

**Annual Spring Conference 2011
Call for Papers
Works-in-Progress Submission Requirements**

This document provides instructions on how to complete an online submission for the 2011 Annual Spring Conference. Included are the general instructions, copies of the online forms, and review criteria for the category.

Category General Instruction:

Description: A 10-minute presentation, followed by a 5-minute question-answer session, regarding an in-progress teaching, educational study, curricular or clinical intervention, management innovation, or quality improvement project.

Requirement: A 125-word abstract and a narrative organized as follows:

- a) Objectives stated behaviorally as expected participant outcomes,
- b) statement of the problem the project addresses,
- c) methods and measures,
- d) data/outcomes at time of submission,
- e) pending or possible implications potential.

(This category includes projects where data collection and analysis will be completed by the time of presentation.)

Time: 15 minutes (10 minutes for presentation; 5 minutes for questions)

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

If you have any questions, please contact Ray Rosetta 1-800-274-7928, ext 5412, or email rosetta@stfm.org.

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. If the lead presenter is NOT a current STFM member, there will be a \$25 charge for submitting to the conference. This fee covers the administrative costs of processing the submission and maintaining our online submission program. STFM members may submit to the conference for free.
2. 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.
3. 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.

4. You will need to know a brief biographical sketch for the main presenter. The bio sketch includes: Degree Granting Institution; Residency/Fellowship; Licensure/Certification (e.g. Social Worker, Psychologist); State/Province where licensed.
5. Titles may be a maximum of 15 words and 255 characters (including spaces). Abstracts may be a maximum of 125 words. Please note that some words that contain a hyphen or apostrophe will be counted as two words.
6. STFM recommends 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 ≤) 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.
7. After you completed all the fields on these web pages, STFM 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, STFM has NOT successfully recorded the submission. If the principal presenter does NOT receive a confirming email, please contact Ray Rosetta.
8. 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 Ray Rosetta.
9. As part of the submission process, you will complete our online presenter disclosure form. If your submission is accepted, we will contact your additional presenters to have them also complete the online presenter disclosure form.
10. All presenters should be available to present during all dates of the conference.
11. Submissions must be entered on-line at www.stfm.org no later than September 13, 2010.
12. Presenters are limited to a maximum of three submissions to increase the number of individuals able to participate in the conference. Do not submit the same proposal for different session formats.
13. At least three STFM Committee members will review each submission. At least three Research Committee members will review research forum and research poster submissions. The number of submissions accepted is determined by quality, duplication of topic, and meeting space availability. All presentations will be evaluated on the following criteria:
 - Originality
 - Quality and clarity
 - Organization (including timeline and objectives)

- Appropriateness to category
- Relevance to family medicine education
- Creativity of presentation
- Project track record (duration and evaluation)
- Successful implementation

14. Proposals should use language that is listener sensitive, including gender neutral terms and avoidance of expressions that degrade participants and/or patients and families.

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

16. One meeting room will be provided for each presentation. Each meeting room will be set with a data projector and laptop computer.



STFM Conference Submission

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44th STFM Annual Spring Conference Category: Works In-Progress

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*.

In what order should this person's name be listed in the *Family Medicine* conference supplement issue?* ([Why Do We Need This?](#))

First Name:*

Middle Initial:

Last Name:*

Name Suffix:

Degree (no periods, eg MD):*

State Where You Work:

Company/Institution:

***If your Company/Institution is not in this list, please enter the correct name*

in the Program/Department box below.

Program/Department:

Street:*

City:*

State:*

MO ▼

Zip:*

Country:*

United States ▼

Phone (999-999-9999):*

Fax (999-999-9999):

E-mail:*

Have you submitted to this conference before?

Make Selection ▼

Presenter Status:*

Faculty ▼

Presenter Bio Sketch:*

Max 125 words

Include Degree Granting

Institution;

Residency/Fellowship;

Licensure/Certification

(eg Social Worker, Psychologist);

State/Province where licensed

Are there additional presenters or authors?

YES

NO

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**44th STFM Annual Spring Conference
Category: Works In-Progress**

Submission Information

Title of
Presentation:

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

STFM will provide the following audio-visual equipment for each presentation (not including poster or breakfast presentations).

1. Laptop computer with Microsoft Office 2007 (includes a DVD drive)
2. Data projector
3. Projection Package (includes screen, projection cart and extension cord)

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. If you have any questions or need additional information, please contact Ray Rosetta at STFM, 800-274-7928, ext. 5412, rosetta@stfm.org.

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STFM Conference Submission

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44th STFM Annual Spring Conference
Category: Works In-Progress

Abstract Information

Abstract: *(Maximum of 125 words)*

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

NOTE: Brand names of specific products cannot be used in presentation titles/abstracts. Substitute with generic references where needed.

Optional information if applicable

Should the attendance at this presentation be limited, what is the maximum number?

How long has this project or activity been in place?

Has this project or activity been evaluated?

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44th STFM Annual Spring Conference Category: Works In-Progress

This conference requires that you match your submission to topics.

To assist the STFM Program Committee in determining and providing adequate coverage of information at the STFM Annual Spring Conference, please select a maximum of 3 of the following topic areas that relate most to your presentation.

