  - You will be asked whether you are submitting the presentation to be considered for a Breakout Session.
  - Please indicate which primary topic/track area applies to your session.
  - You will be asked to answer YES/NO on whether or not your presentation contains information on a specific product or service for which you will receive a monetary benefit. Due to CME guidelines, we need to know about anything in your presentation from which you possibly would derive income and would promote during your presentation.
  - You will be asked to accept the Presentation Terms and Conditions.
- **OVERALL**
  - Please be as complete and descriptive as possible to avoid questions during the review round.
  - Please use regular sentence formatting (capital letters where necessary, no CAPS LOCK).

## REVIEW PROCESS

The Cocaine, Meth & Stimulant Summit Planning Committee will review the proposals and educational concepts submitted and evaluate the diversity, quality, and depth of the topic. Final determination as to which sessions will be selected does not occur until ALL abstracts have been submitted and reviewed.

## SELECTION PROCESS

Unfortunately, we are not able to accommodate all submissions. After a thorough review and thoughtful consideration, determinations are made as to which sessions will be selected for inclusion in the agenda. Acceptance and Denial emails will be sent by the end of April 2021.

## QUESTIONS

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail [lminor@naccme.com](mailto:lminor@naccme.com)