Hosting a Resident/Fellow Members’ and Medical Students’ Abstract Competition

Many chapters conduct local abstract competitions, much like the national competition that is held each year at the Internal Medicine Meeting. These competitions can be part of the chapter’s annual meeting or be a component of a freestanding Resident/Fellow Members/ Medical Student meeting. These guidelines delineate important aspects of an abstract competition that should be considered when preparing for this event.

Specific Areas Featured include:

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- Sample Abstract Guidelines and Information

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- Suggested Procedures for Obtaining COI Forms From All Resident/Fellow Members, Medical Students And Judges Participating in the Abstract Competition
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  o Guidelines to Incorporate Local Winners Into The National Competition

After the Abstract Competition
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- To Do List … After the Meeting
# Abstract Competition Countdown

<table>
<thead>
<tr>
<th>10 months prior to the meeting</th>
<th>GOVERNOR/RESIDENT/FELLOW MEMBERS CHAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Meets with Program Committee and/or Council to decide if the chapter is going to hold an abstract competition.</td>
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<tr>
<td></td>
<td>• Determines any specific guidelines or rules for the competition. Determines if there is going to be a preliminary judging round or if all abstracts submitted will be accepted. Determine if chapter is going to obtain CME.</td>
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<tr>
<td>9 months prior</td>
<td>• Prepare a Call for Abstracts (See Procedures for Local Abstract Competition to finalize logistics of abstract submission)</td>
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<tr>
<td>8 months prior</td>
<td>• Identify Abstract Coordinator for receipt of abstract submissions. Determine if this person will also coordinate judging, scoring process and onsite logistics.</td>
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<tr>
<td></td>
<td>• Contact the Chapter Liaison to arrange a Call for Abstracts</td>
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<td></td>
<td>• Send Call for Abstracts mailing/email to Program Directors to encourage participation.</td>
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<tr>
<td>7 months prior</td>
<td>• Identify potential judges/reviewer</td>
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<td></td>
<td>• Send invitation and RSVP form to judges</td>
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<td></td>
<td>• Set-up Tracking System</td>
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<td></td>
<td>• Save all incoming abstracts electronically (ongoing)</td>
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<tr>
<td>6 months prior</td>
<td>• Send a blast email for the upcoming deadline reminder.</td>
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<tr>
<td></td>
<td>• Send email confirmation to those who submitted an abstract (ongoing)</td>
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<tr>
<td></td>
<td>• If obtaining CME, collect COI Forms from all authors affiliated with the poster and Program Directors who reviewed the abstract. (ongoing—see section on Obtaining CME for abstract competitions)</td>
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<tr>
<td>5 months prior</td>
<td>• Investigate pricing for poster board displays</td>
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<td></td>
<td>• If Preliminary Judging</td>
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<tr>
<td></td>
<td>• Deadline for abstract competition</td>
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<td></td>
<td>• Assign team of judges to review abstracts</td>
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<td></td>
<td>• Prepare abstract packets for judging</td>
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<tr>
<td>4 months prior</td>
<td>• If Preliminary Judging</td>
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<tr>
<td></td>
<td>• Send abstract packets to Judges</td>
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<tr>
<td>3 months prior</td>
<td>• If Preliminary Judging</td>
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<tr>
<td></td>
<td>• Review abstract scores from Judges</td>
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<tr>
<td></td>
<td>• Calculate results</td>
</tr>
<tr>
<td></td>
<td>• Notify all winners with registration form and instructions for presenting (oral vs. poster)</td>
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<tr>
<td></td>
<td>• Notify all non-winners</td>
</tr>
<tr>
<td>2 months prior</td>
<td>• Prepare Abstract Booklet</td>
</tr>
<tr>
<td></td>
<td>• If obtaining CME, contact any judges and authors who have not returned their COI Form with a final reminder. The CME documentation requirements must be sent to the College 45 days prior to the meeting, or CME credit will be withdrawn for the session.</td>
</tr>
<tr>
<td>1 month prior</td>
<td>• Prepare Awards for Winner</td>
</tr>
<tr>
<td>2 weeks prior</td>
<td>• Prepare a flyer to be distributed at the session with the disclosure information.</td>
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<tr>
<td></td>
<td>• Contact onsite Judges to provide them with the details of the competition, i.e. specific date, time when they need to arrive.</td>
</tr>
<tr>
<td>Day of Meeting</td>
<td>• Set-up meeting poster boards</td>
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<tr>
<td></td>
<td>• Inform all participants of activities associated with the abstract competition</td>
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<tr>
<td></td>
<td>• Present Awards</td>
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<tr>
<td>1 week after</td>
<td>• Submit Name of Winning Abstract Competition to National-check LeaderNet for deadline.</td>
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<tr>
<td></td>
<td>• Contact Winners with instructions to submit abstract to National.</td>
</tr>
<tr>
<td></td>
<td>• Acknowledge winners on Chapter Web site</td>
</tr>
<tr>
<td></td>
<td>• Create Certificates for winners</td>
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<tr>
<td></td>
<td>• Thank you letters to all Judges and Participants</td>
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</table>
ACP RESOURCES TO HELP MEMBERS DRAFT ABSTRACTS

If you receive questions from Resident/Fellow Members and Medical Students about writing an abstract, ACP has developed resources on the entire scientific communication process, from writing the abstract to delivering the poster or oral presentation. Just direct them to the ACP Online Web site at http://www.acponline.org/residents_fellows/competitions/abstract/prepare/index.html.

TYPES OF COMPETITIONS
Once the program committee has decided to hold a competition, it is necessary to determine what kind of competition will be held. When setting up the competitions, program chairs are asked to use the standard designations listed below. Use of these will support the College in its effort to promote a consistent national terminology for Resident/Fellow Members and Medical Students abstract competitions. These standard designations are:

Clinical Vignette Competition
A clinical vignette is a report of one or more cases that illustrates a new disease entity, or a prominent or unusual clinical feature of an established disease. It may include a summary of pertinent patient history, physical findings, laboratory data, or management description.

Research Competition
Submissions can report clinical and/or laboratory-based research, delineate a new investigation into mechanisms of disease, or consist of a detailed review of a clinical problem. Abstracts concerned with efficiency, cost or method of health care delivery, quality of care, and medical decision-making are also encouraged.

Quality Improvement - Patient Safety
The Pennsylvania Chapter has developed the following criteria for quality improvement abstracts that you might want to adopt:

- Brief description of context: relevant details of staff and function of department, team, unit, patient group
- Outline of problem: what were you trying to accomplish?
- Key measures for improvement: what would constitute improvement in the view of patients/clients?
- Process of gathering information: methods used to assess problems
- Analysis and interpretation: how did this information help your understanding of the problem?
- Strategy for change: what actual changes were made, how were they implemented and who was involved in the change process?
- Effects of change: did this lead to improvement for patients/clients – how did you know?
- Next steps: what have you learned/achieved and how will you take this forward?
SAMPLE ABSTRACT GUIDELINES AND INFORMATION

Abstract Eligibility: Original abstracts that either have or have not been presented at other meetings will be considered. Presentation of original work at the chapter meeting may, however, jeopardize presentation before another society. Abstracts are eligible if they have been published; however, abstracts based upon full papers that have been published are not eligible.

Author Eligibility: The first author of an abstract must be an ACP Resident/Fellow Member or Medical Student Member in good standing.

You are encouraged to write your abstract in a format similar to that used in scientific papers so that it may be cited in curriculum vitae or submitted as evidence of scholarly activity when you are preparing to advance to Fellowship in the American College of Physicians.

