RESEARCH Abstract Submission Guide

AACOM offers two types of abstract submissions, Research and Other (not research); you are selecting to submit a Research Abstract. Research abstracts are grounded in scientific theory and apply to or build upon previous research. The investigation produces generalizable knowledge to something that could be applied outside of a single institution with an aim to publish or publicize the data.

Submit a Research Abstract if you have:
- Conducted innovative research valuable to the osteopathic medical community,
- Researched or evaluated educational practices with results that can be applied to a college of osteopathic medicine or postgraduate training program, or
- Undertaken scholarly work aligned with the conference themes.

All presenters must:
- Complete a conflict of interest/disclosure declaration
- Register for Educating Leaders 2023, if accepted
- Spell out first use when using abbreviations or acronyms
- Refrain from using footnotes, references or tables in the abstract
- Note Institutional Review Board (IRB) approval within in the abstract, where applicable

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 the time of presentation. 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)
   - 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 the Educating Leaders 2023 conference website (https://www.aacom.org/educatingleaders23) for examples of what might fall within the topic areas.

- 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.

- **Context:** Describe the challenge or issue that is the subject of the research and address its pertinence to osteopathic medical education. Relevant abstracts will demonstrate objectives that impact the profession or medical education in general, and excellent abstracts will illustrate the importance of education. A one-sentence summary of the rationale for the study question is to be included. The abstract's context should describe the study question's importance and emphasize important new areas addressed by the study.

- **Objective:** The research abstract will contain measurable research objectives that represent the issue described. Excellent abstracts will be clear, well-organized and have meaningful, salient objectives and a straightforward research question. A one-sentence description of the study's primary purpose and essential secondary goals (e.g., "To determine..." "To establish...") is to be included. If there was an a priori hypothesis (a hypothesis established before data collection), the author should state it in this section. Here's a list of **Action Verbs for Use in Developing Objectives.**

- **Methods:** Suitable abstracts will describe the setting, participants and sources of the data used in the analysis. Excellent abstracts have data related to the objectives, utilize appropriate statistical tests to address the research question, and may introduce novel methods to test hypotheses and achieve meaningful outcomes. To keep the abstract concise, authors should list the information described below, any essential features of the intervention and primary outcome measures. This section should include the following:

  - Design—A statement of the study’s basic design (e.g., randomized controlled trial, double-blind, cohort, survey, cost-effectiveness analysis).
  - Setting—A one-sentence description of the clinical circumstances of the setting (e.g., college of osteopathic medicine, residency program, multi-institutional study, etc.).
  - Participants—A brief description of the key eligibility criteria of the study’s participants. Numbers of participants should also be included. IRB approval should be noted here, if applicable.
  - Interventions—A brief description of any interventions administered, if applicable.
  - Main Outcome Measure(s)—A brief description of the study's outcome measurements. If no outcomes were measured, authors should so state, and briefly explain why. Authors should also state here if the hypothesis was formed during or after the data collection.
Results: The results of the analysis will answer the research question in acceptable abstracts. The most desired abstracts will use data to support conclusions and offer novel insights. A summary of the primary study outcomes and necessary measurements will be included. Authors should include the study's relevant statistical information (e.g., raw data, not just percentages), confidence intervals and levels of statistical significance. Authors should ensure that findings are included for all outcome measures described in the methods. Likewise, the results section should not contain findings for outcomes that were not already described in the methods section. Abstracts for survey-based studies should include response rates.

Conclusion: The authors will relate the answer to the research question to the larger context identified above. Conclusions should be supported by your findings. Excellent conclusions leading to further insights, research recommendations, and proposed changes are particularly welcome. A concise review of the study's findings directly supported by the reported evidence, noting significant limitations, is requested. Important educational or clinical implications should be noted. Authors should take care not to overinterpret findings and refrain from recommending profound changes if additional research is needed. Clinical trial registration numbers and registry names should appear at the end of the abstract (e.g., ClinicalTrials.gov number 1234).

Source: adapted from Riordan, 2015, and the JAOA

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 briefly summarize what will be discovered by participating in this presentation. Do not include the title, authors or name of the 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 brief learning objective should state what attendees can expect to learn and/or do in the session (i.e. learn, understand, identify, discuss, develop, describe, demonstrate, etc.).
  - Objective 1
  - Objective 2
  - Objective 3

- Previously Publicized Let us know if this has been previously 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.