

Research Abstract and Clinical Conundrums Instructions and Guidelines

We are pleased to provide these Instructions and Guidelines for those submitting Research Abstracts and/or Clinical Conundrums for presentation at the Pediatric Hospital Medicine 2023 (PHM23) Conference. PHM23 will be held as a live, in-person event, August 3-6, 2023.

A standardized, blinded review process will be utilized for the selection of Research Abstracts and Clinical Conundrums. High-scoring submissions may be eligible for oral/platform presentation or E-Poster presentations.

Research Abstracts and Clinical Conundrums Important Information

Submitter Information

- Lead Authors should only submit their work if they can be present during the live, in-person conference dates of August 3-6, 2023.
- PHM23 staff will only communicate with the lead author/presenter. Please ensure all information submitted for the lead author is accurate.
- Lead authors/presenters are responsible for collecting and communicating information to co-authors/presenters.
- If a submission is accepted for presentation, at least one lead author(s)/presenter(s) must register for PHM23 in order to present their work.
- All lead authors/presenters are required to provide contact information for their submission.
- All lead authors/presenters are required to provide financial relationship disclosure information.
- Lead authors/presenters have the option to complete contact and financial disclosure information on behalf of their co-authors/presenters.
- All lead authors/presenters will be required to finalize the submission once all information is collected.

Review and Notification Information

- The scheduling of presentations will take place after final selections and submitters will be notified of their selection status.
- Review and selection of Research Abstracts and Clinical Conundrums will take place March 2023.
- Acceptance notifications will be sent to lead authors in April 2023.
- The PHM23 Planning Committee will determine how accepted presentations will be delivered – either oral presentation or E-Poster presentation. Presentation format will be communicated in the acceptance notifications.
- If you are selected to present your work at PHM23, keep in mind that your presentation could be scheduled throughout the duration of the conference, August 3-6, 2023.

Important Dates to Remember

Abstracts and Conundrum Submissions Open	Tuesday, January 17, 2023
Abstracts and Conundrum Submissions Close	Wednesday, February 22, 2023
Acceptance Notifications to be sent	April 2023

Diversity, Equity & Inclusion Statement:

PHM is committed to advancing medicine and the communities we serve through celebrating diversity, promoting inclusion, and fostering equitable cultures. The principles of DEI are a guiding framework imbued throughout each step of the planning process as a persistent effort to eliminate health disparities and cultivate a safe and respectful environment for all, regardless of background or identity. We are dedicated to creating a program that honors and supports our diverse communities and actively opposes intolerance, bigotry, bias, and discrimination.

Research Abstract Submission Information

- Deadline for Research Abstract submissions is **11:59 PM EST on Friday, February 22, 2023**. No extension to this deadline can be granted.
- Submissions are limited to 2,600 characters (including spaces) or less (not including abstract title). It is strongly recommended that you draft your Research Abstract using Word or a similar product and then copy and paste the text into the online system. (This will help to ensure your submission does not exceed the character limit).
- Research Abstracts must be submitted in one of the following three categories*:
 - Clinical and Health Services Research
 - Medical Education
 - Quality Improvement

**Note: Abstracts that do not necessarily fit into one of the three categories are welcome however, you must select one of the three categories in order to complete your submission.*

- Submissions are required to include the following:
 - Title
 - Introduction
 - Objective
 - Methods
 - Results
 - Discussion/Conclusion
- One supplemental PDF file containing a maximum of one table or figure pertinent to the submission may be uploaded. A supplemental table or figure is optional and not required with your submission.
- Research Abstracts can be edited until the point of final submission. Research Abstracts cannot be edited following final submission.
- Research Abstracts can be presented at other meetings, but not accepted for publication at the time of submission.
- Works in progress (without complete results), topics without relevance to Pediatric Hospital Medicine, and case reports will not be accepted as Research Abstracts.

Guidelines for Research Abstract Submissions

- The individual creating the system account and entering the Research Abstract information will be considered the lead author and sole Research Abstract presenter at PHM23, if selected for presentation.
- Please enter all other co-authors in the order in which they should appear in the heading of the Research Abstract.
- Lead authors can complete contact information as well as financial disclosure information for all co-authors. Lead authors may also choose to invite co-authors to the system to complete their information and financial disclosures.
- All aspects of your submission – author information, disclosure information, Research Abstract body information – must be completed for final submission to occur.
- When submission is completed, the lead author will receive a confirmation e-mail.

