Other (not research) Abstract Submission Guide

AACOM offers two types of abstract submissions, Research and Other (not research); you are selecting to submit an Other Abstract. Other abstracts are evaluations describing a change to a current way of doing things that results in better outcomes, or an approach to a challenge faced in osteopathic medical education. These evaluations may be reported to stakeholders as information for decision making (including both undergraduate and graduate medical education settings).

Submit an Other Abstract if you have:
- Developed a novel osteopathic medical education program,
- Identified or overcome obstacles in the training of future osteopathic physicians, or
- Gained meaningful insight into learners’ progress along the continuum of osteopathic medical education.

All presenters must:
- Complete a conflict of interest/disclosure declaration
- Register for Educating Leaders 2023, if accepted to present
- Refrain from using footnotes, references, or tables in the abstract submission
- Spell out first use when using abbreviations or acronyms

All abstracts must be submitted through the Educating Leaders 2023 Abstract Submission Portal.

1. **Abstract Title (character limit: 90)** Use proper title format to type title (correct title case capitalization, no bold, italics, or symbols)

2. **Author Block:** Authors will be listed in alphabetical order. ONLY PRESENTING AND REGISTERED authors will be listed in print material and conference apps. Contributing authors should be recognized at time of presentation. In general, AACOM does not include fellowships or other designations in conference assets. Enter information as it should appear in conference materials. For example, use “Robert A. Cain, DO,” not “Bob Cain.”

   - First Name, Middle Initial (if applicable), Last Name, Terminal Degree(s) or stage of learning
   - Institution
   - Email
   - Address
   - Phone Number

   Will this author be presenting at the conference?
   - Yes, presenting
   - No, not presenting

3. **Presentation Preference (select one)**
   - Express Talk: 10 minutes (one person presenting)
   - Brief Talk: 20 minutes (one-two people presenting)
   - Panel/Interview: 45 minutes (no more than four people presenting)
   - Faculty Poster: 5-10 minutes (faculty expected to present)
   - Student/Resident/Fellow Poster: 5-10 minutes (student/trainee expected to present)
   - Workshop: 90-240 minutes (more than one person presenting)
4. **Key Topic Area (select one)** The schedule of sessions will be organized using key topic (or focus) areas to complement the conference program. See AACOM’s conference website for examples of what might fall within the topic areas. ([https://educatingleaders.aacom.org](https://educatingleaders.aacom.org))

- Diverse and Culturally Competent Workforce
- Workforce Wellness
- UME or GME Learning and Curriculum
- Transition to Readiness
- GME Programs and Osteopathic Training
- Leadership and Faculty Development
- Osteopathic Healthcare Delivery
- Osteopathic Representation, Voice and Influence

5. **Abstract (word limits: max. 500, min. 20 for combined segments, not per segment)** This section will be assessed by the reviewers. **Do not include graphics, references, title or author names.** Click the SUBMIT button to save your work.

   - **Challenge/Issue:** Describe the challenge or issue addressed in the proposal and its pertinence to osteopathic medical education or to the profession. In the best abstracts, the challenge or issue addressed is pertinent to osteopathic medical education.

   - **Objective:** The objective of the innovation or practice clearly relates to the issue or challenge described. Excellent abstracts will be clear, well organized and have meaningful salient objectives for the session. A one-sentence description of the study's primary objective and important secondary objectives (e.g., "To determine...") should be included. A clear problem statement and goal(s) for the program or change to the program should be stated. Here's a list of Action Verbs for Use in Developing Objectives.

   - **Approach:** This is your opportunity to show how you took an innovative approach to a tried-and-true practice or developed something completely new that you think is likely to result in a high impact for your learners or for osteopathic medical education.

   - **Results:** What were the obstacles you encountered, what were the key factors in your success, and how did, or will, the innovation impact your learners? The best abstracts will showcase innovations that have some sort of measured results likely to be applicable in various settings of osteopathic medical education. The best abstracts will document results from several methods (surveys of users, patient wait times, results on assessments, etc.).

6. **Brief Description (word limits: max. 200, min. 30)** This text will appear in marketing materials to promote your talk and attract attendees. It should succinctly summarize what will be discovered by participating in this presentation. Do not include title, authors or name of institution in this text.

7. **Additional Information**

   - **Intended Audience Track**
     - Admissions
     - Undergraduate Medical Education - Pre-clinical
     - Undergraduate Medical Education - Clinical
     - Transition to GME (Advising)
     - Graduate Medical Education
     - Student/Resident/Fellow
• **Learning Objectives (word limit: 50 per objective)** Every abstract must have three learning objectives. A learning objective is brief and should state what attendees can expect to learn and/or do in the session. (i.e. learn, understand, contrast, identify, discuss, develop, describe, determine, demonstrate, etc.).
  - Objective 1
  - Objective 2
  - Objective 3

• **Previously Publicized** Let us know if this has been published.

• **Will your presentation discuss any products or services with commercial support?**

• **How do you intend to deliver this presentation?**
  - Onsite (travel to conference)
  - On-demand (will not travel to conference)

8. **Brief Biographies**: Less than 200 words per presenter. Brief biographies are required for all presenters. Co-authors who are not presenting are not required to submit a bio. This brief biography (not a CV) will be used for CME purposes.

9. **Print**: Remember to select “print a copy” for your files and to email yourself a confirmation.