ACEP RESEARCH FORUM

ABSTRACT PREPARATION, SUBMISSION AND PRESENTATION GUIDELNES

This document provides information on preparing, submitting and presenting your abstract for the ACEP Research Forum.

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ABSTRACT CATEGORIES

You will be asked to choose a primary category and up to two additional categories for your abstract.

- Administration / Operations / Practice Management

- Airway

- Basic Science

- Cardiovascular- ACS

- Cardiovascular- non-ACS

- Diagnostics

- Disaster Medicine/ EMS

- Diversity / Sex & Gender

- Education

- Geriatrics / Palliative

- Health Care Policy / Health Services Research

- Infectious Diseases (COVID)

- Infectious Diseases (non-COVID)

- International / Global

- Neurology

- Pain Management

- Pediatrics

- Psychiatry / Behavioral Health

- Public Health / Injury /Illness Prevention

- Quality Improvement and Patient Safety

- Resuscitation / Critical Care

- Simulation

- Social Determinants – Emergency Medicine

- Telemedicine / Informatics

- Toxicology / Pharmacology

- Trauma

- Ultrasound

- Venous Thromboembolism

- Wellness

- Wilderness Medicine

AUTHOR RESPONSIBILITIES

Submission of an abstract indicates the following:

- The data has not appeared in any refereed journal prior to abstract publication in *Annals of Emergency Medicine.* This supplement is usually published just prior to the opening day of the Research Forum.
- The accuracy of the submitted abstract is the responsibility of the author(s). Errors made on submitted abstracts may not be able to be corrected prior to publication in *Annals*.
- A commitment by the author(s) to present if accepted. Expenses associated with the submission and presentation of an abstract are the responsibility of the author/presenter.
- The content of the presentation and reference materials remain the responsibility of the author(s).
- Presentations must be free of commercial bias for or against any product. If the presentation involves commercial products, it must be objective and rely on scientific methods. A commercial supporter may help prepare the presentation, but they should not be biased to advance the proprietary interest of the sponsor. Generic names should be used whenever possible. The intent is to avoid abstracts submitted for promotional purposes.
- All conflicts of interest for all authors must be disclosed as part of the submission process and during presentation.
- Research has been approved by and complies with author's institutional review board (IRB) for human and animal experimentation where appropriate.

PREPARING YOUR ABSTRACT

All abstracts should be as informative as possible and follow the guidelines below.

1. GENERAL FORMAT

- The combined length of the abstract body, title, and table may not exceed 3500 characters, not including spaces.
- Except in rare cases, no more than ten (10) authors may be submitted and listed with each abstract.

Abstracts must include the following sections:

- Title – the title of your abstract should include significant words that reflect the content of the research. Avoid the use of abbreviations in your title.
- Objectives – information regarding the objectives/goals or why the study was performed.
- Methods – information about the key methods utilized in the study (design, setting, participants).
- Results/Findings – summary of the results observed.
- Conclusion – a statement of the author's conclusion supported by the stated results.

Note: Table, graph or image may be included. Figures may be color or black and white with at least 300 dpi.

2. ADDITIONAL FORMATTING INSTRUCTIONS

Every effort will be made to publish the abstract exactly as submitted. Although abstracts will be typeset for distribution, they will not be edited or corrected by the ACEP Staff except as needed to conform to publication style. Please ensure that your submission adheres to the following guidelines:

- Titles should be indicative of the content of the abstract. The title should be brief and must be entered in title case (first letter of each word capitalized).
- Abbreviations may not be used in the title. If abbreviations are used in the text of abstracts, spell out the term in full for the first mention and follow with the abbreviation in parentheses.
- Do not include name(s) of author(s) or names(s) of institution(s) in the body or title of the abstract text.
- Avoid use of the first person in descriptions of the authors' previous work.
- Compounds should be mentioned with the generic name in lower case. Commercial names are admitted in the text, with an (R) and in brackets following the generic name, i.e., "generic (Commercial (R))."

SUBMITTING YOUR ABSTRACT

1. SUBMISSION DETAILS

- Please complete your submission using the online submission portal.
- Check your abstract carefully for errors before submitting.
- You will be able to log in and revise your submission at any point up until the abstract submission deadline (Use "Click here to review your past Submission(s)" to select your abstract to edit).
- Authors are strongly encouraged to save an electronic or printed copy of their abstract for their records before submitting.