Format:
1. Abstracts must be submitted on the official abstract form, or a photocopy of the form, single spaced within the border using a 10 point font.
2. Title, typed in all caps, should be brief and clearly state content of paper.
3. Presenting author must list name first.
4. List name and one degree only, e.g., MD, DO for each author. Indicate their status within ACP. (Resident/Fellow Member, Member, or Fellow), if applicable. Professional title of positions should not be included.
5. List names of authors’ institution(s), city, and state.

Note: The format used in the Annals of Internal Medicine is also encouraged.

The body of the abstract should be organized as follows:
1. Purpose for study (one sentence if possible).
2. Simple statement of methods.
3. Summary of results (adequate to support conclusions).
4. Statement of conclusions (Do not use phrases such as “The results will be discussed.”)

Style: Write for clarity and directness. Avoid the use of medical jargon or stock empty phrases. A table may be used if its fits within the border lines. Keep in mind that grammar will be taken into consideration. Please proofread your abstract carefully.

Abbreviations, Symbols, and Nomenclature:
Usage should conform as closely as possible to that recommended in CBE Style Manual, (6th edition, 1994), published by the Council of Biology Editors, and available from CBE Secretariat, 9650 Rockville Pike, Bethesda, MD 20814. Nonstandard abbreviations must be kept to a minimum and must be explained when used. Generic names of drugs are preferred: a proprietary name may be given only with the first use of the generic name.

Units of measurement should be metric (SI), including those for height of length, mass (weight), and body temperature. Preferred concentration units in clinical chemical measurements are those recommended by the International Union of Pure and Applied Chemistry: for substances of known, pure composition, millimoles/milliliter or millimoles/liter; for mixtures of substances where exact composition is not known, grams/liter.
SOLICITING ABSTRACTS

Once the type of competition has been selected, the process of soliciting abstracts should take place. A few possible strategies include:

- Emailing a “Call for Abstracts” to all Resident/Fellow Members and Medical Students in the chapter.
- Mailing a “Call for Abstracts” (prepared by headquarters) to all Resident/Fellow Members and Medical Students in the chapter.
- Placing a “Call for Abstracts” in the Governor’s Newsletter
- Sending a letter to all program directors in the chapter, asking them to promote the competitions in their hospitals and supplying them with materials to distribute to their residents.
- Distributing posters to local program directors or other local contacts for posting in hospitals.

Please note that samples of all these options are available.

When publicizing the competition, the following information should be relayed:

- type of competition (clinical vignette and/or research)
- deadline date for submission
- contact person, email address and mailing address for submission of abstracts
- approximate date of notification of results to first author
- awards, and obligations of winners
PREPARING A LOCAL CALL FOR ABSTRACTS----ELECTRONIC OR PRINT

In preparation for developing a Call for Abstracts, determine if the announcement should be in electronic or print format. You should contact your Chapter Liaison to assist you in preparing the Call for Abstracts announcement and e-mailing it and posting it on your Chapter Web site. Please note that abstracts are submitted directly to the local chapter coordinator; not to College headquarters. The program chair for the meeting may want to delegate the responsibility of receiving the submissions to a Resident/Fellow Member or Chapter Staff. If an electronic submission form is posted on the chapter Web site by the Chapter Liaison, an Excel spreadsheet listing all abstracts submitted will be e-mailed to the Chapter Staff person each week until the abstract deadline. Chapter Staff can then compare the Excel list with the abstracts collected to date to ensure that all submissions have actually been received and nothing has been lost in transmission.

Nine months before the meeting, provide the following information to your Chapter Liaison:

- Deadline date for submission of abstracts
- Will it be mailed? If so how many copies of each submission are needed. Also, determine if it will it be posted on the Chapter Web site with a blast email announcement.
- Any specific rules or guidelines (e.g. not to exceed 450 words)
- Whether their will be a preliminary judging process prior to the meeting or all abstracts will be accepted.
- Address and Name of contact where abstracts should be mailed or emailed
- Whether the Call for Abstracts should be mailed/e-mailed to all Resident/Fellow Members and Medical Students or just the Resident/Fellow Members and Medical Students in the area of the meeting.

Call for Abstracts Mailing

If your chapter is interested in a mailing instead of or in addition to an online call for abstracts, a standard abstract and a standard flyer are available to personalize for your chapter meeting. Chapters that don’t want to use the standard form must supply an original camera-ready copy.

Online Call for Abstracts

Chapters are encouraged to post their call for abstracts on their Chapter Web site. There are two options available: printable abstract forms and electronic abstract submission forms.

Printable Abstract Form

- The abstract form can be posted on the chapter website as an Editable Portable Document Format (PDF) file or a Word document which can be downloaded, completed and submitted back to the chapter either through email or a hard copy can be submitted through regular postal mail.
- The forms are then collected and organized by the designated contact person who then forwards them to the judges. This is only needed for advance judging.

Electronic Submission Abstract Form

A standard electronic form can be set-up on the web site which contains fields for the physician to enter their personal information (name, e-mail address, institution, etc) as well as a box where the actual abstract should be placed. There is usually a word limitation of 450. Any abstract submitted after the designated deadline is automatically rejected. (The deadline is chosen by the chapter.) If the chapter chooses this option they need to be aware that they will be receiving the submissions via email. When an abstract is submitted electronically, the designated contact person and the author submitting the abstract will receive an email confirming that the abstract has been submitted. This email will contain all the information submitted on the abstract form. The author will also be directed to contact the designated chapter staff person with any questions related to the competition. It is essential for the chapter to designate someone in the chapter to handle this task.
It is not possible at this time for the entire process to be electronic. For example, the abstract field cannot accept graphs, charts, tables, etc. The Conflict of Interest Forms cannot be completed or submitted electronically.

Advantages of Online Abstract Submission Process include:
- “Double check” feature for the user to review the submission before submitting
- Confirmation page with the designated contact information
- Email Confirmation sent to user with a copy of their submission
- Submission sent via email to the designated staff person
- Electronic submission for designated staff person to easily save and use for electronic judging or abstract booklet.
- Immediately after the deadline, a final Excel spreadsheet is sent to the Chapter Staff containing all abstract submissions as a cross-check to ensure they were received and accounted for.

TIP: We suggest that chapters establish a separate email account for receiving abstract submissions. Chapters should send an e-confirmation of receipt. Finally, you can personalize the confirmation page when a user hits submit which explicitly states, “If you do not receive a separate email confirmation of receipt of your abstract within XX days, please contact STAFF CONTACT.” Inform your Chapter Liaison that you would like a personalized message when sending the information to develop the online abstract form.
Call for Abstracts

American College of Physicians

Chapter Name

Days of the Week
Date
Location (Hotel/Convention Center)
City, State

Please submit copies of your abstract on the enclosed form to:

Address

Please phone or email ________ with questions.

DEADLINE:
Must be received by______________
No abstracts will be accepted after the deadline.
SAMPLE SET OF PRINTED CALL FOR ABSTRACTS

American College of Physicians

REGULATIONS FOR SUBMISSION OF ABSTRACTS

Clinical Vignette Competition
Definition: A clinical vignette is a report of one or more cases that illustrates a new disease entity, or a prominent or unusual clinical feature of an established disease. It may include a summary of pertinent patient history, physical findings, laboratory data, or management description.

Research Competition
Definition: Submissions can report clinical and/or laboratory-based research, delineate a new investigation into mechanisms of disease, or consist of detailed review of a clinical problem. Abstracts concerned with efficiency, cost or method of health care delivery, quality of care, and medical decision-making are also encouraged.

ABSTRACT INFORMATION AND INSTRUCTIONS

Abstract Eligibility:
Original abstracts that either have or have not been presented at other meetings will be considered. Presentation of original work at the chapter meeting may, however, jeopardize presentation before another society. Abstracts are eligible if they have been published; however, abstracts based upon full papers that have been published are not eligible.

