

CALL FOR ABSTRACTS INSTRUCTIONS

SUBMISSION DEADLINES:

1. Call for **Sessions and Workshops: February 6, 2017** – Midnight – Eastern Time
2. Call for **Freestanding Papers: April 8, 2017** – Midnight – Eastern Time
3. Call for **Posters: April 8, 2017** – Midnight – Eastern Time

Please read all instructions before completing your submission

MAINPRO ACCREDITATION/MAINPRO+ CERTIFICATION

Defining CPD – Eligible topics for Mainpro+ certification

- Clinical and therapeutic
- Faculty development
- Primary care research
- Practice management / administration skills for family practice – Finance, technology etc
- Alternative health practices as related to primary care
- Health care provider resiliency and prevention of burn-out which can be directly linked to one or more CANMEDS-FM roles

Defining Ineligible topics for Mainpro+

- Any topic outside the generally accepted scope of family practice (i.e. aesthetic procedures)
- Business management topics that focus on physician benefits (i.e. personal financial planning)
- Programs on alternative health practices that are designed to teach associated techniques
- Programs aimed at preparing individuals to challenge the College's certification examinations for CCFP and CCFP (EM)
- Programs that focus on personal well-being (i.e. yoga), self-growth, or personal development of physicians
- Note: a few non-certified humanities programs may be offered outside of the normal schedule

TYPE OF ABSTRACT

1. Sessions / Workshops

Sessions – FMF sessions are typically 1 hour in length. They may include from 20 to 100+ participants and most are provided on a first come/first served basis.

Workshops – There are a limited number of small group workshop time slots available. If your workshop is limited to a specific number of individuals, please indicate this in the submission. Please keep in mind that FMF typically hosts 3000 or more delegates, so the number of time slots dedicated to small group work is limited.

Two or Three-credit-per-hour Mainpro+ Workshops – Two and three-credit per hour Mainpro+ certification is awarded only to CPD programs, events, or activities that meet higher standards of achievement in program design, delivery, and outcome measurement. These programs are designed with the needs of a specific target audience in mind and are implemented using learning methodologies that promote reflective practice, outcome measurement, and reinforcement of learning. Two and three-credit per hour certification is granted only through the CFPC National Office.

Medical Humanities Sessions – Using stories, history, art, music, and narrative to explore topics in medicine. Non-certified sessions will run during the lunch break on select days.

For more information please visit, http://www.cfpc.ca/uploadedFiles/CPD/PDFs/Mainpro+CertificationGuide_ENG_FINAL.pdf

2. Free Standing Papers / Posters

Free Standing Papers – Free Standing Paper Presentations (Research and Teaching related) are 10-minute oral presentations with an additional 5 minutes for questions. They are presented on Day 1 – Wednesday at the Family Medicine Innovation in Research and Education Day.

Posters – Poster presentations showcase academic, research or clinical information typically a result of individual or team project/initiative. Research and Teaching posters are featured on Day 1 – Wednesday at the Family Medicine Innovation in Research and Education Day and clinical posters are scheduled for Day 2 – Thursday and Day 3 – Friday. There are two calls for posters - You may only submit to one poster call. The same poster cannot be presented twice.

PRESENTER(S)

The primary presenter [only] will receive all correspondence related to the submitted abstract. It is the responsibility of the primary presenter to share any correspondence received from the CFPC related to the abstract submission.

ONLY the primary presenter will be provided with complimentary registration on the day they present at FMF. All co-presenters will be required to pay the registration fee, or, if only coming to FMF for that session only, may obtain a guest pass (for that session only) at the registration desk.

ABSTRACT GUIDELINES & TIPS

IMPORTANT NOTES:

- Abstracts will be published as is. Please review your abstract to ensure there are no errors prior to submission.
- Editors MAY fix spelling, grammar, and punctuation, but this is not guaranteed.
- The abstract must not contain charts, graphics, references, or credits, bulleting or numbering.
- Use generic drug names instead of brand names wherever possible; use of specific brand-is strongly discouraged.

NOTING AUTHORS & PRESENTERS

- You may not include your name or the names of any presenters/authors in the abstract description.
- When noting credentials in the author list, do not include degrees in progress or bachelor's degrees.
- If applicable, MD should be first and please limit the number of degrees/designations per author to four.