2. DECISION NOTIFICATION

- Email notifications will be sent to the primary author/applicant listed on the submission.
- If accepted, abstracts must be presented at the annual meeting. Author(s) must decide who will present the abstract. Only one presenter is allowed. That presenter is eligible for the special Research Forum registration fee.
- **The presenting author must register for the meeting, prepare and present during their assigned session time.** Failure to do so, without adequate notification and justification, may prevent the authors from submitting abstracts to future meetings.
- Accepted abstracts may also require that author(s) complete an additional Conflict of Interest (COI) form for CME purposes. ACEP staff will follow up with anyone needing additional COIs.

PRESENTING YOUR ABSTRACT

Accepted abstracts will assigned to the following:

- **Plenary Sessions**
  The highest-ranking abstracts are selected for oral presentation in one of three Plenary Sessions. Approximately five abstracts are typically included in each Plenary Session. Presenters have up to 8 minutes to present their work. The sessions are moderated and time is reserved for audience questions.

- **Abstract Oral Presentations**
  Oral abstract presentations will be organized by theme and will be scheduled for live presentation during a specified session. Each accepted abstract presenter will have 5 minutes to give an oral slide presentation of their work. The sessions are moderated, and between five and seven abstracts are selected for a single session with time reserved for Q & A.

- **Poster Presentations**
  Poster presentations will be assigned to a moderated session in the poster hall. Each poster presenter will have 3 minutes to present their abstract followed by Q & A.

These are general presentation preparation instructions. Additional details will be provided by ACEP Research Forum staff after abstract acceptance.

- Use provided ACEP slide deck. 8 slides maximum (not including title or references slide).
- You may incorporate video clips, animations and audio.
- Example presentation:
  - Title slide with authors and disclosures
  - Background and Objectives/Hypothesis
  - Methods
  - Results
  - Conclusion
- Extensive background reviews take away from the time you have to present your work, and most attendees will be broadly familiar with your topic. As such, limit your background or introduction to 1-2 slides. Focus on the results of your study.

FREQUENTLY ASKED QUESTIONS

o **How many authors are permitted on each submission?**
You may list up to 10 authors per abstract. However, the first author listed is considered the main/presenting author and will receive all notifications from the abstract submission portal.

o **Can I change the first author/presenter?**
Yes, you can edit the first author/presenter in the submission portal until the submission site closes. After submission closes, the author listed during submission will be listed as presenter/first author in program materials ACEP Scientific Assembly app and on-site brochure.

o **Does the Research Forum accept case series and systematic reviews?**
Yes, both are permitted. However, case reports or subject reviews (such as narrative reviews) are not permitted. Case series should demonstrate highly novel insights to increase chance of acceptance.

o **Does the Research Forum accept encore presentations (presentations previously given at other conferences)?**
It is acceptable to submit abstracts containing research that has been presented at other conferences, but not in print. Such presentations are encouraged to include additional data or analysis.

o **How are presenters recognized onsite?**
Presenters will receive presenter ribbons at the booth at registration onsite.

o **What if I have conflict of interest to disclose?**
Conflicts of interest should be noted in the author section of the submission site as well as in accepted presentations. If there's more than one author, each will need to complete disclosures.

o **Is there an embargo?**
All submissions are considered preliminary until the time of presentation or publication in the *Annals of Emergency Medicine* Research Forum Supplement. The supplement is typically released just prior to opening day of the Research Forum. If publication of the abstract occurs in another journal before the scheduled presentation at Research Forum or publication in *Annals,* the abstract must be withdrawn.

o **Are QR codes allowed in presentations?**
Yes, QR codes are allowed in the live presentation but not permitted as part of the published abstract in *Annals.*

o **Can there be more than one presenter?**
No, only one presenter is allowed.

o **Is it possible for a non-author to present?**
No, the presenter is expected to be an author.

- **Is it possible for a non-author to submit?**
Yes. To add non-authors to your submission, select the "Manage Collaborators" button in the top corner of the submission portal. On the Manage Collaborators page, you may then add additional personnel to the submission. Please note that only the primary Collaborator will be permitted to submit.