



## **APPD Pediatric Medical Education Conference Medical Education Abstract Submission Guidelines**

Call for Submissions Open: May 1, 2024

Submission Deadline: June 5, 2024 (11:59pm Pacific Time)

Notifications: End of June

### **GENERAL INFORMATION**

Thank you for your interest in submitting your abstracts to the [APPD Pediatric Medical Education Conference!](#) Submitted abstracts should be related to the field of pediatric medical education. Original research should focus on pediatric medical education, curriculum, educational scholarship, and quality improvement methodologies. Clinical abstracts will not be considered.

The submission review process utilizes a standardized scoring rubric and shielded grading system. Authors should be cautious in using institutional references in the body of the submission. Demographic information collected from the submitting author will not be considered in the review process.

Decisions regarding abstract selection will be emailed at the end of June. Accepted abstracts will be selected for live poster presentation at one of the two posters sessions held during the meeting. A few outstanding abstracts will be selected for oral platform presentations at the meeting. Abstracts are published exactly as submitted and cannot be edited before publication on the APPD meeting website.

### **ABSTRACT TOPICS CATEGORIES**

Topic categories for abstract submission include:

- Designing and Promoting Educational Scholarship
- Faculty Support and Development
- Trainee/Student Learning
- Promoting and Enhancing Pediatric Careers
- Educational Innovation

### **ABSTRACT PREPARATION**

#### **Abstract Title**

The title should be brief, but long enough to clearly identify the nature of the study. Use uppercase for the first letters of nouns, pronouns, verbs, adjectives, and adverbs. Use lowercase for conjunctions, coordinating prepositions, and articles. Do not put author names or affiliations within the title.

#### **Abstract Body**

The body of an abstract may not exceed 2,600 characters including spaces. Word count does not include the author information or title (only body). Abstracts must be entered single-spaced with no indents or bullets. Do not put

author names or affiliations within the body section. For best results enter the abstract as plain text and use the formatting and special character tools available within the program. Please check your abstract carefully for typographical errors, and grammatical errors such as misspellings and poor hyphenation. Such errors become glaringly obvious in the published abstract.

The body of the abstract should be organized as follows:

- A sentence stating the study's objectives.
- A brief description of methods.
- A summary of the results.
- A statement of conclusions. Do not state simply the "the results will be discussed."

### **Completeness of Data**

The abstract should include all study outcome results. We strongly encourage data to be included with submission.

### **Graphs and Charts**

Published abstracts will not be reproduced in color, so any graphic must be legible and understandable when printed in black and white. Graphics cannot exceed 3.25 inches, or 8 cm in width, and must be submitted in .pdf format in one file.

## **ABSTRACT CONFIRMATION / NOTIFICATION**

### **Abstract Confirmation**

A confirmation of your submission including a copy of your abstract will be sent to the email address belonging to the APPD account used to create the abstract. Please review the abstract to ensure its accuracy. If you do not receive confirmation upon submission, please check your spam folder. If you still have not received a confirmation email, please contact the APPD National Office at [info@appd.org](mailto:info@appd.org).

### **Abstract Notification**

Only the individual submitting the abstract will be notified of the Planning Committee's decision. If accepted, your abstract will be accepted for either a live poster presentation or oral platform presentation. Details of the presentation format will be shared in the notification. If accepted, the submitting author will be required to confirm acceptance and note presenting author(s).

### **Registration**

All presenters of accepted abstracts are required to register and attend the meeting. If the Main Author is not able to attend, a registered co-author may present.

## **ABSTRACT PORTAL**

To begin the submission process, please visit <https://pme24content.appd.org/>. Login with your existing account or create an account.

APPD Members or Account Holder: If you are a member of APPD, OR if you have already created an account, select the "Log In" button and enter your existing credentials.

Non-Members or Those Without an Account: If you do not have an account, click the "Create Account" button before logging in. After creating your account, you will be sent an email with instructions on how to create your username and password. Return to <https://pme24content.appd.org/> and login using her newly created username and password.

Once in the system, select "Create new abstract" to begin. Once in the system, you will have the ability to save your progress and return to the portal.

### **Can I submit more than one abstract?**

Multiple abstracts may be submitted, but you must complete or log out of one abstract before you can begin another. You may not enter multiple abstracts simultaneously.

### **Can I submit an abstract if it has already been presented at another national meeting?**

Yes

### **Can I submit an abstract if it has already been published in a journal?**

No

### **Can I submit a “works in progress” abstract?**

Only trainees may submit works in progress. Works in progress are defined as research/projects that are currently in data collection phase. Data collection and analysis must be completed for presentation at the APPD Pediatric Medical Education Conference. Abstract ideas will not be accepted.

Trainees are defined as the following:

At the time of submission, your role is a Current/Active MD/DO/IMG Med Student, Resident/Chief Resident, or Fellow.

### **How do I save my information if I can't complete the abstract in one sitting?**

As soon as you have created your abstract in the submission portal, the program is ready to save your abstract information. Information is saved as you complete each step and use the button at the bottom of each screen.

### **What if I forget my password?**

You can reset your password from the submission portal login-in page by selecting "Having trouble logging in?" and entering the email address associated with your APPD account. If you need help accessing an abstract you have begun but not completed, please email [info@appd.org](mailto:info@appd.org) with the last name of the Main Author and the abstract title. Please note that there may be a delay in responding to such inquiries.

### **What if I find an error in my submitted abstract?**

If you find an error prior to the submission deadline, please email [info@appd.org](mailto:info@appd.org) with the last name of the Main Author and the Abstract ID in the subject line. We will "unsubmit" your abstract so that you can correct it and resubmit it before the deadline. If you find an error after the deadline, please email [info@appd.org](mailto:info@appd.org) with 'ABSTRACT CORRECTION' and the abstract ID in the subject line and we will review your situation with you.

### **I don't know which version of my abstract was submitted and I can't find my confirmation email.**

You can retrieve a copy of your submitted abstract by logging in to the abstract submission portal with your APPD account and then select the Print or Email option after clicking on the link with your abstract title.

### **How will the author's information appear?**

For abstracts with more than one author, if the Institution, City, State and Country are the same, that information will appear once at the end of all the listed names. Any consecutive identical information will appear only once. Do not include authors names in the body of an abstract.