



SUBMISSION GUIDELINES & OTHER IMPORTANT INFORMATION

RX SUMMIT 2020 DATES/LOCATION

Rx Summit 2020 will be held **April 13-16, 2020**, at the **Gaylord Opryland Resort & Convention Center in Nashville, Tennessee.**

SUBMISSION DEADLINE

All abstracts must be received by **Friday, August 23**, for consideration in the 2020 agenda.

SESSION DETAILS

All breakout sessions at the Rx Summit are allotted a TOTAL of 75 minutes, which we recommend allocating between a 60-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.

POSTER DETAILS

If your submission is accepted as a poster, you will be expected to hang-up and stand by your poster in a designated section of the exhibit hall. Details on exact times for poster presentations will be provided in future communication to accepted presenters.

EVALUATION CRITERIA

Breakout sessions and posters presented at the 2020 Rx Summit must meet the criteria for continuing medical education (CME). Additionally, proposed sessions and posters will be evaluated on (but not limited to):

- Relevance to the Rx 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 up to two (2) presenters per submission, the Rx Summit will:

- Provide complimentary full conference registration.
- Reimburse presenter's airfare up to \$350 and ground transportation between the airport and the hotel up to \$50 (based on the IRS mileage rate in effect at the time). All presenters will be responsible for arranging all air and ground transportation.
- Provide complimentary hotel accommodations for up to three nights at the Gaylord Opryland Resort & Convention Center (or nearby hotel) for presenters who are not based in Nashville. If you wish to extend your stay beyond three nights, you may do so at your own expense. If you choose to stay at another property, the Rx Summit will not pay for those accommodations.

NOTE: The Rx Summit will provide complimentary registration, hotel accommodation and travel reimbursement for no more than two (2) presenters from one (1) organization, in case that organization is associated with multiple presentation proposals. Additional presenters will be eligible for a discounted registration rate.

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FOR ACCEPTED POSTERS

The Rx Summit will provide a discounted registration rate for one (1) poster presenter for each accepted poster. No other reimbursements or travel arrangements will be made on behalf of the Rx Summit. If your session or poster was submitted with more than one presenter, you will be asked at time of acceptance to determine which presenter is primary and therefore will be the designated poster presenter.

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). Up to 2 presenters are eligible for complimentary registration and travel reimbursement (See Presentation Terms and Conditions). Limit of 1 poster presenter.

- 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/Poster 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/poster is relevant to the Rx 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 or a Poster.
 - 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 Rx Summit Advisory Board 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 November 2019.

QUESTIONS

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail clackey@psychbehavioral.com or kward@naccme.com.