



Preventive Medicine 2018 Scientific Abstract Submission Guidelines

These guidelines are for scientific abstracts only. The call for session proposals has closed.

I. Submission Deadline

All scientific abstract submissions must be received no later than **Sunday, December 10, at 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:

- Improvement and Innovation
- Policy, Evidence and Practice
- Engagement and Change
- Models and Health Systems
- Lifestyle Medicine and Precision Public Health
- The Future of Preventive Medicine

Descriptions of the tracks are available here:

http://www.acpm.org/resource/resmgr/Track_Descriptions_9.20.17.pdf

Abstract topics addressing the conference theme, *Prevention at the Nexus of Health System Transformation*, 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 Requirements

- Each abstract is limited to a maximum of 300 words (overall word limit combining all 6 sections outlined below). On the Abstract page, there will be a tab on the left called “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.
- Background: Preventive medicine/public health issue that is addressed by the study. It should include what is known and what is not known. **This section must include the objective of the study.**
- Methods: Study design and analysis
- Results: Key findings from the study
- Conclusions: Main generalizable statement resulting from the study, take-home message
- Public Health Implications: Potential uses of this study for science, policy, programs, public or provider education
- Data Source Utilized: Where the data in the study came from
- In addition, all submitters, presenters, authors and co-authors are required to submit a financial disclosure form

Sample accepted abstracts from previous conferences are available for review at:

http://www.acpm.org/resource/resmgr/Sample_Abstracts.pdf

IV. Abstract Submission Process

- Abstracts must be received online by **Sunday, December 10, 2017, 11:59 PM ET.**
- Faxed, emailed or mailed abstract submissions will *not* be accepted.
- Abstracts may be edited up to the deadline date of **Sunday, December 10, 2017, 11:59 PM ET.** Abstracts will be considered ineligible for review until they are complete.
- Abstracts 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 the meeting. 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.
- All abstracts accepted for poster presentation will be posted in ***Preventive Medicine 2018*** conference app and website.

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

V. Abstract Review and Selection

All abstract submissions will be reviewed by members of the ACPM Scientific Review Committee. All submitted abstracts undergo blinded, peer review and must comply with the requirements outlined in Section III. Authors of accepted abstracts will be notified of the results **by February 2018**. Reviews will not be forwarded to abstract authors.

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.

VI. 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 and 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 2018** conference goals.
- The topic is relevant to the conference focus areas.

VII. Abstract Presentation Categories

Abstracts accepted for **Preventive Medicine 2018** 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 thumb tacks, 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 for the CME poster presentation session(s). Authors of these abstracts will be asked to give a brief 3-minute presentation on their poster, during a group CME poster session. Authors also will be expected to be available to discuss their study and answer any questions at the formal poster reception.
- As these sessions are eligible for CME, all presenters will need to complete a financial disclosure form.
- See "*All Poster Presentations*" above for poster dimension and other information.

VIII. Scientific Award

Recognition for outstanding poster presentations will be announced after ***Preventive Medicine 2018***. First authors of abstracts selected for poster presentation are eligible to receive an award. Residents and students are eligible for these awards.

Categories for awards at ***Preventive Medicine 2018*** include:

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

IX. 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.