CLINICAL

<input type="checkbox"/>	Adolescent Medicine
<input type="checkbox"/>	Behavioral Science
<input type="checkbox"/>	Chronic Illness
<input type="checkbox"/>	Community Medicine/COPC/Advocacy
<input type="checkbox"/>	Cross-cultural Issues
<input type="checkbox"/>	Death and Dying
<input type="checkbox"/>	Decision Making/Clinical
<input type="checkbox"/>	Dermatology
<input type="checkbox"/>	Disaster Medicine
<input type="checkbox"/>	Doctor-Patient Relationship
<input type="checkbox"/>	Ethics
<input type="checkbox"/>	Evidence-based Medicine/Informatics
<input type="checkbox"/>	Family Systems
<input type="checkbox"/>	Gay/Lesbian/Transexual Issues
<input type="checkbox"/>	Gender Issues
<input type="checkbox"/>	Geriatrics
<input type="checkbox"/>	HIV/AIDS
<input type="checkbox"/>	Home Visits/Nursing Home
<input type="checkbox"/>	Humanities
<input type="checkbox"/>	Inpatient Education
<input type="checkbox"/>	Integrative/Complementary/Alternative Medicine
<input type="checkbox"/>	International Issues
<input type="checkbox"/>	Leadership Development for Residents
<input type="checkbox"/>	Medical Errors
<input type="checkbox"/>	Medications

TEACHING

<input type="checkbox"/>	Adolescent Medicine
<input type="checkbox"/>	Behavioral Medicine
<input type="checkbox"/>	Chronic Illness
<input type="checkbox"/>	Community Medicine/COPC/Advocacy
<input type="checkbox"/>	Cross-cultural Issues
<input type="checkbox"/>	Death and Dying
<input type="checkbox"/>	Decision Making/Clinical
<input type="checkbox"/>	Dermatology
<input type="checkbox"/>	Disaster Medicine
<input type="checkbox"/>	Doctor-Patient Relationship
<input type="checkbox"/>	Ethics
<input type="checkbox"/>	Evidence-based Medicine/Informatics
<input type="checkbox"/>	Family Systems
<input type="checkbox"/>	Gay/Lesbian/Transexual Issues
<input type="checkbox"/>	Gender Issues
<input type="checkbox"/>	Geriatrics
<input type="checkbox"/>	HIV/AIDS
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<input type="checkbox"/>	International Issues
<input type="checkbox"/>	Leadership Development for Residents
<input type="checkbox"/>	Medical Errors
<input type="checkbox"/>	Medications

- Men's Health
- Minority Issues
- Nutrition
- Orientation to Residency
- Patient Education
- Perinatal Care
- Practice Management
- Practice-based Improvement (CQI)
- Preventive Health/Public Education
- Procedures
- Reproductive Health
- Research Methods
- Rural Medicine
- Sexuality
- Spirituality
- Sports Medicine
- Substance Abuse
- Teaching Skills for Residents
- Underserved Care
- Violence
- Well-being
- Women's Health

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- Violence
- Well-being
- Women's Health

FACULTY AND PROGRAM ISSUES

Administration/Leadership Skills

- Budget Development/Management
- Career Planning/Promotion
- Evaluation of Faculty/Staff
- Faculty Recruitment/Retention
- Funding (eg, Title VII)
- Impaired/Difficult Learners
- Leadership Skills
- Managed Care
- Program Evaluation
- Residency Program Administration
- Strategic Planning/Program Design
- Student Recruitment/Match Issues
- Team Building
- Time Management

RESEARCH SKILLS

Teaching/Evaluation

- Advising and Mentoring
- Community Preceptor Training
- Competency Assessment (ACGME, Procedures)

Use of Technology

- Electronic Medical Records
- PDA/Handhelds
- Web Use/Internet

RESEARCH TOPICS

Teaching/Evaluation

- Advising and Mentoring
- Community Preceptor Training
- Competency Assessment (ACGME, procedures)
- Curriculum Development
- Evaluation Skills/Giving Feedback
- Teaching Skills (eg, lecturing, small groups)

Curriculum Development

Evaluation Skills/Giving Feedback

Written Communication

Grant Writing/Reviewing

Writing a Successful Submission

Writing for Publication/Presentation

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STFM Conference Submission

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44th STFM Annual Spring Conference Category: Works In-Progress

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Proposal Information

Please note there is a limit of 5,000 characters (including spaces) for each input field below.
This category requires a proposal. Please fill out the following form:

Narrative (Statement of the problem, Project methods, Outcomes so far and Implications) (500 words or less)

0 / 5000 Max Chars

Behavioral Objectives for Session

Write instructional objectives that are behaviorally based [e.g., "Participants will be able to 1]...; 2)..."] and ensure your title and content matches these objectives. (100 words or less)

0 / 5000 Max Chars

Click on the Complete Disclosure button to go to the on-line disclosure form. All presenters are required to complete a disclosure form. Your submission will not be processed if you do not complete the disclosure form.

Complete Disclosure (Click ONLY ONCE)

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Work-In-Progress Review Criteria

Review Criteria: At least three STFM Committee members will review each submission. Submissions will be evaluated on one or more of the following criteria (depending on the submission category), using a 5-point Likert scale where 1 =Poor, 3=Good, and 5 = Outstanding.

Importance: the rationale or background statement makes clear the usefulness of the content to family medicine education.

Clarity and Organization: the proposal contains well-structured sentences and paragraphs that clearly and logically relate to the proposed session's purpose; the proposal follows recommended guidelines; the proposal avoids the use of jargon.

Quality of Assessment Methods: evaluation is outcome-oriented, i.e., reports impact of the program or intervention on the knowledge, attitudes and/or skills of program participants; or, conveys a well thought-out evaluation approach, if the project is still in progress.

Innovation/ Originality: the proposal adds to or expands existing knowledge or skills.

Likelihood of Acceptance: High

REVIEW CRITERIA: WORK-IN-PROGRESS

Key: 1 = Poor 2 3=Good 4 5=Outstanding

Importance	1	2	3	4	5
Clarity and Organization	1	2	3	4	5
Quality of Assessment Methods	1	2	3	4	5
<u>Innovation/Originality</u>	<u>1</u>	2	3	4	5
Overall Quality	1	2	3	4	5

Addresses Meeting Priority Area _____ Yes