Author Eligibility:
The first author of an abstract must be an ACP Resident/Fellow Member in good standing. Co-authors need not be ACP members. Abstracts must be signed by your Program Director.

You are encouraged to write your abstract in a format similar to that used in scientific papers so that it may be cited in curriculum vitae or submitted as evidence of scholarly activity when your are preparing to advance to Fellowship in the American College of Physicians.

Format:
1. Abstracts must be typed on the official abstract form, or a photocopy of the form, single spaced within the border using a 10 point font.
2. Title, typed in all caps, should be brief and clearly state content of paper.
3. Presenting author must list name first.
4. List name and one degree only (e.g., MD, DO) for each author. Indicate their status within ACP (Resident/Fellow Member, Member, or Fellow), if applicable. Professional title of positions should not be included.
5. List names of authors’ institution(s), city, and state.

Note: The format used in the Annals of Internal Medicine is also encouraged.

The body of the abstract should be organized as follows:
1. Purpose for study (one sentence if possible).
2. Simple statement of methods.
3. Summary of results (adequate to support conclusions).
4. Statement of conclusions (Do not use phrases such as “The results will be discussed.”)
5. This format may be modified, as appropriate, for Clinical Vignette submissions, or for Research submissions diverging from the standard research methods.

Style:
Write for clarity and directness. Avoid the use of medical jargon or stock empty phrases. A table may be used if its fits within the border lines. Keep in mind that grammar will be taken into consideration. Please proofread your abstract carefully.

Abbreviations, Symbols, and Nomenclature:
Usage should conform as closely as possible to that recommended in CBE Style Manual, (6th edition., 1994), published by the Council of Biology Editors, and available from CBE Secretariat, 9650 Rockville Pike, Bethesda, MD 20814. Nonstandard abbreviations must be kept to a minimum and must be explained when used. Generic names of drugs are preferred: a proprietary name may be given only with the first use of the generic name.

Units of measurement should be metric (SI), including those for height of length, mass (weight), and body temperature. Preferred concentration units in clinical chemical measurements are those recommended by the International Union of Pure and Applied Chemistry: for substances of known, pure composition, millimoles/milliliter or millimoles/liter; for mixtures of substances where exact composition is not known, grams/liter.
To ensure that your abstract is considered, complete all information below. This form may be copied. You must be a Resident/Fellow Member to enter this competition.

Please check one. First author is:
☐ Resident
☐ Chief Resident
☐ Fellow
☐ Medical Student

Please check only one. Abstract is submitted to:
☐ Poster
☐ Oral
☐ Either

General Classification:
☐ Clinical Vignette Competition
☐ Research Competition

If in the conduct of these studies, human or animal subjects were exposed to risks not required by their medical needs, the author affirms that the study was approved by an appropriate committee, or, if no such committee was available and informed consent was needed, it was obtained in accordance with the principles set forth in "The Institutional Guide to DHEW Policy on Protection of Human Subjects" and the "Guide for the Care and Use of Laboratory Animals," published by the NIH.

First author information (Please type.)

Name: __________________________________________
ACP #: __________________________________________
Institution: ______________________________________
Home Address: __________________________________

Daytime Phone: ____________________________
Home Phone: ________________________________
Co-Authors/Resident/Fellow Members: __________

*Resident/Fellow Member must be the major contributor of the submitted abstract.

EXAMPLE

ANDROGEN THERAPY IN PATIENTS WITH AND WITHOUT KIDNEYS UNDERGOING HEMODIALYSIS Walter Fried, MD (Resident/Fellow Member), Olga M. Jonasson, MD, Gordon R. Lang, MD, and Franklin D. Schwartz, MD, FACP, Abraham Lincoln School of Medicine, Chicago, Illinois.

Androgens increase renal but not extra renal erythropoietin (Ep) production in mice.

Program Director’s Name: ____________________________________
Program Director’s Phone: ____________________________________
Program Director’s Signature: ________________________________
SAMPLE ONLINE ABSTRACT FORM POSTED ON THE CHAPTER WEB SITE

Deadline - August 18, 2014
WARNING: This form is programmed to reject all submission attempts after 11:59 PM, August 18, 2014.
Note: Fields marked with * are required.

A Conflict of Interest Form MUST be included with each submission. ALL authors must complete the form and submit it. Submissions will NOT be accepted without a COI form from EVERY author/contributor of the abstract.

Please delete the sample abstract below and type or copy your abstract in its place. Limit your submission to 450 words or less. Type single-spaced. For electronic submission, you do not need to stay within the borders. The abstract form does not accept graphs, charts, tables, etc.

Androgen Therapy in Patients with and Without Kidneys

Androgens increase renal but not extrarenal, erythropoietin product

If in the conduct of these studies, human or animal subjects were exposed to risks not required by their medical needs, the author affirms that the study was approved by an appropriate committee, or, if no such committee was available and informed consent was needed, it was obtained in accordance with the principles set forth in "The Institutional Guide to DHEW Policy on Protection of Human Subjects" and the "Guide for the Care and Use of Laboratory Animals," published by the NIH.

*Please check one. First author is:
- Student
- Resident/Fellow Member
- Chief Resident
- Fellow

*Please check one. Abstract is submitted to:
- Poster
- Oral
- Either

*General Classification:
- Clinic Vignette Competition
- Research Competition

First author information:

*Name

*ACP Number (Only ACP members are eligible for the competition)

If you have applied for membership, have not yet received your ACP#, please enter 'pending'

*Institution

*Home Address

*City
Host a Resident/Fellow Abstract Competition

**Residents/Fellows:**

- **Member:** Resident/Fellow Member must be the major contributor of the submitted abstract.

- **Program Director Name**

- **Director Phone**

**Questions**

If you have questions about the Abstract Competition, please contact Jane Doe via phone 555-1212 or email [jane.doe@yahoo.com](mailto:jane.doe@yahoo.com).
SAMPLE EMAIL SUBMISSION FOR ONLINE ABSTRACT FORM RECEIVED AT CHAPTER OFFICE

From:  <kdoyle@mail.acponline.org>
To:  <mbposton@gw.mp.sc.edu>
Date:  7/31/14 7:01:22 AM
Subject:  Abstract

Submission Day: Tue July 31 15:28:45 2014

Abstract content: Angiographic Findings After Successful Thrombolysis in Patients with Acute Myocardial Infarction in the General Population

Keirston Doyle, Judy Spahr, Joyce Crist

Objective: To describe the angiographic findings among patients with Acute Myocardial Infarction (AMI) successfully reperfused with intravenous tPa in the general population.

Methods: We used the Marshfield's Clinic Cardiology Database to identify AMI cases during ~3 years. Two-hundred potential cases were analyzed. Incident cases of AMI were defined by clinical, enzymatic, ECG criteria. All the patients met clinical and electrocardiographic reperfusion criteria after tPa infusion.

Results: A total of 79 patients were enrolled consecutively. The mean age was 63±12 years and 56 (71%) were males. Hypercholesterolemia (56%), hypertension (44%), tobacco abuse (39%), diabetes (19%) and COPD (6%) were the most common associated clinical features. A coronary angiogram was performed to 76 patients (96%); either at admission or during the first week of the AMI. The left anterior descendent artery (42%) was the most commonly affected artery, followed by the right coronary artery (36%) and left circumflex (11%). In 89% of the cases the artery was occluded proximally at the mid-third. The residual percentage of stenosis was 89±10%. TIMI 0 flow was found in 18% of the cases at the time of the initial angiogram. In 40 patients (52%), a successful angiographic reperfusion (TIMI 3) was achieved.

Conclusion: Complete coronary reperfusion (TIMI 3) is achieved in ~50% of the patients after successful thrombolysis. The atherosclerotic plaque responsible for the acute coronary event seems to be bigger than previously recognized. The suboptimal results by thrombolysis alone suggest that more aggressive therapy may be required to improve clinical outcomes.

