

**Annual Conference 2013  
Call for Papers  
Pre-Conference Workshop Requirements**

**This document provides instructions on how to complete an online submission for the 2013 Annual Spring Conference. Included are the general instructions, copies of the online forms and review criteria for the category.**

Description: Select, high quality, interactive sessions that require more time than the regular conference format allows. Space is very limited. STFM will charge a registration fee to help cover the costs of materials, audio/visual equipment, room rental, administration, and refreshments.

Requirements: A 125-word abstract and a proposal organized as follows:

- a) Objectives stated behaviorally as expected participant outcomes,
- b) rationale making clear the importance of the subject,
- c) description of the content to be presented,
- d) means by which participants will be actively engaged, and
- e) an outline of the session, including time allotted and primary presenter for each segment.

Time: 4-8 hours

STFM will charge an appropriate registration fee for preconference workshops to help cover room rental, audio-visual, internet, administrative and refreshment costs.

**This is an example only.** Read through this file to see what information you must provide when submitting your presentation on-line.

If you have any questions, please contact Ray Rosetta, 800-274-7928, ext 5412, or E-mail [rrosetta@stfm.org](mailto:rrosetta@stfm.org).

The first several web pages that you fill in are the same for all submission categories. When using the online submission application, please remember the following:

1. If the lead presenter is NOT a current STFM member, there will be a \$25 charge for submitting to the conference. This fee covers the administrative costs of processing the submission and maintaining our online submission program. STFM members may submit to the conference for free.
2. Each screen of the online submission process must be completed within 20 minutes of loading that web page. If you do not complete entering your data for that page within 20 minutes, you may "time out." If you time out, you will have to start over.
3. You will need to know the full name, mailing address, phone number, and email for each additional presenter or author. If the additional presenter is a member of STFM our system will pre-fill-in his/her information for you.

4. You will need to know a brief biographical sketch for the main presenter. The bio sketch includes: Degree Granting Institution; Residency/Fellowship; Licensure/Certification (e.g. Social Worker, Psychologist); State/Province where licensed.
5. Titles may be a maximum of 15 words and 255 characters (including spaces). Abstracts may be a maximum of 125 words. Please note that some words that contain a hyphen or apostrophe will be counted as two words. There is an 5,000 character limit (including spaces, roughly 800 words) for each multi-line field in the detailed proposal portion of the submission.
6. STFM recommends you copy and paste your abstract and other lengthy information from another program such as Microsoft Word. If you do copy and paste, remember that formatting commands (table, bold, paragraph indent, auto numbering, etc) and symbols (for example <sup>TM</sup> Σ ≤) are not transferred. The best approach is to save your information as plain text, edit it for appearance and then copy and paste the plain text into our online submission fields.
7. After you completed all the fields on these web pages, STFM will send a confirmation email to the email address provided for the principal presenter. If the principal presenter does NOT receive a confirming email within 24 hours, STFM has NOT successfully recorded the submission. If the principal presenter does NOT receive a confirming email, please contact Ray Rosetta.
8. Check your input carefully. We do not modify, edit, spell check or otherwise change your input prior to sending your submission to our reviewers. If you notice something significant that must be changed after you have completed the submission process, please contact Ray Rosetta.
9. As part of the submission process, you will complete our online presenter disclosure form. If your submission is accepted, we will contact your additional presenters to have them also complete the online presenter disclosure form.
10. All presenters should be available to present during all dates of the conference.
11. Submissions must be entered on-line at [www.stfm.org](http://www.stfm.org) no later than September 10, 2012.
12. Presenters are limited to a maximum of three submissions to increase the number of individuals able to participate in the conference. Do not submit the same proposal for different session formats.
13. Each submission will be reviewed by members of the Program Committee using the following criteria:
  - Importance to family medicine education
  - Clarity and Organization
  - Interactive Format
  - Presenters Credentials
  - Probable Audience Appeal
  - Participant Outcome
  - Relevance to the Patient-centered Medical Home

14. Proposals should use language that is listener sensitive, including gender neutral terms and avoidance of expressions that degrade participants and/or patients and families.

15. All presenters will be required to register for the conference and pay the applicable registration fee. Please advise co-presenters of this policy.

16. One meeting room will be provided for each presentation.



## STFM Conference Submission

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### 46th STFM Annual Spring Conference Category: Pre-Conference Workshop

Below is your personal information retrieved from our database. If any of this information is incorrect, please provide valid information.

#### Lead Presenter Information

(All correspondence will go to the lead presenter.)

