

2021 Call for Abstracts



Students, Residents, Fellows, and Physicians
are invited to submit proposals for the
Family Medicine Midwest - 2021 Virtual Conference,
September 9-11, 2021

All submissions will go through a peer-reviewed process overseen by the FMM Education Planning Committee. Notifications will be sent by email to the primary presenters in July.

Family Medicine Midwest is an excellent opportunity for medical professionals at all levels to learn from each other. This conference not only provides an audience for you, but also a great way to support the other presenters and take advantage of the education and networking opportunities available throughout the weekend. [Online registration](#) will open in Summer 2021!

Presenters are required to register and attend the full conference. Students are encouraged to apply for a scholarship to attend the conference if their university does not cover the cost of attending the conference. *Scholarships are not guaranteed for all students who are accepted as speakers.* The scholarship form may be found here: <https://fmm.memberclicks.net/student-scholarships>

For students participating in a summer 2021 research, education or community health project, it is ok to submit your abstract indicating that it is a work in progress. Additional Information on the conference, including the schedule of events, will be posted online soon.

Please contact Sara Ortega at (630) 427-8008 or sortega@iafp.com with questions about the submission process. Visit www.FMMidwest.org for more information on the conference. All submissions must be submitted electronically using the [online call for abstracts form](#). We look forward to receiving your submissions and to seeing you at the conference.

Sincerely,
Family Medicine Midwest 2020 Educational Program Committee

Important Dates

- **June 1, 2021 at 11:59pm CST – Abstract submissions closes (for all submissions)**
- **Notification of acceptance – Week of July 12, 2021**
- **August 23, 2021 – All presentations & poster information due to FMM staff.**

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Tips on a good submission:

A good abstract conveys the most important, most interesting information to an attendee who may not know anything about the subject. It invites people to your session or poster, even those who may be new to the field. A good abstract clearly states what session attendees will learn and how. In general, abstracts should follow the format of background, methods, results, and conclusions.

A good proposal describes the need for the session concisely. It articulates the reasons for the session and explains how the learners will spend their time. Good proposals will demonstrate an understanding of and response to the learners' needs, reference pertinent literature, and explain the session agenda.

Call for Abstract Steps:

Step 1: Status of the Primary Presenter

Please indicate who the primary presenter will be. The primary presenter will receive all notifications and will be responsible for communicating with the co-presenters and FMM staff. *NOTE: The primary presenter must be from one of the 12 FMM states.*

- Student
- Resident
- Fellow
- Physician

Step 2: Intended Audience

Please select the audience that best fits your submission. Please note that all sessions are open to all conference attendees. Select all that apply.

- Students
- Residents
- Physicians

Step 3: Teaching Methods

Please review the following teaching methods and select the format that best represents how you would develop and deliver your presentation.

- Seminar (30-minute session). Purpose: To share practical information and methods that enhance healthcare delivery, medical education, community outreach, practice quality improvement, or other areas of family medicine. Seminars should include a combination of educational presentation and active involvement of participants. Preference will be given to presentations that maximize use of learning time and those that actively involve the learners. Audience participation is required; question and answer alone is not sufficient. Preference will be given to seminar topics and projects that have been evaluated. Abstracts should include the following sections: background, methods, results, and conclusions.
- Presentation of scholarship (15-minute session). Purpose: To present about research, scholarship, curricular design, clinical programs, community outreach, quality improvement or other projects of interest to family medicine. All projects should be completed and include an evaluation component. Abstracts and submissions should include the following sections: background, methods, results, and conclusions.
- Innovative ideas (5-minute session). Purpose: To present a creative idea to improve healthcare or medical education and to foster collaboration and connection among conference attendees. The innovative

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ideas session will feature multiple presenters who will each have 5 minutes to present an innovative idea. These ideas do not need to be works-in-progress, papers, or anything more than a bright idea. Presenters will be limited to a single-slide format. Abstracts should include the following sections: background (why is this important?) and proposed idea.

- **Poster.** Purpose: To present an innovative project involving research, scholarship, curricular design, clinical programs, community outreach, quality improvement or other projects of interest to family medicine. Patient case presentations will not be accepted. All projects should include an evaluation component, and the abstracts and posters should include the following sections: background, methods, results, and conclusions. There are two types of poster submissions:

Completed project poster: This involves a project with a completed evaluation and available data at the time of the submission.

Developing project poster: This involves an ongoing project with a well-developed plan but ongoing evaluation and incomplete data. Submissions should discuss planned evaluation approach and preliminary results if available.

Step 4: Primary Author / Presenter Information:

Indicate the primary presenter or author. Submission notifications will be sent to the person listed here.

- Name & Degree
- Institution / Affiliation
- Program/Department
- Mailing Address
- Phone Number
- Email Address
- Bio (limited to 100 words, NO CVs, please)
- Has this person submitted to this conference before?

* The primary presenter must also read and fill out the faculty disclosure information listed in the abstract form.

Step 5: Additional Presenters

Please include information for a maximum of two additional presenters.

- Name & Degree
- Institution / Affiliation
- Program/Department
- Primary Presenter Job Title
- Email Address
- Bio (limited to 100 words, NO CVs, please)

Step 6: Title of Submission

This is the title of your presentation and will be used in all promotional and syllabus material. Please remember that your title will encourage attendees to go to your session. Do your best to make it clear, concise, and reflective of your subject matter. Unless they are very commonly used, avoid acronyms.

Step 7: Learning Objectives

Two or three learning objectives are required for all seminars, presentation of scholarship, and poster sessions, and one learning objective is required for innovative idea sessions. List objectives for your session in the following format: "On completion of this session, the participants should be able to:" Learning objectives should describe behavior in measurable terms, what you would expect learners to take away and implement from this CME activity. Each objective must be specific, to the point, and limited to one sentence. AVOID these

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words: Understand, Know, Realize, be aware of, and perceive. For more information on how to write good objectives, including “dos and don’ts” and other helpful tools, visit [AAFP’s Guidelines for Writing Learning Objectives](#).

Step 8: Abstract

Please write a 200-word (or less) summary of your proposal. This material will be entered in the “Program Abstracts” provided to all registrants. In general, abstracts should contain the following sections: background, methods, results, and conclusions. Please see individual session types for specific requirements for abstract submissions (including posters).

NOTE: Brand names of specific products cannot be used in presentation titles or abstracts. Use generic names where needed.

Step 9: Proposal (This step is NOT required for poster or innovative ideas submissions)

Please describe your presentation in 500 words or less. Proposals should address the following: project background/description, why this session and topic are important, how this presentation/project is related to current medical literature/research (recommend 1-3 references), and the planned agenda/schedule for the session, including plans for interactive engagement of session attendees. You may also include information about if the presentation/project is still a work in progress and projected timeline, how long the project/activity has been in place, evaluation methods and data, and lessons learned.

Step 10: Additional optional information

- Comments or other information (If you have any special considerations or additional information you would like the staff or committee to know about please enter it here)

Step 12: Disclosure for Primary Presenter

Please read the IAFP Full Disclosure Policy and complete the form in the online abstract submission form. Disclosure forms will be sent to any co-presenters after the selection process.

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For conference information please visit
www.FMMidwest.org