Submitted for 1: Chief Resident
Submitted for 2: Poster
Submitted for 3: Research Competition
First Name: Keirston
Last Name: Doyle
ACP Number: 01250362
Institution: ACP
Home Address: 190 N Independence Mall West
City: Philadelphia
State: PA
Zip: 19106
Email: kdoyle@acponline.org
Pager:
Fax: 215-351-2779
Daytime Phone: 215-351-2745
Co-Author: Doug Ross, Derek Shepherd, Peter Benton
Program Director: Gregory House
Director Phone: 215-728-2019
Director Email: ghouse@acponline.org
SAMPLE CALL FOR ABSTRACTS BLAST EMAIL TO RESIDENT/FELLOW MEMBERS AND STUDENTS

Dear ACP Resident/Fellow Members and Medical Students,

We are pleased to announce the Call for Abstracts for the 2015 ACP _______ Chapter Meeting taking place DATE at the LOCATION.

This is an ACP Resident/Fellow Members' and Medical Students' competition. The first author and presenter must be an ACP Resident/Fellow Member or Medical Student with current membership status. Winners will be invited to present their work at the national competition held at Internal Medicine Meeting in Boston, April 30-May 2, 2015 and will be eligible for cash scholarships.

Each abstract will be ranked by scientific merit, originality, presentation, and clinical application.

Abstracts must be submitted electronically to: WEBSITE

Deadline for entries is DATE. First authors of winning abstracts (finalists) will be notified by DATE and must be prepared to give an oral presentation of their work at the meeting.

We look forward to your submission. If you have any questions, please contact _______ at PHONE or EMAIL.

For more information about our chapter activities, visit the Chapter's Web site at http://www.acponline.org/chapters/_____

We look forward to your participation.

GOVERNOR’S NAME
Governor, ACP XXXX Chapter

ABSTRACT COMPETITION COORDINATOR
Chair, ACP Resident/Fellow Members' Program

DISCLAIMER

You are receiving this message as a benefit of your ACP Chapter membership. To unsubscribe to the Chapter email list, simply reply to this e-mail and include the word "remove" in the subject line. To change your e-mail address or other contact information in our records go to http://www.acponline.org/address/?hp, or call 800-523-1546, ext. 2600. (M-F, 9 a.m.-5 p.m. ET).

The Chapter regularly sends messages about its products, programs, and services of interest to our members. ACP respects your privacy and will not sell, lease or share your e-mail address with any other organization. The College and the Chapter will only use e-mail for the purpose of conducting business and for communicating with members.
SAMPLE ABSTRACT SOLICITATION TO PROGRAM DIRECTORS

MEMORANDUM

TO: Program Directors

FROM: xxxxxxxxxxxx, MD, FACP, Resident/Fellow Members Committee Chair

SUBJECT: Resident/Fellow Members Poster Competition

DATE:

The enclosed letter was mailed to all Resident/Fellow Members of the _______ Chapter of the American College of Physicians. We would like you to encourage your residents to submit abstracts to be judged for presentation at the _______ Scientific Competition to be held at the MEETING LOCATION on DATE. Non-member residents can become Resident/Fellow Members of the ACP. We can provide you with membership forms or they can call Customer Service at 800-523-1546.

Resident/Fellow Members may enter research or clinical vignette abstracts. (If required- All abstracts MUST be submitted electronically via the Chapter’s Web site at the following web address: http://www.acponline.org/chapters/_______.)

This year, all abstracts that are accepted for presentation at the meeting will be published in a booklet, which will be available the day of the meeting. To meet publishing deadlines we will have to adhere firmly to our ________ deadline.

Enclosed is a copy of the “call for abstracts” that may be photocopied as needed. Please share this information with any sub-specialty Program Directors for Resident/Fellow Members in Fellowship positions at your institution and encourage them to submit abstracts as well. If you have any further questions, please contact ____________ at phone or email.
TRACKING ABSTRACTS

Depending on the number of Resident/Fellow Members and Medical Students in the chapter, the local coordinator may receive as few as 20 or as many as 200 entries. Therefore, a simple yet accurate tracking system is suggested:

1. Assign each incoming abstract an ID number containing:
   
   Competition Code: V for vignette, R for research
   Last two digits of competition year followed by a hyphen
   A three digit abstract number

   Using the elements described above, competition ID numbers will look like the following samples: V06-001, R06-020.

2. Prepare a spreadsheet that allows cross-indexing of abstracts by ID number and first author’s last name.

3. Place each abstract in a file folder containing its ID number, and file the folders in numerical order.

4. If you are using the ACP Electronic Abstract form, copy and paste the emailed abstract into a Word Document. Be sure to label it with the competition ID number. Save the documents, which could be easily emailed to judges with the appropriate scoring sheets.

Quick Tips for Tracking Abstracts

1) With the online abstract competition process, the Resident/Fellow Member or Medical Student will receive an automatic email confirmation of their submission. For any submissions that are received hardcopy, be sure to send them a confirmation letter of receipt.

2) If you are receiving CME for your Abstract Competition, be sure to build this into your tracking system. Please see section on Obtaining CME for Abstracts.

SAMPLE TRACKING CHART

<table>
<thead>
<tr>
<th>Abstract</th>
<th>Submission Date</th>
<th>Title</th>
<th>ACP#</th>
<th>Institution</th>
<th>Mail Name</th>
<th>Address</th>
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<th>Zip</th>
<th>Email</th>
<th>Status</th>
<th>Team Judges</th>
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OBTAINING CME FOR ABSTRACT COMPETITIONS

CONFLICT OF INTEREST (COI) FORMS ARE NOT REQUIRED FOR ANY PORTION OF THE PROGRAM THAT IS NOT RECEIVING CME CREDIT. MOST CHAPTERS DO NOT REQUEST CME CREDIT FOR POSTER SESSIONS BECAUSE OF THE AMOUNT OF TIME INVOLVED IN SENDING, COLLECTING, TRACKING AND FOLLOWING UP ON MISSING COI FORMS.

The ACCME requirements regarding who needs to disclose conflicts of interest, and how they are resolved, are increasingly complex and many chapters have difficulty meeting them. We strongly urge you to think through the implications of offering these sessions for credit. In fact, the College has decided not to designate the Resident/Fellow Member abstract competition for CME credit at the national meeting due to the complexity and difficulty of meeting these requirements.

Failure to meet ACCME requirements will jeopardize your chapter’s ability to receive CME credit from the College and also places the College’s accreditation status at risk. If you have any questions, please contact Noreen Duffey at nduffey@acponline.org or your Chapter Liaison. Should your chapter want to have the Resident/Fellow Member Abstract presentations designated for CME, it must go through the ACCME process of collecting, identifying and resolving all COI. ACCME requires that all those in a position to control the content of a CME activity disclose any conflicts of interest. This process applies to all abstract judges/reviewers as well as all authors on the abstract. The documentation requirements listed below must be sent to the College 45 days prior to the meeting, or CME credit will be withdrawn for the session.

Suggested Procedures for Obtaining COI Forms from all Resident/Fellow Members and Medical Students as well as Judges Participating in the Abstract Competition

1) In order to reduce the number of COI forms submitted you may want to incorporate this process once the chapter has selected which posters are going to be presented at the meeting. (Please note that some chapters simply accept all submissions while others go through a first round of elimination before the meeting.)

If your chapter is going through an elimination process before the meeting, winners need to be notified about their selection for presentation at the meeting. Within their congratulatory packet include the ACCME disclosure form for author and each co-author as well as the registration form. In addition, include the ACCME disclosure form in the judge’s packet.

