



ABSTRACT PREPARATION,  
SUBMISSION, AND  
PRESENTATION GUIDELINES

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# ABSTRACT CATEGORIES

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

- Abdominal, Gastrointestinal, Genitourinary & Gynecologic
- Administration & Operations
- Airway & Pulmonary
- Anesthesia, Pain Management & Sedation
- Behavioral Health & Psychiatry
- Cardiovascular
- Critical Care
- Diagnostics
- Education
- EMS & Disaster
- Geriatrics & Palliative Care
- Global Health
- Health Equity & Diversity
- Health Policy & Services
- Infectious Disease
- Informatics, AI, & Telemedicine
- Neurology
- Pediatrics
- Public Health & Injury Prevention
- Quality & Safety
- Resuscitation
- Simulation
- Social Emergency Medicine
- Toxicology & Substance Use Disorder
- Trauma & Orthopedics
- Ultrasound
- Wellness
- Wilderness Medicine

# AUTHOR RESPONSIBILITIES

Submission of an abstract indicates the following:

- The data has not been published in any referenced journal at the time of abstract submission and prior to abstract publication in Annals of Emergency Medicine. This supplement is usually published just prior to the opening day of the Research Forum.
- The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on submitted abstracts may not be able to be corrected prior to publication in Annals.
- A commitment by the author(s) to present if accepted, with the understanding that all associated expenses are the responsibility of the author/presenter.
- The content of the presentation and reference materials remain the responsibility of the author(s).
- Presentations must be free of commercial bias for or against any product. If the presentation involves commercial products, it must be objective and rely on scientific methods. While a commercial supporter may assist in presentation preparation, the involvement must be disclosed, and the content must be objective and free from commercial bias intended to advance the proprietary interest of the sponsor. Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- All conflicts of interest for all authors must be disclosed as part of the submission process and during presentation.
- All authors attest to abide by ACEP Research Forum Artificial Intelligence (AI) Tool Use Policy (pages 6 - 8).
- Abstracts submitted to the Research Forum represent distinct, substantive scientific contributions. Submission of multiple abstracts with substantial overlap in data, analyses, or conclusions is discouraged and may result in rejection at the discretion of the Research Forum.
- Research has been approved by and complies with author's institutional review board (IRB) for human and animal experimentation where appropriate.

# PREPARING YOUR ABSTRACT

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

## 1. GENERAL FORMAT

- The combined length of the abstract body, title, and the text within any included table may not exceed 3500 characters (excluding spaces).
- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract.

Abstracts must include the following sections:

- Title - the title of your abstract should include significant words that reflect the content of the research. It must not exceed 100 characters and must be entered in Title Case (first letter of each word capitalized). Avoid the use of abbreviations in your title.
- Objectives - information regarding the objectives/goals or why the study was performed.
- Methods - information about the key methods utilized in the study (design, setting, participants).
- Results/Findings - summary of the results observed.
- Conclusion - a statement of the author's conclusion supported by the stated results.

**Note:** A table, graph or image may be included. Figures may be color or black and white and must have a resolution of at least 300 dpi.

## 2. ADDITIONAL FORMATTING 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 publication style. Please ensure that your submission adheres to the following guidelines:

- Do not include name(s) of author(s) or name(s) of institution(s) in the body or title of the abstract text.
- Avoid use of the first person in descriptions of the authors' previous work.
- Compounds should be mentioned with the generic name in lower case. Commercial names are permitted in the text. They must follow the generic name and be designated with the registered trademark symbol, for example: generic (Commercial ®).

# POLICY ON USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

## Scope

Applies to:

- All authors submitting abstracts (oral / poster/ image gallery) to Research Forum
- All presenters at Research Forum
- All Research Forum reviewers, judges, and committee members involved in abstract scoring

## Definitions

**AI tool:** For this policy, AI tools are software or services that use modern machine learning, especially deep learning/foundation models to generate, rewrite, or materially transform content (e.g., text, figures, tables, images) or to produce interpretive summaries. Generative pre-trained transformers, including large language models (LLMs), are a type of AI pretrained on large text or visual corpora that can draft, revise, summarize, translate, or analyze natural language in response to prompts, including chat-based systems.

- **Examples of generative AI tools (non-exhaustive) for this policy:** ChatGPT (OpenAI), Claude (Anthropic), Gemini (Google), Copilot (Microsoft), Meta AI (Meta), Grok (xAI), and similar generative text/multimodal tools.
- **Not Covered by This Policy:** The following are not considered “AI tool use” for this policy when used in standard, transparent ways:
  - Conventional statistical methods (e.g., linear/logistic regression, GLMs, Cox Models)
  - Rule-based/deterministic NLP (e.g., keyword search, dictionaries, regular expressions)
  - Standard analysis software used for data management, statistics, or visualization (e.g. R, SAS, Stata, Python)
- **Note:** Machine learning used as part of the study’s scientific methods (e.g., random forests, gradient boosting, neural networks) is distinct from generative AI used to draft or modify abstract/review text. It should be reported in the Methods section as appropriate.