Title:

Your title should be short and concise, capturing the essence of the presentation. The title will be the session's key identifier and will ascertain the primary focus of the session for registrants. Titles are to be presented in Title Case, Do not use all caps please.

The word count maximum for the abstract title is 13 words.

Learning Objectives:

A clear learning objective states what the learner will be able to do upon completion of a continuing professional development activity, in terms of behavioural change. A clear objective identifies the physician behaviour or desired outcome of the educational offering. These behaviours and/or outcomes have been identified through the needs assessment process.

Step 1 - Learning objectives begin with the phrase, "At the conclusion of this activity, participants will be able to ..."

Step 2 - Describe the information, skills, behaviours, or perspectives participants in the session will acquire through attendance and participation. Use verbs that describe an action that can be observed and that is measurable within the time frame of the activity

Relevant Verbs - adjust, apply, assess, compare, conclude, define, demonstrate, detect, determine, differentiate, distinguish, evaluate, examine, explain, explore, identify, implement, integrate, interpret, investigate, list, measure, organize, participate, perform, plan, predict, prepare, produce, recognize, use, verify, write

Verbs to avoid - know, comprehend, understand, appreciate, familiarize, study

Step 3 - Conclude with the specifics of what the learner will be doing when demonstrating achievement or mastery of the objectives. Emphasize what the learner will be able to do as a result of participation in the activity.

Objectives review checklist

1. Is the learning objective reflective of the needs assessment results?
2. Is the learning objective measurable?
3. Does the learning objective target one specific aspect of the expected performance?
4. Does the learning objective utilize an effective action verb that targets the desired level of performance?
5. Is the learning objective learner-centred?
6. Do the learning objectives measure a range of educational outcomes?
7. Does the learning objective match instructional activities and assessments?
8. Does the learning objective specify appropriate conditions for performance?
9. Is the learning objective written in terms of observable, behavioural outcomes?

The word count maximum for each learning objective (maximum 3 learning objectives) is 20 words.

Description:

Descriptions are included in the FMF program and should be clear, concise and include the teaching methods that will be used. Family Medicine Forum endorses the use of non-discriminatory language in presentations and, specifically, gender neutral language and bias-free communication. Your audience will be looking for 'pearls for practice', rather than abstract philosophy.

The word count maximum for the description is 300 words.

INSTRUCTIONS FOR FREE STANDING PAPER (ORAL) PRESENTATIONS and POSTERS

FREE STANDING PAPER (ORAL) PRESENTATIONS

Research will include projects representing primary care research as well as those including rigorous evaluation of innovations that improve family medicine practice or primary health care. Submissions from both novice and experienced researchers are welcomed, as well as submissions from a range of disciplines.

Original Research Abstracts must follow this format:

1. All Research must be completed at the time the abstract is submitted.
2. Previously published research is not acceptable for presentation.
3. The abstract must include at least ONE learning objective.
4. Abstract descriptions should use these headings (see sample below): Objective, Design, Setting, Participants, Intervention (if appropriate), Main outcome measures, Results/Findings, Conclusion.
5. List all authors (including your name if it applies) and place an asterisk (*) after the primary presenter's name.

Sample:

Objective: State the primary objective of the study (e.g. "To determine secondary data analysis..."). **Design:** State the basic design of the study (e.g., RCT, cohort, study, survey research program evaluation, grounded theory, qualitative descriptive). **Setting:** Identify the setting in which the study took place. **Participants:** Explain the important eligibility criteria and key demographic characteristics of the participants. Provide sample size. **Intervention:** Describe the essential features of any intervention, key instrument, or database used to complete the study. **Main outcome measures:** State the primary outcome measures of the study if applicable. **Results** (or if qualitative methods- "**Findings**"): Provide the main results of the study or evaluation. **Conclusion:** State the study's conclusions that are supported directly by the study results as well as their potential implications.

For more information please visit, <http://www.cfp.ca/site/Authors/Instructions.xhtml>

POSTERS – RESEARCH - (displayed on Wednesday)

Original Research Abstracts must follow this format:

1. All Research must be completed at the time the abstract is submitted.
2. Previously published research is not acceptable for presentation.
3. Abstracts descriptions should use the headings (see sample and link above): Objective, Design, Setting, Participants, Intervention (If Appropriate), Main Outcome Measures, Results/Findings, Conclusion.
4. List all authors (including your name if it applies) and place an asterisk (*) after the primary presenter's name.