If your chapter is accepting all submissions for presentation at the meeting, include a copy of the COI form in the mailing or electronic abstract posting. Please note that the COI forms cannot be submitted electronically because they must be signed.

2) Establish a deadline making the person who submitted the abstract responsible for collecting all the authors’ forms together to include with the submission or shortly after. Also, apply the same deadline for collecting all judges COI forms.

3) Collect disclosure forms and review for conflict of interest. If an author has relationships with industry and indicates he/she will be discussing trade-name products made by companies with whom he has a relationship (by way of a check-off box on the disclosure form).
Conflicts must be identified and resolved using the following procedures:

**COI for judges** -
- Upon accepting an invitation to serve as a judge, the judges would complete a disclosure form, which will identify all relationships.
- The Program Chair, or designee, will review the judges’ relationships and identify any conflicts, which must then be resolved.
- Examples of mechanisms to resolve conflicts are:
  - Individuals would not be assigned abstracts related to the area of their conflict.
  - The individual would recuse him/herself from judging a particular abstract.
- The chapter would provide a written description of the mechanism used to collect, identify and resolve conflicts and samples to document that the procedures were followed.

**COI for abstract authors** –
- All authors on an abstract would be required to submit a disclosure form when submitting the abstract.
- The disclosure information would be sent to the judge(s) along with the abstract.
- The judge would evaluate the abstract in light of the disclosure information and assess the extent of commercial bias.
- The judge would document the presence or absence of bias in his/her scoring. If the score is above an acceptable level established by the chapter, the abstract would be rejected.
- The chapter would provide documentation of the above process.
- Disclosure information on all judges, abstract authors, program committee and other faculty must be given to the participants at the start of the meeting.

4) After all forms are collected and all conflicts have been resolved the forms and a sample of the disclosure flyer should be sent to ACP Education Staff, if providing the CME.

5) Prepare a flyer to be distributed at the session with the disclosure information.
The Accreditation Council for Continuing Medical Education (ACCME) approved the Updated Standards for Commercial Support (USCS). These new USCS require the College to implement new procedures to address conflict of interest and disclosure for education activities.

A Conflict of Interest (COI) exists when an individual in a position to control the content of an education activity, or their spouse/partner, has a financial relationship with a commercial interest relevant to the content of the activity. These relationships are defined as financial relationships in any amount occurring within the past 12 months with any proprietary entity producing health care goods or services, with the exception of non-profit or government organizations and non-health care related companies.

In addition to faculty, authors and judges, staff and committee members responsible for content for an education activity must complete a COI form. For example, members of the Clinical Skills Subcommittee or the Young Physicians Subcommittee must disclose relevant relationships when planning content for the Annual Meeting; MKSAP subcommittees need to disclose relevant relationships during their planning meetings.

COI forms must be reviewed and the conflicts resolved, as described below, prior to participation in the activity. All COI information from planners as well as faculty/authors must be given to the audience of the activity (e.g., meeting attendees or MKSAP subscribers.)

**Individuals who refuse to disclose relevant financial relationships or whose conflicts cannot be resolved must be disqualified from involvement in roles that control the content.**

**COI and Resolution for Live Programs:**

*For Chapter Meetings*, faculty will be instructed to reference the best available evidence in their presentation. All faculty, abstract authors, abstract judges and planning committee members are required to submit a completed disclosure form prior to the activity. The ACEL/Governor/Program Chair will review the faculty disclosure forms. If conflict(s) are identified, the faculty will be instructed to adjust the topic, to limit the discussion to drug or device class or use generic names, or to provide an evidence-based bibliography (one or two articles) to support their presentation. The bibliography should show a balanced perspective on the topic. If the conflict cannot be resolved, the faculty member will be replaced. *The ACEL/Governor/Program Chair will complete the letter of certification that will serve as documentation that conflicts were identified and resolved.*

Evaluation instruments for all accredited CME activities will ask the attendee/subscriber if the activity was free of commercial bias.

**Further information on Disclosures can be found online at http://www.acponline.org/cln/acel/coi.htm.**
SAMPLE COI FORM

American College of Physicians

__________ Chapter Call for Abstracts

Conflict of Interest Disclosure Statement for CME Faculty, Authors, Abstract Judges,
Members of Planning Committees and Staff

Name of Activity________________________ Date________________ Location________________________

It is the policy of the American College of Physicians (ACP) to ensure balance, independence, objectivity and scientific rigor in all its educational activities. A conflict of interest exists when an individual or their spouse/partner has a financial relationship with a commercial interest. These relationships are defined as financial relationships in any amount occurring within the past 12 months with any proprietary entity producing health care goods or services consumed by, or used on patients. All faculty, authors, members of planning committees and staff participating in any ACP educational activities are therefore expected to disclose all financial relationships. The principal intent of this disclosure is not to prevent an individual with such relationships from participating in the activity. Disclosure is required so that the planning committee, course director, and/or staff can resolve these conflicts and so that participants may be informed and form their own judgments about the activity in the light of full disclosure of the facts.

Faculty, authors, members of planning committees and staff should utilize the best available evidence when developing the content of the activity. Participants will be asked to evaluate the objectivity of the presentation or publication and to identify any perceived commercial bias.

Section 1: I have read the above and I declare the following:

☑ I have no relationships with any proprietary entity producing health care goods or services. (Skip to Section 3)

☑ I have a relationship with a proprietary entity(s) producing health care goods or services as noted below. (Complete Sections 1, 2, & 3)

(Please indicate the companies with whom you have a relationship and the nature of your role below.)

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<tr>
<th>Type of Relationship</th>
<th>Name of Organization</th>
<th>Type of Relationship</th>
<th>Name of Organization</th>
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<td>Stock Options/Holdings</td>
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<td>Patent Owner</td>
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<td>Research Grants/Contracts</td>
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<td>Speakers Bureau</td>
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<td>Other</td>
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<td>If you need additional space, please attach a separate sheet.</td>
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</table>

Section 2: ☐ The relationships above are not relevant to the topic I will be discussing.

☑ One or more of the above relationships is relevant to the topic and content of my presentation. Complete A & B.

A. Company or companies.

________________________________________________________________________

B. Please provide one or two evidence-based bibliographic citations relevant to your discussion of product(s) produced by the companies with which there is a potential conflict of interest.

________________________________________________________________________
Section 3:  □ I hereby accept the invitation to participate as:  ___Faculty  ___Author  ___Staff  ___Planning Committee Member

(Check all that apply.)

□ Due to a conflict of interest, I decline to participate at this time.

Name (Please print) _________________________________________________________________

Signature______________________________________________  Date_________________________

I understand that the information I provide on this form will be made known to the planners and participants of the educational activity.

Please note: It is the responsibility of faculty and authors to inform participants of any discussion of unapproved or investigative use of a commercial product or device during the activity or, if applicable, in response to questions posed by the participants.

Individuals who do not complete and submit this form cannot serve as faculty, authors, judges or planning committee members.

PLEASE SEND ABSTRACT AND CONFLICT OF INTEREST DISCLOSURE FORM TO:

NAME
ADDRESS
PHONE
FAX
EMAIL
SELECTING JUDGES/REVIEWERS

To prepare for the judging process, the designated contact person should:

1. Determine the number of reviewers needed to grade abstracts, posters, or oral presentations by considering the following:
   * an estimate of the number of entries that are likely to be submitted
   * the number of reviewers needed to grade each abstract or poster (three is the usual)
   * the number of abstracts or posters each reviewer will be asked to grade. (If a final oral presentation is held on-site, it is assumed that each judge will assign a grade to every presentation.)