## Principles

1. AI cannot be an author. Only humans who meet authorship criteria can be authors; AI tools cannot be listed.
2. Human accountability. Authors retain full responsibility for the accuracy, validity, originality, and integrity of content produced with any AI assistance.
3. Transparency through disclosure. AI use must be disclosed at submission, including tool name(s) and role(s).
4. Confidentiality protections. Reviewers must not upload confidential information, which includes submitted ACEP abstracts, into external AI systems.

## Requirements for Authors (Submitters):

### 1. Mandatory disclosure

Authors and presenters must disclose any AI use during submission and presentation, including:

- Tool name(s) and version(s), if applicable
- Date(s) used (optional)
- Specific role(s) (e.g., grammar editing, figure generation, code assistance)
- Whether AI contributed in any way to results or analyses

### 2. No AI authorship

AI tools cannot be credited as authors.

### 3. Prohibition on fabricated data or analyses

AI may not be used to invent, manipulate, or artificially synthesize data, results, or statistical analyses unless that is the topic of the research (e.g., studying the ability of LLMs to synthesize or fabricate data).

### 4. Maintain provenance

Authors must retain prompts, outputs, and documentation showing how AI was used and provide them if requested.

### 5. Human review and verification

Authors must thoroughly review and verify all AI-assisted content to correct inaccuracies or errors (also known as hallucinations), including fabricated citations and incorrect numerical outputs.

### 6. Permitted uses (with disclosure)

Allowed uses include the following, assuming verification of the included content by the abstract authors:

- Language editing
- Clarifying text for non-native English writers
- Creating illustrative schematic figures
- Assisting with code generation under human oversight
- Drafting summaries of background articles that are subsequently verified by authors

## Verification & Enforcement

### 1. Submission audits

ACEP may conduct random audits of AI disclosures, including requests for documentation.

### 2. Use of detection tools

AI-detection tools may be used as supporting evidence, but not the sole basis, for detection of violations of these protocols prompting enforcement of consequences below.

### 3. Consequences

Failure to disclose AI use or inappropriate AI use may result in:

- Abstract rejection
- Removal of any submissions from the Research Forum
- Notification to the authors' institution
- Restrictions on future submissions or review activities with the Research Forum

## Requirements for Reviewers (Judges)

### 1. Confidentiality

Reviewers are **prohibited** from uploading ACEP abstract text, figures, or confidential data into public or external AI tools.

### 2. Human judgment only

AI may not assist in assessment of abstract submissions, including judgment of scientific merit, writing quality, or methodological rigor.

### 3. Consequences

Failure to disclose AI use or inappropriate AI use may result in:

- Abstract rejection
- Removal of any submissions from the Research Forum
- Notification to the authors' institution
- Restrictions on future submissions or review activities with the Research Forum

# SUBMITTING YOUR ABSTRACT

## 1. SUBMISSION DETAILS

- Please complete your submission using the online submission portal.
- 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).
- Authors are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.

## 2. DECISION NOTIFICATION

- Email notifications will be sent to the primary author/applicant listed on the submission.
- If accepted, abstracts must be presented at the annual meeting. Author(s) must decide who will present the abstract. Only one presenter is allowed. That presenter is eligible for the special Research Forum registration pricing.
- The presenting author must register for the meeting, prepare and present during their assigned session time. Failure to present, without providing adequate notification and justification, may result in the author(s) being prohibited from submitting abstracts to future ACEP Research Forum events.
- 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.

# PRESENTING YOUR ABSTRACT

Accepted abstracts will be assigned to the following:

- **Plenary Sessions**

The highest-ranking abstracts are selected for oral presentation in one of three plenary sessions. Approximately five abstracts are typically included in each plenary session. Presenters have up to 8 minutes to present their work. The sessions are moderated, and time is reserved for audience questions.

- **Abstract Oral Presentations**

Oral abstract presentations will be organized by theme and will be scheduled for live presentation during a specified session. Each accepted abstract presenter will have 5 minutes to give an oral slide presentation of their work. The sessions are moderated, and between five and seven abstracts are selected for a single session with time reserved for Q & A.

- **Poster Presentations**

Poster presentations will be assigned to a moderated session in the poster hall. Each poster presenter will have 3 minutes to present their abstract followed by Q & A.

- **Poster Gallery**

Quality & Safety abstracts, or those first-authored by non-US based researchers, or those where students or residents are listed as the primary presenter may also be considered for a poster gallery session if they are not selected for a conventional Research Forum oral or poster presentation. These abstracts will not be published in Annals.