Original Research – **Work in progress**

1. All posters for work in progress must have **work in progress in the title**
2. Previously published research is not acceptable for presentation.
3. Abstract descriptions should use these headings (see sample above): Objective, Design, Setting, Participants, Intervention (if appropriate), Main outcome measures, Results/Findings, Conclusion. (see sample and link above)
4. List all authors (including your name if it applies) and place an asterisk (*) after the primary presenter's name.

POSTERS – GENERAL - (displayed at FMF on Thursday and Friday)

1. Projects previously presented at FMF will not be accepted.
2. Student and Resident posters are welcomed.

REVIEW CRITERIA

SESSIONS/WORKSHOPS

To assist you in meeting the objectives of the Planning Committee, submissions will be peer reviewed and selected based on the following criteria:

- Meeting the criterion for [Mainpro+ certification](#)
- Relevance and importance to family physicians
- Innovation/originality
- Clear, well-written description, well-defined objectives and appropriate learning methods/style

RESEARCH SESSIONS, FREE STANDING PAPERS AND POSTERS

Submissions will be evaluated using the following criteria (each on a five-point scale):

- Relevance to Family Medicine
- Clarity of Research Question and Appropriateness of Methods
- Trustworthiness of the Results/Findings
- Potential Impact of the Findings or Conclusions
- Overall Interest to a Typical Family Physician

*Features that increase the likelihood of results being trustworthy:

- a) Cohort/observational studies: Inclusion criteria clear; sample size sufficient; validated and reliable measures used; response rate 80%+; follow-up rate 80%+ (if longitudinal); statistical analysis appropriate; conclusions justified by findings
- b) Trials: Inclusion criteria clear; allocation randomized; randomization concealed; blindness considered; sample size sufficient; valid and reliable measures used; acceptable follow-up rate; statistical analysis appropriate; conclusions justified by findings
- c) Qualitative studies: Methodology stated (grounded theory, phenomenology etc.) sampling justified (purposive, theoretical, snowball, etc.); data collected; type of analysis described (iterative, thematic, constant comparison, etc.); conclusions justified by findings

JANUS POSTERS

Eligibility: Received the Janus CPD Grant in the last 2 years and have completed the final requirements.

Selection will be based on the following criteria:

1. Ability to clearly articulate each component of the proposed poster presentation (quality of written content).
2. Demonstrated application of learning to practice.
3. Demonstrated commitment to continued learning.
4. Alignment with the mission and goals of College of Family Physicians of Canada.

Summary of Goals

- Quality patient-centred care
- Rewarding and valued careers
- Relevant and progressive educational standards
- Research capacity
- Organizational effectiveness
- Social accountability and equity

DECLARATION OF CONFLICT OF INTEREST

Definition: A conflict of interest is a situation in which the personal and professional interests of individuals may have actual, potential, or apparent influence over their judgement and actions.

The CFPC requires all presenters to complete the Declaration of Conflict of Interest form (within the abstract submission form).

1. All financial or in-kind relationships (not only those relevant to the subject being discussed) encompassing the previous two (2) years up to and including the current presentation, must be disclosed (please see A Guide to Mainpro+ Certification for definitions and examples <http://www.cfpc.ca/CPDProvidersandPlanners/>).
2. It is the presenter's responsibility to ensure that their presentation (and any recommendations) is balanced and reflects the current scientific literature. The only caveat to this guideline is where there is only one treatment or management strategy. Unapproved use of products or services must be declared within the presentation.
3. Disclosure must be done verbally and displayed in writing at the beginning of a presentation or included in the written conference materials.
4. This form must be completed and submitted to the CPD program's provider or organizer prior to the start date of the event or program.

Examples of relationships that must be disclosed include but are not limited to the following:

- Any direct financial interest in a commercial entity such as a pharmaceutical organization, medical device company, or communications firm ("the Organization")
- Investments held in the Organization
- Membership in the Organization's advisory board or similar committee
- Current or recent participation in a clinical trial sponsored by the Organization
- Member of a speakers' bureau
- Holding a patent for a product referred to in the CPD activity or that is marketed by a commercial organization
- Receiving honoraria to speak on behalf of a pharmaceutical organization or medical communications company, including talks for which you have been contracted but have not yet received payment

False disclosure or failure to disclose conflict of interest as outlined in this document could require the planning committee to replace the presenter/speaker.