2. Select judges to review the abstracts. Possible pools for judges include members who are on local committees, new Fellows in your chapter, program directors in internal medicine, and deans of medical schools in the area. According to national competition policy, Resident/Fellow Members, who are internal medicine residents, may not act as judges even if they are serving on the committee. This policy should be followed locally. When assigning abstracts to the reviewers be careful that the reviewer does not receive an abstract submitted by a Resident/Fellow Member and/or Medical Student in their own hospital or training program.

3. It is important to contact potential judges about availability before the abstracts are received. If there will be two judging rounds (a preliminary abstract round before the meeting followed by a poster or oral presentation at the meeting), inform prospective judges of this, and include an RSVP form where they may check off their availability to participate as a reviewer in the preliminary round or at the meeting. See sample.)

Sample Tracking Chart for Judges

<table>
<thead>
<tr>
<th>Team</th>
<th>ACP#</th>
<th>Mail Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Institution</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Category</th>
<th>Judging?</th>
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</table>

4. If you are receiving CME for your Abstract Competition, be sure to build this into your tracking system. Please see section on Obtaining CME for Abstracts. In addition to identifying and resolving conflicts of interest for the abstract authors, you also need a mechanism to identify and resolve conflicts for the judges rating the abstracts.

Should a chapter want to have the Resident/Fellow Member Abstract presentations designated for credit it must go through the ACCME process of collecting, identifying and resolving all COI. ACCME requires that all those in a position to control the content of a CME activity disclose any conflicts of interest. This process applies to all abstract judges/reviewers as well as all authors on the abstract. The documentation requirements listed below must be sent to the College 45 days prior to the meeting, or CME credit will be withdrawn for the session.
Conflicts must be identified and resolved using the following procedures:

COI for judges -
⇒ Upon accepting an invitation to serve as a judge, the judges would complete a disclosure form, which will identify all relationships.
⇒ The Program Chair, or designee, will review the judges’ relationships and identify any conflicts, which must then be resolved.
⇒ Examples of mechanisms to resolve conflicts are:
  o Individuals would not be assigned abstracts related to the area of their conflict.
  o The individual would recuse him/herself from judging a particular abstract.
⇒ The chapter would provide a written description of the mechanism used to collect, identify and resolve conflicts and samples to document that the procedures were followed.
**PRELIMINARY SELECTION ROUND OF ABSTRACT**

If you decide to select only a number of the abstracts for presentation at your chapter meeting, we recommend the following strategies for sending judges abstract materials in advance of the meeting.

1) Identify the Judges

2) Assign Judges to a Team.

3) Copy and Paste electronic abstract submissions into an abstract booklet for specific teams. Use the Tracking Number assigned for blind copy for judges.

4) Create a packet to include the following materials:
   - Criteria and Grading System Sheet personalized for each team with their abstract tracking numbers.
   - Sample Grading Sheet
   - Abstracts of assigned posters
   - COI Forms if obtaining CME

5) Send via email or mail to the Judges to be return by a specific date.

6) When abstracts returned, calculate scores and identify top abstracts to be presented at the meeting.

7) Send a mailing to all first authors notifying them if they were or were not selected to present a poster at the chapter meeting.
   
   a. Quick Tips for Notifying Poster Presenters
      
      i. The Michigan Chapter posts a spreadsheet on their Chapter’s Web site and sends an email notification with the poster presentation information. Here is a link to the spreadsheet they use to notify members:
         http://www.acpmichigan.org/documents/Abstractsforwebsite.pdf

8) Send a Thank you Letter to Judges for their efforts.
SAMPLE MEMO INVITING JUDGES TO PARTICIPATE IN JUDGING FOR THE ABSTRACT COMPETITION

Memorandum

TO:

FROM: Abstract Competition Coordinator

DATE:

SUBJECT: Poster Judges Needed

I invite you to participate in one of the most exciting programs for Resident/Fellow Members and Medical Student Members at our Annual Chapter Meeting.

For ___ years now, the Resident/Fellow Members and Medical Students competition has been a highlight of chapter meeting. This year, approximately ____ abstracts were received in MONTH, and the posters displayed, along with the oral presentations, represent the best of the best.

Provide details about when, where and what role is needed of the Judge. Will Judges be needed for a preliminary abstract round before the meeting followed by a poster or oral presentation at the meeting), inform prospective judges of this, and include an RSVP form where they may check off their availability to participate as a reviewer in the preliminary round or at the meeting.

If you agree to participate, complete the RSVP form included in this mailing so that I know you are available to review the preliminary abstracts before the meeting followed by a poster or oral presentation at the meeting. I will mail you a set of the abstracts that you are assigned, as well as the guidelines for your review on or about XXX.

If you have any questions about the Poster Competitions, please contact me at the following contact information: phone- or via e-mail.

Thank you for your support and participation in this program.

-------------------------------------------------------------------------------------------------------------------

ACP _____ CHAPTER

RSVP FORM - ABSTRACT COMPETITION

Resident/Fellow Members and Medical Students Abstract Competition

I will _____ I will not _____ be available to act as a judge to review the preliminary abstracts in order to select winners for the Poster Competition to be held during the Annual Chapter Meeting.

I will _____ I will not _____ be available to act as a judge on DATE and TIME for the Abstract Competition to be held during the Annual Chapter Meeting

Name: Preferred Mailing Address:
E-mail: Please return this form by fax ________ or e-mail _______________
Generic Criteria and Scoring Forms
Following are generic criteria, scoring system forms and scoring guidelines that are used by Headquarters for clinical vignette and research poster competitions.

Criteria and Grading System Sheet
Clinical Vignette Competition:
Poster Division Finals

Criteria
Judges are asked to consider the following criteria when grading posters in the Poster Division Finals of the Clinical Vignette Competition.

1. SIGNIFICANCE: How significant or relevant are the poster's conclusions in increasing understanding of a disease process, or in improving the diagnosis or treatment of a disease state?

2. PRESENTATION: How logical are the ideas presented in this poster? How interesting is the manner of presentation? How clearly written and free of significant grammatical problems is its abstract?

3. VISUAL IMPACT: How effective is this poster visually? How valuable is each figure and graph in furthering viewers' understanding of the subject?

4. INTERVIEW: How knowledgeable and conversant is the presenting author with the work presented in the poster?

Scoring System
Below are the point spread and description for each Quality Range. When assigning grades to your posters, remember that each is competing with numerous others.

90-99 OUTSTANDING: Poster is of outstanding quality in Criteria 1-5, and presenting author made an excellent presentation. Definitely deserves to be considered a winner.

80-89 VERY GOOD: Poster is of consistently high quality in Criteria 1-5, and presenting author made a strong presentation; however, the quality on a whole is slightly below that of the Outstanding Range.

60-79 GOOD: While quality of the poster is generally good, it is not of consistently high quality across Criteria 1-5. Presenting author was conversant with the research.

S SATISFACTORY: While the quality of the poster across Criteria 1-5 is satisfactory, and the presenting author displayed competence in discussing the study, the poster lacks such features as would distinguish it as meriting an award in this competition.
GRADING SHEET: CLINICAL VIGNETTE POSTER COMPETITION

SCORING TEAM: ______

JUDGE’S NAME: ________________________

(The Criteria in *Italics* are optional criteria impressions)

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CRITERIA AND GRADING SYSTEM SHEET
FOR RESEARCH COMPETITION:
POSTER DIVISION FINALS

CRITERIA

Judges are asked to consider the following criteria when grading posters in the Poster Division Finals of the Research Competition.

1. **ORIGINALITY:** How original is the concept presented in this poster? Or, how original is the new approach to an old problem?

2. **SIGNIFICANCE:** How significant are the poster's conclusions in increasing understanding of a disease process, or in improving the diagnosis or treatment of a disease state?

3. **PRESENTATION:** How logical are the ideas presented in this poster? How interesting is the manner of presentation? How clearly written and free of significant grammatical problems is its abstract?

