

## ACOFP Content Submission Guidelines

ACOFP has a myriad of content presentation opportunities available and is looking for interested presenters and subject matter experts to submit their ideas for consideration. Please look through the Content Submission Guidelines for more information on the types of content and subject matter ACOFP is looking for.

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### Content Submission Dates

ACOFP is accepting submissions beginning on January 1, 2023 through December 31, 2023.

### Content Channels

Content should be submitted for consideration in the following areas:

- Live CME conferences
  - Faculty Development and Program Directors Workshop (January)
  - Annual Convention (March/April)
  - OMED (October)
- On-demand CME
  - Webinars (6-12 throughout the year)
  - Pre-recorded for the ACOFP eLearning Center
- Non-CME
  - Blog posts/articles
  - Podcasts

### Content Areas

ACOFP is seeking content in the following areas.

- *Treatment topics* (including, but not limited to diabetes, hypertension, CVD/cardiology, nutrition, dermatology, opioids/pain mgmt., anxiety/depression/mental health, obesity, cancer, asthma/COPD,

communicable/infectious diseases, new medications, rheumatology, pediatrics, hyperlipidemia, psychiatry).

- *OMT* (including, but not limited to: headache treatments, cranial, muscle energy, HVLA, back pain, shoulder pain, cervical pain, neck pain, counterstrain, lumbar pain, extremity issues, soft tissue, fascial distortion model, pelvic pain, rib dysfunctions, lymphatics, thoracic, visceral techniques, sacral dysfunction, still technique, balanced ligamentous tension).
- *Technology* (including, but not limited to telemedicine, diagnostics, therapeutic, POCUS, IT, EMR, smart phones/mobile apps, artificial intelligence, billing/coding, genomics, labs, radiology, remote monitoring, wearable tech, stem cells, patient portals, robotics, office procedures, imaging, Botox)
- *Professional Development* (including, but not limited to wellness, leadership, precepting, ethics, burnout, billing/coding, motivational interviewing, telehealth/medicine, business, teaching, nutrition, financial mgmt., time mgmt., OMT, work/life balance, mentoring, stress, EMR, contract negotiations)

## Submitting Your Content

Submitting your content can take between 10-30 minutes. You will be asked to complete a series of tasks when submitting your content. Please review the information below and have the names and contact information of any co-authors if applicable.

Step 1: Content title

Step 2: Content category/type

Step 3: Is a committee suggesting this content?

Step 4: Content description

Step 5: Literature/needs assessment

Step 6: Length and program design

Step 7: Author info

Step 8: Learning objectives

Step 9: Disclosures

Step 10: Relevant documents

Step 1: Content titles should be short and specific.

Step 2: Please select from the options provided for the type of presentation you are looking to submit. Note that all live CME presentations will have the option to be considered for webinar or on-demand if you would like as a secondary option to a live conference.

Step 3: If this is being submitted on behalf of an ACOFP committee please indicate which one. There is no requirement that content be submitted on behalf of a committee.

Step 4: Please submit a brief description of the content which will be used to judge the relevance and deem the most appropriate program to disseminate the content/presentation.

Step 5: Please provide a brief literature or needs assessment, this is necessary in determining the ability to provide CME credit for your session through AOA and ACCME requirements.

Step 6: For live or on-demand content submissions, please provide the approximate length of the presentation and any specific information about the program design.

Step 7: You will be asked to provide some specific information about yourself as the lead author and the name and email of any secondary/contributing authors. A brief bio and CV will be asked of the lead authors at the time of submission. The request for a photo is option, but should the presentation be accepted will be asked of the author(s).

Step 8: For live or on-demand content submissions, please include a minimum of 3 learning objectives. These should be measurable to be included in post-surveys.

Step 9: For live or on-demand content submissions, disclosures will be required of all content authors for CME purposes.

Step 10: If you have any supporting documentation that will help reviewers in any way (previous recordings, published materials, etc.) you will have the ability to upload them.

## Author Agreement

By completing a content submission, you are agreeing to the following terms:

- **Video/Audio Recording:** The ACOFP will make an audio/video recording of your presentation (with the exception of written/blog proposals). It is to be understood that these recordings may possibly be offered for sale to the ACOFP membership or other interested parties at some point in the future. The ACOFP has first option to print articles, based on these content submissions. In addition, this information may be used in pre- and post-convention publicity. If the abstract is not consummating, we reserve the right to publish from the audio/video recording of the lecture. By submitting a content proposal, you give your consent to the audio and/or video recording of your presentation. You waive any claim for liability on the part of ACOFP and waive any compensation in connection with subsequent sales of this material.
- **Speaker's Copyright Agreement:** Faculty members are asked to authorize the American College of Osteopathic Family Physicians to make audio and/or video recordings of the presentation and to grant the American College of Osteopathic Family Physicians a non-exclusive, royalty-free license to distribute those recordings, and use the material they contain, including the PowerPoint presentation. The speaker will also obtain copyright approval, for any lawful purpose, including publication in a conference proceedings and/or distribution via the Internet. The copyright to the material remains at all times with the faculty member.
- **Protection:** The ACOFP suggests that you protect your copyright in your material by putting the following language on the bottom of the first page: © year by speaker name.

The ACOFP takes no responsibility for registering your copyright and advises you to take all appropriate steps to do so.

- **Ownership of Rights:** By agreeing to include your PowerPoint presentation in the official conference/eLearning proceedings, you warrant and represent that you are the sole owner of all rights thereof and that your material does not infringe the rights of others. Please inform the American College of Osteopathic Family Physicians immediately if you do not own all rights in the material submitted by you.
- **Honorarium:** ACOFP has an official honorarium policy set forth by the Board of Governors. Speakers for a CME Lecture Program presentation, Workshop, or Committee Lecture Program presentation shall receive an honorarium of \$1,000 for a presentation 4 hours or longer, \$750 for a lecture presentation between two and three hours long, \$500 for an hour lecture or \$250 for a lecture presentation less than one hour, roundtrip airfare, and one nights of hotel room and tax\*. Additional hotel arrangements will be considered based on travel needs. Compensation for split presentations will be determined by the executive director and program chair.

\*This extends only to in-person meetings.

## Content Review Timeline

Reviews will be conducted on a rolling basis with committees meeting every two months to discuss content placement. Sessions that are reviewed positively but cannot fit into an existing program schedule will be examined for opportunities in ACOFP's eLearning center if the author agrees or indicates they would be open to such an opportunity.

Authors will be notified via the submission platform as to the status and decision of their content submission.