



# Preventive Medicine 2017 Scientific Abstract Submission Guidelines

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These guidelines are for scientific abstracts only. There are separate guidelines for session idea submissions.

## I. Submission Deadline

All scientific abstract submissions must be received no later than **Tuesday December 6, 2016, 11:59 PM ET**. Late or incomplete submissions will be ineligible for review.

## II. Submission Topics

Authors are encouraged to submit scientific abstracts for oral or poster presentation in one or more of the following categories:

- Clinical Preventive Medicine and Lifestyle Medicine Practice
- Public Health & Population Medicine
- Informatics
- Medical Quality
- Global Health

Abstract topics addressing the conference theme, *Achieving Health Equity through Prevention*, occupational medicine/employee health and productivity, environment health, military health, aerospace medicine, as well as general preventive medicine or public health topics are welcome.

## III. Abstract Submission Process

- Abstracts must be received online by **Tuesday, December 6, 2016, 11:59 PM ET**.
- Faxed, emailed, or mailed abstract submissions will **not** be accepted.
- Abstracts may be edited up to the deadline date of **Tuesday, December 6, 2016, 11:59 PM ET**. Abstracts will be considered ineligible for review until they are complete.
- Each abstract is limited to a maximum of 300 words (overall word limit combining all 6 sections). Once logged in, there will be a tab on the left named "Words" - the word counter shows the cumulative words written in all 6 sections combined. Please

complete each section carefully; incomplete or insufficiently completed sections will not be scored highly.

- Abstract submissions should be submitted to the most appropriate category. Please note that the Scientific Review Committee has the authority to re-categorize any abstract.
- If you are a trainee in a training program (e.g., medical/graduate school, residency, fellowship), make sure your residency director (or mentor if not in a residency program) reviews and approves your abstract before submission.
- All oral and poster presenters are required to register and attend **Preventive Medicine 2017**. ACPM will not cover registration or travel fees incurred by oral and poster presenters.
- Abstracts selected for oral sessions must be presented by the first author only; no substitutions or exceptions.
- Presenters (oral or poster) may not use their conference presentation to market products or services, and should use product-based or generic names wherever possible.
- Abstracts accepted for all (oral and poster) presentations will be posted in **Preventive Medicine 2017** conference app.

If you have any questions about the process, please contact Jessica Bradshaw at [jbradshaw@acpm.org](mailto:jbradshaw@acpm.org) or 202-466-2044 ext. 112.

All submissions will be reviewed by members of the ACPM Scientific Review Committee. Authors of accepted abstracts will be notified of the results **by February 2017**.

#### **IV. Criteria for Evaluation of Abstracts**

- All sections of the abstract are fully completed and address the scientific question posed.
- Objectives of the scientific study need to be clearly stated in the Background. Objectives described are clear and consistent with the principles and methods of preventive medicine and public health.
- The scientific study was performed using rigorous scientific methods.
- Results/outcomes are described and are relevant to the professional practice of other meeting participants.
- The proposed presentation will contribute to achieving the overall **Preventive Medicine 2017** conference goals.
- The topic is relevant to the conference focus areas.

Abstracts are selected on the basis of scientific merit and will be arranged to fit into the overall conference structure. Guidelines for oral and poster presentations will be provided to authors of accepted abstracts.

#### **V. Submission Categories**

Abstracts submitted for **Preventive Medicine 2017** will be considered for oral presentation, CME poster presentation, or non-CME poster presentation.

### *Oral Presentations:*

- Authors of abstracts accepted for oral presentation will present their findings in concurrent sessions, with approximately 15-20 minutes allotted for each presenter. The final time allotment will be provided by the session moderator.
- Presenting authors of abstracts accepted for oral presentation will be required to complete a speaker release and financial disclosure form indicating any financial arrangement or affiliation with any organizations that may have a direct interest in the subject matter of the presentation.
- Authors of accepted abstracts for oral presentation qualify for a \$100 speaker's discount. Poster presenters do not qualify for this discount.

### *All Poster Presentations:*

- Poster presenters will be required to set up and take down their posters in the exhibit hall. A poster board and thumb-tacks will be provided.
- The poster should be no more than 8' wide by 4' tall. Posters will hang from the display boards with thumbtacks, which will be provided at each poster station. Be sure that your poster contains font size big enough so that readers can read the poster from at least 3 feet away.
- A formal poster reception will be held in which presenters must be available to discuss their study and answer any questions. Attendance at the reception is mandatory for poster presenters.
- Detailed information, including a set up and take down schedule, will be provided to all poster presenters after the acceptance notification.

### *CME Poster Presentations:*

- A selected number of posters will be chosen by the Scientific Review Committee for CME poster presentations. Authors of CME poster presentations will be asked to give a brief (2-3 min) presentation on their poster during a group CME poster session.
- As these sessions are eligible for CME, all presenters will need to complete a financial disclosure form.

## **VI. Scientific Awards**

Recognition for outstanding presentations will be announced after ***Preventive Medicine 2017***. First authors of abstracts selected for poster or oral presentation are eligible to receive an award. Residents and students are eligible for these awards.

Categories for awards at ***Preventive Medicine 2017*** include:

- Outstanding Scientific Oral Presentation. One oral presentation will be selected. Residents and students **are** eligible to receive this award.
- Outstanding Scientific Poster Presentation. One poster presentation will be selected. Residents and students **are** eligible to receive this award.

## **VII. Recognition Criteria**

Selection criteria for scientific awards include demonstration of rigorous scientific methodology, clarity, original and creative graphic design, and relevance to preventive medicine and public health. Certificates of recognition will be mailed to the awardees (first author of the abstract in each award category) at the conclusion of the meeting.