**These are general presentation preparation instructions. Additional details will be provided by ACEP Research Forum staff after abstract acceptance.**

- Use the provided ACEP slide deck. The presentation body is limited to a maximum of 8 slides (excluding the mandatory title, disclosures or references slide).
- You may incorporate video clips, animations and audio.
- Example presentation:
  - Title slide with authors and disclosures
  - Background and objectives/hypothesis
  - Methods
  - Results
  - Conclusion
- Background and Introduction: Limit this section to 1-2 slides, as most attendees will be broadly familiar with your topic. Focus your time on presenting the results of your study.

# FREQUENTLY ASKED QUESTIONS

- **How many authors are permitted on each submission?**

You may list up to 10 authors per abstract. However, the first author listed is designated as the Presenting Author. This person will receive all official notifications from the submission portal and is the only person eligible for the special Research Forum registration fee.

- **Can I change the first author/presenter?**

Yes, you can edit the first author/presenter in the submission portal until the submission site closes. After submission closes, the author listed during submission will be listed as presenter/first author in program materials for the ACEP Scientific Assembly app and on-site brochure.

- **Does the Research Forum accept case series and systematic reviews?**

Yes, both are permitted. However, case reports or subject reviews (such as narrative reviews) are not permitted. Case series should demonstrate highly novel insights to increase chance of acceptance.

- **Does the Research Forum accept encore presentations (presentations previously given at other conferences)?**

It is acceptable to submit abstracts containing research that has been presented at other conferences, but not in print (including copyrighted conference proceedings). Such presentations are encouraged to include additional data or analysis.

- **How are presenters recognized on-site?**

Presenters will receive presenter ribbons.

- **What if I have conflict of interest to disclose?**

Conflicts of interest should be noted in the author section of the submission site as well as in accepted presentations. If there's more than one author, each will need to complete disclosures.

- **Is there an embargo?**

All submissions are considered preliminary until the time of presentation or publication in the Annals of Emergency Medicine Research Forum Supplement. The supplement is typically released just prior to opening day of the Research Forum. If an abstract is published in another journal prior to the scheduled presentation at the Research Forum or its publication in Annals of Emergency Medicine, the abstract must be withdrawn.

- **Are QR codes allowed in presentations?**

Yes, QR codes are allowed in the live presentation but not permitted as part of the published abstract in Annals.

# FREQUENTLY ASKED QUESTIONS (continued)

- **Can there be more than one presenter?**

No, only one presenter is allowed.

- **Is it possible for a non-author to present?**

No, the presenter is expected to be an author.

- **Is it possible for a non-author to submit?**

Yes. To add non-authors to your submission, select the “Manage Collaborators” button in the top corner of the submission portal. On the Manage Collaborators page, you may then add additional personnel to the submission. Please note that only the primary collaborator will be permitted to submit.

- **Can authors use AI to draft parts of the abstract?**

Yes, but all statements in the abstracts must be verified by the authors, and the use of AI for this purpose must be disclosed in the submission through the structured fields for this purpose.

- **Can authors/presenters use AI to draft part of their presentation?**

Yes, but all statements must be verified by the authors; illustrative diagrams are allowed with disclosure. Synthetic images resembling real patients or clinical photos are not allowed.

- **Can AI be used for statistical analysis?**

Only as a tool under human supervision; authors must understand and verify all outputs and disclose use, including any code generated with AI assistance later used in other statistical programs. AI may not be used to invent, manipulate, or artificially synthesize data, results, or statistical analyses unless that is the topic of the research (e.g., studying the ability of LLMs to synthesize or fabricate data).

RESEARCH FORUM 2025



Affirmation Instructions

I agree to the following statements:

Copyright \*

Copyright:

On behalf of all authors, I transfer all copyright ownership to the American College of Emergency Physicians (ACEP), in the event that the work is published in any medium. ACEP recognizes that works prepared by officers or employees of the US government, as part of their official government duties, are in the public domain. Authors reserve all proprietary rights (other than copyright) including patent rights relating to the subject matter of the article and the right for personal use in lectures, lecture notes, and exhibits. For all other uses, authors must seek written permission from ACEP and the publisher, Elsevier Inc. All submitted material that has been published elsewhere is accompanied by the written consent of the author and publisher. Photographs and any materials that contain personal information are accompanied by their signed release authorizing publication. By means of checking the box below, on behalf of all authors, I signify acceptance of the terms and conditions listed above. I have also been made aware of the journals' policies with respect to funding agency requirements such as the NIH Public Access policy. <https://www.elsevier.com/open-access/funding-arrangements>

I agree

Manage Collaborators

Research Forum 2026 -

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

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Name	Email	Primary	Last Logged In	Action
Payne, Marla	mpayne@acep.org	Yes	2/9/2026 08:37 AM	