

The Forum for Behavioral Science in Family Medicine

This document provides instructions on how to complete an online submission for the Forum for Behavioral Science in Family Medicine. Included are the general instructions and copies of the online forms.

Category: Workshop

Purpose: Present and practice skills in a specific area. Single or alternative approaches may be examined. Attendees participate in a project or task, frequently in small groups.

Time: 2 hours

This is an example only. Read through this file to see what information you must provide when submitting your presentation online.

If you have any questions, please contact Larry Peery, 800-274-7928, ext 5405, or email lpeery@stfm.org.

General Instructions

The first several web pages that you fill in are the same for all submission categories. When using the online submission application, please remember the following:

1. Each screen of the online submission process must be completed within 20 minutes of loading that web page. If you do not complete entering your data for that page within 20 minutes, you may “time out.” If you time out, you will have to start over.
2. You will need to know the full name, mailing address, phone number, and email for each additional presenter. If the additional presenter is a member of STFM our system will pre-fill-in his/her information for you.
3. Titles may be a maximum of 15 words and 255 characters (including spaces). Abstracts may be a maximum of 250 words. Please note that some words that contain a hyphen or apostrophe will be counted as two words. There is a 1,500 character limit (including spaces, roughly 250-300 words) for each multi-line field in the detailed proposal portion of the submission.
4. FORUM reviewers receive proposals without any identifying information regarding authors, affiliations or locations. Please remove identifying information from your abstracts and session descriptions.
5. We recommend you copy and paste your abstract and other lengthy information from another program such as Microsoft Word. If you do copy and paste, remember that formatting commands (table, bold, paragraph indent, auto numbering, etc) and symbols (for example TM Σ \leq) are not

transferred. The best approach is to save your information as plain text, edit it for appearance and then copy and paste the plain text into our online submission fields.

6. After you've completed all the fields on these web pages, we will send a confirmation email to the email address provided for the principal presenter. If the principal presenter does NOT receive a confirming email within 24 hours, we have NOT successfully recorded the submission. If the principal presenter does NOT receive a confirming email, please contact Larry Peery, 800-274-7928 ext 5405, or email lpeery@stfm.org.

7. Check your input carefully. We do not modify, edit, spell check or otherwise change your input prior to sending your submission to our reviewers. If you notice something significant that must be changed after you have completed the submission process, please contact Larry Peery.

8. All presenters should be available to present during all dates of the conference.

9. Submissions must be entered on-line at www.stfm.org/forum no later than March 19, 2012.

10. Proposals should use language that is listener sensitive, including gender neutral terms and avoidance of expressions are degrading.

11. All presenters will be required to register for the conference and pay the applicable registration fee. Please advise co-presenters of this policy.

12. One data projector and laptop computer will be provided for each meeting room. Presenters should bring their presentation to the meeting on either a flash drive or CD-ROM.

13. You cannot save your submission during the online process. Your submission is not saved until you complete the last step. If you do not complete all the steps, you must start over. You cannot edit your submission after we save it to our database. If you notice something significant that must be changed please contact Larry Peery, lpeery@stfm.org.

The following forms are the ones you will have to complete online.



The 33rd Forum for Behavioral Science in Family Medicine

The 33rd Forum for Behavioral Science in Family Medicine Category: Workshop

Below is your personal information retrieved from our database. If any of this information is incorrect, please provide valid information.

Lead Presenter Information

(All correspondence will go to the lead presenter.)

****If your institution is not listed, please enter the correct name in the Program/Department text box.**

Please provide the following information. Required items are marked with an asterisk*.

First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Name Suffix:	<input type="text"/>
Degree (no periods, eg MD):*	<input type="text"/>
State Where You Work:	KS <input type="button" value="v"/>
Company/Institution: <i>**If your Company/Institution is not in this list, please enter the correct name in the Program/Department box below.</i>	Society of Teachers of Family Medicine <input type="button" value="v"/>
Program/Department:	<input type="text"/>
Street:*	<input type="text"/>
City:*	<input type="text"/>
State:*	KS <input type="button" value="v"/>
Zip:*	<input type="text"/>
Country:*	United States <input type="button" value="v"/>
Phone (999-999-9999):*	<input type="text"/>
Fax (999-999-9999):	<input type="text"/>

E-mail:*

Are there additional presenters?

YES

NO

Need Help?



The 33rd Forum for Behavioral Science in Family Medicine

[Important information about copying and pasting and length of title.](#)

The 33rd Forum for Behavioral Science in Family Medicine Category: Workshop

Submission Information

Title of
Presentation:

(Maximum of 15 words and 255 characters, including spaces)

The Forum will provide the following audio-visual equipment for each presentation (not including breakfast presentations).

1. Laptop computer with Microsoft Office (includes a DVD drive)
2. Data projector
3. Projection Package (includes screen, projection cart and extension cord)
4. Flip chart with markers

NOTE: If you have a video (VHS format), please plan to convert your presentation materials to DVD format. If you have 35-mm slides, please plan to convert your presentation materials to a PowerPoint presentation.

Continue

Need Help?



The 33rd Forum for Behavioral Science in Family Medicine

[Important information about copying and pasting and length of abstract.](#)

The 33rd Forum for Behavioral Science in Family Medicine Category: Workshop

Abstract Information

Abstract: *(Maximum of 250 words)*

1. Provide a brief statement about the nature and relevance of the problem, need or topic the presentation will address.
2. Describe how the presentation will address the problem, need or topic.
3. Identify knowledge, skills or other benefits participants will gain by attending your proposed presentation.

*You may cut and paste this information from any text document.
For instructions on how to cut and paste, [click here.](#)*

Word Count:

NOTE: Brand names of specific products cannot be used in presentation titles/abstracts. Substitute with generic references where needed.
FORUM reviewers receive proposals without any identifying information regarding authors, affiliations or locations. Please remove identifying information from your abstracts and session descriptions.

Continue

Need Help?



The 33rd Forum for Behavioral Science in Family Medicine

The 33rd Forum for Behavioral Science in Family Medicine Category: Workshop

[Important information about copying and pasting.](#)

Proposal Information

*Please note there is a limit of 2000 characters including spaces (approx. 250 words)
for each input field below.*

**NOTE: Brand names of specific products cannot be used in presentation titles/abstracts.
Substitute with generic references where needed.
FORUM reviewers receive proposals without any identifying information regarding authors,
affiliations or locations. Please remove identifying information from your abstracts and session
descriptions.**

This category requires a proposal. Please fill out the following form:

Total number of presenters

Describe the content of your session and provide a brief outline of how you will use the time allotted

0 / 2000 Max Chars

Three objectives for attendees (please limit to 150 words)

0 / 2000 Max Chars

Session is intended for

Click on the Finish Submission button to complete your proposal submission.

Finish Submission