4. **METHODS:** If applicable, how suitable is the research design for the stated objectives, and how appropriate are any statistical techniques applied?

5. **VISUAL IMPACT:** How effective is this poster visually? How valuable is each figure and graph in furthering viewers' understanding of the research subject?

6. **INTERVIEW:** How knowledgeable and conversant is the presenting author with the research presented in the poster?

SCORING SYSTEM

Below are the point spread and description for each Quality Range. When assigning grades to your posters, remember that each is competing with numerous others.

**90-99 OUTSTANDING:** Poster is of outstanding quality in Criteria 1-5, and presenting author made an excellent presentation. Definitely deserves to be considered a winner.

**80-89 VERY GOOD:** Poster is of consistently high quality in Criteria 1-5, and presenting author made a strong presentation; however, the quality on a whole is slightly below that of the Outstanding Range.

**60-79 GOOD:** While quality of the poster is generally good, it is not of consistently high quality across Criteria 1-5. Presenting author was conversant with the research.

**S SATISFACTORY:** While the quality of the poster across Criteria 1-5 is satisfactory, and the presenting author displayed competence in discussing the study, the poster lacks such features as would distinguish it as meriting an award in this competition.
GRADING SHEET: RESEARCH POSTER COMPETITION

SCORING TEAM: ________

JUDGE’S NAME: ____________________________________________

(The Criteria in *italics* are optional criteria impressions)

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<tr>
<th>POSTER NUMBER</th>
<th>PRESENTING AUTHOR</th>
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G:\Regional Meetings\Meeting Resource Guide\ HOSTING AN ABSTRACT COMPETITION
## Sample Oral Presentation Scoring Guidelines

<table>
<thead>
<tr>
<th>Vignettes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case Selection</strong></td>
<td>10</td>
</tr>
<tr>
<td>Is case clinically relevant?</td>
<td></td>
</tr>
<tr>
<td>Is case unique, unexpected?</td>
<td></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>65</td>
</tr>
<tr>
<td><strong>-Introduction</strong></td>
<td>5</td>
</tr>
<tr>
<td>Nature of case stated with clarity?</td>
<td></td>
</tr>
<tr>
<td>Does author state what is unique or important?</td>
<td></td>
</tr>
<tr>
<td><strong>-Description of Case</strong></td>
<td>20</td>
</tr>
<tr>
<td>Brevity, clarity, pertinence of data.</td>
<td></td>
</tr>
<tr>
<td>Does data support authors’ diagnosis?</td>
<td></td>
</tr>
<tr>
<td>Are unusual labs explained?</td>
<td></td>
</tr>
<tr>
<td><strong>-Literature Review</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>-Discussion</strong></td>
<td>20</td>
</tr>
<tr>
<td>Relationship of case to prior knowledge.</td>
<td></td>
</tr>
<tr>
<td>Are alternative explanations considered and refuted?</td>
<td></td>
</tr>
<tr>
<td>Are implications and relevance discussed?</td>
<td></td>
</tr>
<tr>
<td>Do conclusions stay within the limits of the evidence presented?</td>
<td></td>
</tr>
<tr>
<td>Are testable hypothesis generated?</td>
<td></td>
</tr>
<tr>
<td><strong>-Summary</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>-Organization</strong></td>
<td>5</td>
</tr>
<tr>
<td>Clear, concise, grammatically structured?</td>
<td></td>
</tr>
<tr>
<td><strong>-Audiovisual aids</strong></td>
<td>5</td>
</tr>
<tr>
<td>Figures &amp; tables simple, compact, self-explanatory?</td>
<td></td>
</tr>
<tr>
<td>Effective graphics?</td>
<td></td>
</tr>
<tr>
<td><strong>-Questions</strong></td>
<td>5</td>
</tr>
<tr>
<td>Exhibits knowledge of subject matter in answering questions.</td>
<td></td>
</tr>
<tr>
<td><strong>-Within time</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Overall impact</strong></td>
<td>5</td>
</tr>
</tbody>
</table>
Sample Oral Presentation Scoring Guidelines

<table>
<thead>
<tr>
<th>Original Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concept</strong> 5</td>
</tr>
<tr>
<td><strong>Originality</strong></td>
</tr>
<tr>
<td><strong>Relevance of Research</strong></td>
</tr>
<tr>
<td><strong>Study Design and Execution 75</strong></td>
</tr>
<tr>
<td><strong>-Objective 10</strong></td>
</tr>
<tr>
<td>Rationale-why do study?</td>
</tr>
<tr>
<td>Precise objective or research question: a prior hypothesis stated.</td>
</tr>
<tr>
<td><strong>-Design &amp; Subject Selection 10</strong></td>
</tr>
<tr>
<td>Basic design should be identified.</td>
</tr>
<tr>
<td>Adequate numbers, appropriate selection, eligibility and exclusions, randomization.</td>
</tr>
<tr>
<td><strong>-Interventions 5</strong></td>
</tr>
<tr>
<td>Specify clearly what was done or administered.</td>
</tr>
<tr>
<td><strong>-Measurements 15</strong></td>
</tr>
<tr>
<td>Methods adequately described, technically valid.</td>
</tr>
<tr>
<td>Data is germane to hypothesis.</td>
</tr>
<tr>
<td><strong>-Results 15</strong></td>
</tr>
<tr>
<td>Reported clearly? Differences significant? If negative, power addressed?</td>
</tr>
<tr>
<td><strong>-Discussion 10</strong></td>
</tr>
<tr>
<td>Addresses findings, hypotheses.</td>
</tr>
<tr>
<td><strong>-Conclusions 10</strong></td>
</tr>
<tr>
<td>Are conclusions supported by data &amp; do they avoid over-generalization? Do conclusions address hypothesis?</td>
</tr>
<tr>
<td><strong>Presentation 20</strong></td>
</tr>
<tr>
<td><strong>-Organization 5</strong></td>
</tr>
<tr>
<td>Clear, concise, grammatical structured?</td>
</tr>
<tr>
<td><strong>-Audiovisual aids 5</strong></td>
</tr>
<tr>
<td>Figures &amp; tables simple, compact, self-explanatory?</td>
</tr>
<tr>
<td>Effective graphics?</td>
</tr>
<tr>
<td><strong>-Questions 5</strong></td>
</tr>
<tr>
<td>Exhibits knowledge of subject matter in answering questions from floor.</td>
</tr>
<tr>
<td><strong>-Within time 5</strong></td>
</tr>
</tbody>
</table>
ON SITE PREPARATIONS

ABSTRACT BOOKLET
An easy way of creating an abstract booklet is to save all your electronic abstract submissions as they are received in one document. The document can be used as groundwork for your abstract booklet. A title page and a table of contents page are then added. The title page should reference your chapter and include the meeting year, location, city, and state. The table of contents could separate the abstracts into their categories. Also, list the abstract number, abstract title, first author and institution. Contact your Chapter Liaison for an electronic sample abstract booklet and cover graphics. Be sure to use your Chapter Logo.

GUIDELINES FOR RESIDENT/FELLOW MEMBERS AND MEDICAL STUDENTS PREPARING POSTERS
Based on national competitions the following suggestions for preparing posters are offered. Usually, each presenter will be asked to give a 4 minute "presentation overview" of their research or their case, leaving 6 minutes for a question and answer session with the judges. The poster board surface available is typically 4' high and 8' wide. It has a cork base, with a fabric covering so that either pushpins or Velcro can be used. The lettering for this section should not be less than 1" high. You are asked to make no major alterations in the text of your abstract. All illustrations should be made beforehand. Bear in mind that your graphics may be viewed or read from distances of about 3' or more. Charts, drawings, and illustrations might well be similar to those you would use in making slides. They should not be "arty." Simple use of color can add emphasis effectively. Do not mount your poster on heavy board because these may be difficult to keep in position on the poster boards. Typed material should be prepared in a large, legible font. Keep illustrative material simple.
AWARDS FOR WINNERS OF LOCAL COMPETITIONS

Many Governors choose to present official ACP Certificates of Merit to winners and ACP Certificates of Appreciation to non-winners. These can be ordered from College headquarters, by contacting your Chapter Liaison at least 8 weeks before the meeting. Some chapters present cash prizes to competition winners. You can also send the winner to the national competition held at Internal Medicine Meeting. (See National Competition for additional details).

