ACEP RESEARCH FORUM
ABSTRACT PREPARATION AND SUBMISSION GUIDELNES

This document will provide the information you need to prepare your abstract for submission to the ACEP Research Forum.

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CATEGORIES

You will be asked to choose a primary category and up to two additional categories for your abstract.

- Administrative/ Practice Management

- Airway

- Basic Science

- Cardiovascular- ACS

- Cardiovascular- non-ACS

- Diagnostics

- Disaster Medicine/ EMS

- Education

- Health Care Policy/ Health Services Research

- Infectious Diseases (COVID)

- Infectious Diseases (non-COVID)

- International/Global

- Late Breaking – narrative abstract that excludes specific data- requires advanced notice to Course Director(s)

- Neurology

- Geriatrics/Palliative and End of Life Care

- Pain Management

- Pediatrics

- Psychiatry

- Public Health/Injury/Illness Prevention

- Quality Improvement and Patient Safety

- Resuscitation/Critical Care

- Simulation

- Social Determinants

- Telemedicine/Informatics

- Toxicology & Pharmacology

- Trauma

- Ultrasound

- Venous Thromboembolism

- Wellness/Wellbeing

- Wilderness Medicine

- Teaching Fellowship Abstracts (Only for those selected by TF Course Directors)

AUTHOR(S) RESPONSIBILITIES

Submission of an abstract indicates the following:

1. The data has not appeared in any referenced journal before publication of the abstract(s) in *Annals of Emergency Medicine*.

2. The author(s) has not presented the data at another national medical scientific meeting.

3. The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on your submitted abstract are likely to appear in print.

4. Submission of an abstract constitutes a commitment by the author(s) to present it if accepted. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter.

5. The content of the presentation and reference materials must remain the responsibility of the author(s). A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor. Appropriate disclosures must also be made as part of the submission process.

6. Research has been approved by and complies with authors institutional review board (IRB) for human and animal experimentation where appropriate.

7. All conflicts of interest for all authors must be disclosed.

HOW TO SUBMIT YOUR ABSTRAC T

All abstracts should be as informative as possible and follow the guidelines below.

1.FORMAT

Abstracts must include the following sections:

- Title – the title of your abstract should include significant words that reflect the content of the research. Avoid the use of abbreviations in your title.
- Study Objectives – information regarding the objectives/goals or why the study was performed.
- Study Design/Methods – information about the key methods utilized in the study (design, setting, participants).
- Results/Findings – summary of the results observed. Quantitative data must be included in scientific abstracts.
- Conclusion – a statement of the author(s)' conclusion supported by the stated results.

Note: Tables, graphs or images may be included. Figures may be color or black and white with at least 300 dpi.

2. PRESENTATION OPTION

Author(s) must decide who will present the abstract if selected for inclusion in the Research Forum.

- If the presentation involves commercial products it must be objective and rely on scientific methods.
- Presentations must be free of commercial bias for or against any product.
- Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- Any human subjects/animal research presented must have been approved by the appropriate agencies and have been in accordance with applicable ethical standards.

3. ADDITIONAL SUBMISSION INSTRUCTIONS

Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for distribution, they will not be edited or corrected by the ACEP Staff except as needed to conform to publicationstyle. Please ensure that your submission adheres to the following guidelines:

- The combined length of the abstract body, title, and table may not exceed 3000 characters, not including spaces.

- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of each word capitalized).

- Compounds should be mentioned with the generic name in lower case. Commercial names are admitted in the text, with an (R) and if in brackets following the generic name, i.e. "generic (Commercial (R))."

- Abbreviations may not be used in the title. If used in the text of abstracts, spell out the term in full for the first mention and follow with the abbreviation in parentheses.

- Check your abstract carefully for errors before submitting.

- You will be able to log in and revise your submission at any point up until the abstract submission deadline (Use "Click here to review your past Submission(s)" to select your abstract to edit).

- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract.

- Author(s) are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.

- Avoid use of the first person in descriptions of the authors' previous work.

- Notifications (via email) will be sent to the primary author/applicant listed on the submission. Check spam folders for notifications.

- Do not include any of the following identifying information in the body or title of the abstract text:
  - Name(s) of author(s)
  - Names(s) of institution(s)

4. DECISION NOTIFICATION

Primary authors will receive notification of the status of their abstract via email.

If accepted, abstracts must be presented at the annual meeting. **The presenting author must register for the meeting, prepare and present during their assigned session time.** Failure to do so, without adequate notification and justification, may prevent the authors from submitting abstracts to future meetings.

Accepted abstracts may also require that author(s) complete an additional Conflict of Interest (COI) form for CME purposes. ACEP staff will follow up with anyone needing additional COIs.

Accepted abstracts will fall into the following categories:

- **Virtual Poster Hall**

  The Virtual Poster Hall features on-demand, pre-recorded abstract presentations that give authors the opportunity to present their original work. Virtual Poster Hall presenters will pre-record 8-minute oral presentations which will be available to all conference participants for asynchronous viewing. There are no physical abstract presentation times or locations scheduled during the meeting as everything will be available on-demand. No posters needed.

- **Abstract Oral Presentation Session**

  Abstract Oral Presentation Sessions will be scheduled as live events for the in-person meeting. Between five and seven abstracts are selected for a single session, organized by topic (ex. Toxicology, Infectious Diseases, etc.). Each presenter has up to 6-minutes to give an oral presentation of their work. The sessions are moderated with time at the end for questions from the audience to actively involve and engage participants in discussion. No posters needed.

- **Plenaries**

  The highest ranked abstracts are selected as an oral presentation in one of three Plenary Sessions. Five abstracts are typically selected for inclusion in the plenary sessions and presenters have up to 8 minutes to present their work. The sessions are moderated with time at the end for questions from the audience to actively involve and engage participants in discussion. No posters needed.

- **Brooks F. Bock Lecture**

  Up to three of the top scoring abstracts will be chosen for inclusion in this session. Presenters must agree to the following requirements: Presentations must be submitted by the deadline outlined in the acceptance notice and presenters must be a faculty member at the time of presentation. To be considered for this session, you must indicate you interest in the "Affirmations" tab on your abstract submission. No posters needed.

- EMF and Awards Showcase

  High scoring abstract submissions from EMF grantees are included in this unique session. This session also includes presentations from ACEP's National Outstanding Contribution in Research Award Winner and other featured presentations. No posters needed.

General Presentation Instructions

- Use ACEP slide deck provided. 8 slides maximum (not including title or references slide).
- No posters necessary.
- You may incorporate video clips, animations, audio and more.
- Example presentation:
  - Title slide with authors and disclosures
  - Background and Hypothesis
  - Methods
  - Results
  - Conclusion

Limit your background or introduction to 2-3 sentences since most attendees will be broadly familiar with your topic. Focus on the science and results of your study.

Time is limited, extensive background reviews take away from the time you have to present your work.
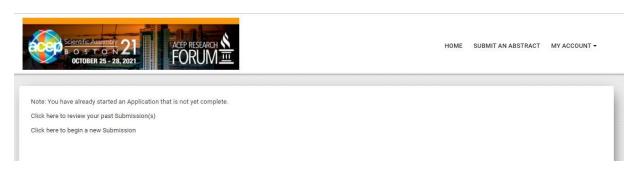
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