Please use the following guidelines to help determine in which category your Research Abstract should be submitted:

Clinical and Health Services Research

Reviewers will be looking for:

- Patient-, provider-, practice-, hospital-, or systems-level outcomes
- Focus on diagnosis and management of diseases, or aspects of health services delivery

Medical Education Research

Reviewers will be looking for:

- Study of the impact of teaching, development of educational materials, curriculum development, or evaluation development.
- Measurable outcomes (may be qualitative)

Quality Improvement

Reviewers will be looking for:

- Data over time
- Run chart
- Multiple PDSA cycles- data is used to influence subsequent interventions
- Sufficient detail about setting, personnel, and resources to understand context

Please include the following information in the sections of the body of your Research

Abstract of the PDF:

- **Title:** provide a title for your Research Abstract. This field has a 75-word / 200-character limit. This word/character count is separate and not included in the overall character count for your Research Abstract.
- **Introduction:** provide a brief introduction to your research.
- **Objective:** provide a clear and specific description of the overall purpose of your study.
- **Methods:** provide a description of the research design and analytic approach.
- **Results:** provide a description of the study population, sample size, and major findings.
- **Discussion/Conclusion:** provide a brief summary of your conclusions and the implications of your work.

Please DO NOT identify yourself, your co-authors or your institution anywhere in the body of your Research Abstract submission. Your submission will be blinded for review and should not include any identifying information.

File uploads

You may include one *optional* PDF file upload with your submission.

- Your PDF file may include a maximum of 1 Table or Figure.
- Eliminate all white space around images.
- Captions must be included as part of your image/table/graph.
- All text within the image should be large enough so that it is readable when the images is printed or viewed on screen.
- Complex images are not recommended as they may be difficult for the reader to see an adequate level of detail.
- Your upload file name cannot contain spaces or special characters; it must have standard alphanumeric characters only.

Clinical Conundrum Submissions Information

- Deadline for Clinical Conundrums submissions is **11:59 PM EST on Friday, February 22, 2023**. No extension to this deadline can be granted.
- Submissions are limited to 2,600 characters (including spaces) or less (not including conundrum title). It is strongly recommended that you draft your Clinical Conundrum using Word or a similar product and then copy and paste the text into the online system. (This will help to ensure your submission does not exceed the character limit).
- Submissions are required to include the following:
 - Title
 - Initial History/Presentation
 - Physical Exam
 - Diagnostic Evaluation
 - Diagnosis
 - Discussion/Conclusion
- One PDF file may be uploaded including images/charts pertinent to the submission. The images/charts cannot contain text other than captions.
- Clinical Conundrums can be edited until the point of final submission. Clinical Conundrums cannot be edited following final submission.
- Clinical Conundrums can be presented at other meetings, but not accepted for publication at the time of submission.
- Works in progress (without final conclusive diagnosis) and topics without relevance to Pediatric Hospital Medicine will not be accepted as Clinical Conundrums.

Guidelines for Clinical Conundrum Submissions

- The individual creating the system account and entering the Clinical Conundrum information will be considered the lead author and sole Clinical Conundrum presenter at PHM23.
- Only one person may present a Clinical Conundrum, although others may be listed as co-authors.
- Please enter all other co-authors in the order in which they should appear in the heading of the Clinical Conundrum.
- Lead authors can complete contact information as well as financial disclosure information for all co-authors. Lead authors may also choose to invite co-authors to the system to complete their information and financial disclosures.
- All aspects of your submission – author information, disclosure information, Clinical Conundrum body information – must be completed for final submission to occur.
- When submission is completed, the lead author will receive a confirmation e-mail.
- Please submit your Clinical Conundrum in one of the following categories:
 - Autoimmune
 - Cardiology
 - Dermatology
 - Endocrinology
 - Gastroenterology
 - Genetics
 - Hematology/Oncology
 - Infectious Disease
 - Neonatology

- Neurology
- Ophthalmology
- Orthopedics
- Pulmonology
- Renal
- Rheumatology
- Toxicology
- Urology

Please include the following information in the sections of the body of your Clinical Conundrum:

- **Title:** provide a compelling title for your Clinical Conundrum. This field has a 75-word / 200-character limit. This word/character count is separate and not included in the overall character count for your Clinical Conundrum.
 - Please do not include the final diagnosis (or significant clue) in the title.
- **Initial History/Presentation:** provide information about the initial history taken or the presentation of the patient when first seen.
- **Physical Exam:** provide information about the physical exam conducted relevant to your Clinical Conundrum.
- **Diagnostic Evaluation:** provide the result of any tests, procedures, or imaging conducted on the patient.
- **Diagnosis:** provide a description of the diagnosis made as a result of your exam and evaluation.
- **Discussion/Conclusion:** provide a brief summary of your interpretations and conclusions.

Please DO NOT identify yourself, your co-authors or your institution anywhere in the body of your Clinical Conundrum submission. Your submission will be blinded for review and should not include any identifying information.

File uploads

- You may include one PDF file upload for your submission.
- Your PDF file may include images, tables, graphs.
- Your uploaded file should include only information pertinent to your Clinical Conundrum and should be limited to a maximum of three images/tables/graphs.
- Eliminate all white space around images.
- Captions must be included as part of your image/table/graph.
- All text within the image should be large enough so that it is readable when the images is printed or viewed on screen.
- Complex images are not recommended as they may be difficult for the reader to see an adequate level of detail.
- Your upload file name should not contain spaces or special characters; it must have standard alphanumeric characters only.