**\*\*If your institution is not listed, please enter the correct name in the Program/Department text box.**

**Please provide the following information. Required items are marked with an asterisk\*.**

**In what order should this person's name be listed in the *Family Medicine* conference supplement issue?\*** ([Why Do We Need This?](#))

Select Position

First Name:\*

Middle Initial:

Last Name:\*

Name Suffix:

Degree (no periods, eg MD):\*

State Where You Work:

KS

Company/Institution:

**\*\*If your Company/Institution is not in this list, please enter the correct name in the Program/Department box below.**

Society of Teachers of Family Medicine

Program/Department:

Street:\*

City:\*

State:\*

KS

Zip:\*

Country:\*

United States

Phone (999-999-9999):\*

Fax (999-999-9999):

E-mail:\*

Have you submitted to this conference before?

Make Selection

Presenter Bio Sketch:\*

*Max 125 words*

*Include Degree Granting Institution;*

*Residency/Fellowship;*

*Licensure/Certification*

*(eg Social Worker, Psychologist);*

*State/Province where licensed*

**Are there additional presenters or authors?**

YES

NO

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## STFM Conference Submission

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**46th STFM Annual Spring Conference  
Category: Pre-Conference Workshop**

### Submission Information

Title of  
Presentation:   
*(Maximum of 15 words and 255 characters, including spaces)*

**STFM will provide the following audio-visual equipment for each presentation (not including poster or breakfast presentations).**

1. Laptop computer with Microsoft Office 2010 (includes a DVD drive)
2. Data projector
3. Projection Package (includes screen, projection cart and extension cord)

**NOTE:** If you have a video (VHS format), please plan to convert your presentation materials to DVD format. If you have 35-mm slides, please plan to convert your presentation materials to a PowerPoint presentation. If you have any questions or need additional information, please contact Ray Rosetta at STFM, 800-274-7928, ext. 5412, [rosetta@stfm.org](mailto:rosetta@stfm.org).

Continue

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# STFM Conference Submission

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[Important information about copying and pasting and length of abstract.](#)

**46th STFM Annual Spring Conference  
Category: Pre-Conference Workshop**

### Abstract Information

**Abstract:** *(Maximum of 125 words)*  
*You may cut and paste this information from any text document.*  
*For instructions on how to cut and paste, [click here.](#)*

*NOTE: Brand names of specific products cannot be used in presentation titles/abstracts. Substitute with generic references where needed.*

### Optional information if applicable

Should the attendance at this presentation be limited, what is the maximum number?

#### Select Appropriate Target Audience(s)

Available

- Administrator
- Faculty
- Fellow
- Nurse
- Physician Assistant
- Practicing Physician

>>

<<

Selected

Please Select Audiences

How long has this project or activity been in place?

Has this project or activity been evaluated?

Continue

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# STFM Conference Submission

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## 46th STFM Annual Spring Conference Category: Pre-Conference Workshop

### Important information about copying and pasting.

#### Proposal Information

*Please note there is a limit of 5,000 characters (including spaces) for each input field below. This category requires a proposal. Please fill out the following form:*

#### **Behavioral Objectives for Session (Maximum of 3)**

Write instruction objectives that are behaviorally based [e.g., "Participants will be able to: 1) ....; 2) ..."] and make sure your title and content matches these objectives. (limited to 2-3 objectives, one sentence each)

Maximum of 5000 characters

0 / 5000 Max Characters

#### **Rationale – Background and Knowledge or Skill Gap**

- Why is this an important topic? Describe what makes your presentation attractive and relevant to family medicine educators.
- How will your content advance the knowledge or skills of attendees. Do not focus on the content itself, but on the context surrounding it. For examples, describe the deficits of current teaching methods, failure of current curriculum to improve outcomes, lack of awareness of an issue, or a need to create dialogue or change approach.

Maximum of 5000 characters

0 / 5000 Max Characters

#### **Description of the Content/Substance of the Presentation**

Describe the subject matter content (e.g., new information, data, outcomes, results, teaching techniques/approaches) you will present. This section should allow reviewers to understand what the participants will be exposed to during your session.

Maximum of 5000 characters

0 / 5000 Max Characters

### **Teaching Methods Employed During Session**

Describe the instructional methods (e.g., lecture, small group discussion or activity, movies, games, hands-on work, etc.) you will use to achieve the objectives stated above and how the methods will be organized. Tell how attendees will actively participate in the session.

Maximum of 5000 characters

0 / 5000 Max Characters

### **Timeline/Outline of the session**

Present a timeline or table that links the presentation methods to the presentation content with time for each component. Make sure your total presentation time fits with the category you are requesting (e.g., 90 minutes for a workshop)

Maximum of 5000 characters

0 / 5000 Max Characters

### **Format Justification**

In 4-5 sentences, please tell the reviewers why you decided to request the particular format (e.g., workshop) you have selected. What about your content and delivery (i.e., teaching method) make is suited for this category and time?

Maximum of 5000 characters

0 / 5000 Max Characters

**Click on the Complete Disclosure button to go to the on-line disclosure form. All presenters are required to complete a disclosure form. Your submission will not be processed if you do not complete the disclosure form.**

Complete Disclosure (Click ONLY ONCE)

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