Chapter Ideas on Awards for Winners

- Indiana Chapter gave a laptop computer for their first prize.
- Louisiana Chapter works with their local medical society journals to publish the abstracts submitted. (Evergreen)
- Northern California (Evergreen)
  - Reimburse Resident/Fellow Members who present abstracts for one night’s hotel room and tax
  - Provide $5,000 in monetary awards for poster competition, to include expenses to ACP national meeting for first-place abstract authors:
    - First Place Clinical Vignette: $500
    - First Runner-up Clinical Vignette: $250
    - Second Place Clinical Vignette: $250
    - First Place Research: $500
    - Second Place Research: $250
    - Third Place Research: $250
  - Expenses for first-place winners $3,000 to attend ACP Internal Medicine Meeting

National Competition (if timing permits)

Please encourage your Resident/Fellow Members and Medical Students to submit their abstracts simultaneously to the local and national competitions. Governors are encouraged to provide financial support to Resident/Fellow Members and Medical Students from their chapters selected as winners or finalists to compete in the national competitions. Even if your local Resident/Fellow Member winner does not submit to the national competition, you can still send him/her to the national poster finals that take place at the Internal Medicine Meeting. You may send one winner per category.

To incorporate local winners into the National Competitions

- All local winners will be eligible for the poster competitions only if they are ACP Resident/Fellow Members or Medical Student Members. (No exceptions)
- A chapter may send one person per category to the National Poster Competitions for a total of four.

One Medical Student Member to the Medical Student Clinical Vignette Poster Competition
One Medical Student Member to the Medical Student Basic Research Poster Competition
One Medical Student Member to the Medical Student Clinical Research Poster Competition
One Medical Student Member to the Medical Student Quality Improvement/Patient Safety Poster Competition

One Resident/Fellow Member to the Resident/Fellow Members Clinical Vignette Poster Competition
One Resident/Fellow Member to the Resident/Fellow Members Basic Research Poster Competition
One Resident/Fellow Member to the Resident/Fellow Members Clinical Research Poster Competition
One Resident/Fellow Member to the Resident/Fellow Members Quality Improvement/Patient Safety Poster Competition
CHAPTER GUIDELINES AND PROCEDURES

The National Abstract Competition is one of the primary benefits offered to medical students, residents and fellows-in-training. We are very happy to inform you that the National Abstract Competition will receive heightened visibility during the IM Meeting as it will take place adjacent to the Exhibit Floor.

To ensure that our Medical Student and Resident/Fellow Members have a positive experience throughout the process, below are a few guidelines for Chapters when deciding whether to send winners for each category to the IM Competition.

Eligibility:

- **Only ACP Resident/Fellow Members or ACP Medical Student members may participate in the national program.** If Chapter winners are not currently members of the College, they must join prior to submitting their information or the chapter must select another local level participant who is already a member.

- Only Abstracts submitted through the Abstract Portal will be allowed to compete.

- Each Chapter is limited to sending only **one representative per category** to the National Poster Competition. This means one Medical Student member and one Resident/Fellow Member for each of the three Research competitions (Basic Research, Clinical Research, and Quality Improvement/Patient Safety) and one Medical Student Member and one Resident/Fellow Member for the Clinical Vignette competitions. Please keep in mind that these are mutually exclusive slots meaning that although a chapter may decide to NOT send one representative per category they cannot decide to substitute two in one category because they haven’t used all of their slots.

- **Chapters may submit winners between mid-October and late January/early February (deadline varies) for the upcoming IM Meeting.** A link will be placed on the Chapter Portal when the website is available.

- Chapters are responsible for all expenses related to their Chapter winners, to include travel, lodging, food and the registration fee for the National meeting.

- Chapters are responsible for entering the name and member number of each Chapter Winner into the Electronic Abstract System through the link on the Chapter Portal.

- Chapter winners will be unable to enter their winning abstract into the Abstract Portal until after the Chapter has verified that they are ACP members by entering their name and member number first.
**AFTER THE ABSTRACT COMPETITION**

**DEADLINE FOR FORWARDING CHAPTER WINNERS TO THE NATIONAL POSTER COMPETITIONS**

The deadline for Governors to send the names of their local winners to the National Competitions to represent their chapters is **February 1**. This deadline will guarantee the local winners’ abstract being included in the pdf file containing all abstracts presented at the Internal Medicine Meeting. Any winners forwarded after this date will be accepted for the following year’s competition. All participants **must** be College members in good standing, and **Chapters are responsible for all fees including the registration fee for the Internal Medicine Meeting.**

**High-Level Schedule:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>BEGIN</th>
<th>END</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter submits names of winner(s)</td>
<td>Mid-October</td>
<td>February 2, 2015*</td>
<td>Chapter Staff or Governors</td>
</tr>
<tr>
<td>Chapter winner(s) receive e-mail asking them to submit abstract</td>
<td>Immediately after above step is completed</td>
<td>February 2, 2015*</td>
<td>Electronic Abstract System – automated e-mail</td>
</tr>
<tr>
<td>Chapter portal open for direct submissions</td>
<td>Mid-October</td>
<td>February 2, 2015*</td>
<td>Chapter winner 1st Author</td>
</tr>
<tr>
<td>Participant receives confirmation of submitted abstract</td>
<td>Immediately after submission</td>
<td>February 2, 2015*</td>
<td>Electronic Abstract System – automated e-mail</td>
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*Please check LeaderNet to confirm the actual final submission dates.

If you have questions at any time throughout the process, please contact us at abstracts@acponline.org. We will respond within 2 working days of receiving your e-mail.
To do list…after the meeting

Submit Name of Winning Abstract Competition to National
   __ Log on to the Chapter Portal and verify the ACP membership of your competition winners.
       Write down their ACP numbers for input into the Abstract Portal.
   __ Click on the link for submitting your local winners into the Abstract Portal from the home page of
       the Chapter Portal. The link should take you into a screen to enter the local winner names. See
       above for additional steps in the process.

Send winners information to your Chapter Liaison for posting on Chapter Web site:
   — Resident/Fellow Members Oral and Poster Winners
   — Medical Students Oral & Poster Winners
   — Doctor’s Dilemma Champions

Hand onsite/Mail Check (if giving a monetary award) to winners:
   — Resident/Fellow Member Research Poster Winners
   — Resident/Fellow Member Clinical Vignette Poster Winners
   — Medical Student Research Poster Winners
   — Medical Student Clinical Vignette Poster Winners

E-mail poster winner results to:
   — Resident/Fellow Member Research Poster Participants
   — Resident/Fellow Member Clinical Vignette Poster Participants
   — Medical Student Research Poster Participants
   — Medical Student Clinical Vignette Poster Participants
   — Resident/Fellow Members Research Poster Judges
   — Resident/Fellow Members Clinical Vignette Poster Judges
   — Medical Student Research Poster Judges
   — Medical Student Clinical Vignette Poster Judges

Certificates for:
   — Resident/Fellow Members Research Paper & Poster Winners
   — Resident/Fellow Members Clinical Vignette Paper & Poster Winners
   — Medical Student Research Poster Winners
   — Medical Student Clinical Vignette Poster Winners

Thank you letters to:
   — All Judges