

Submission Deadline 10/31/2018

Welcome to the AADPRT Annual Meeting workshop and poster abstract submission system. Abstracts must be submitted via this system. Please read ALL instructions before beginning your submission, ***even if you have submitted in previous years, as changes have occurred.***

- Only AADPRT members may submit an abstract.
- If the abstract is accepted, the submitting member will serve as the point of contact for all workshop or poster-related details leading up to the meeting.
- FOR WORKSHOP SUBMISSIONS ONLY: An electronic disclosure form **must** be included in this submission for **all** participants **regardless of whether or not participants intend** to attend the meeting. The form is available on the submission page.
- Members may be included in a maximum of three workshops as leader, co-leader, or presenter.
- Maximum number of presenters for a workshop or poster is five. Exceptions to this will not be considered. A submission should not request additional presenters or A/V needs in the body of the abstract.
- All workshop and poster participants must register and pay for the annual meeting should they wish to participate in the workshop or poster session.
- Please specify in the abstract if your workshop or poster has been produced by trainees with a faculty mentor/AADPRT member.
- During the submission process, you will have the option to save and return to your abstract submission prior to final submission.
- Once submission is complete you may not make changes to the material, including replacing participants.
- To review a list of FAQs, please visit the abstract submission page.

To submit an abstract, you must provide:

- Title
- Prior AADPRT meetings at which the workshop has been presented (if applicable)
- AADPRT Committee or Taskforce sponsoring workshop/poster (if applicable)
- Primary and Secondary Categories
- Educational Objective(s) - at least one linked to the Practice Gap
- Practice Gap (500 words or less)
- Scientific citations: How was the need for this activity brought to your attention? Include a link to any of the following: peer-reviewed journal articles, updated guidelines from medical societies, legislative, regulatory or organizational changes affecting patient care, or government produced documents describing educational need and/or physician practice gaps.
- Abstract (500 words or less)
- Brief, but specific, workshop agenda with intended audience specified (500 words or less). A time schedule for the activity components of the workshop should be provided.
- FOR WORKSHOP SUBMISSIONS ONLY: Information for additional participants including:
 - Name and disclosure form for current AADPRT members
 - Contact information (name, degrees, title, institution name, address, phone number, and email address) and disclosure form for any non-AADPRT members.
- FOR POSTER SUBMISSIONS ONLY: Information for additional participants including:
 - Name of current AADPRT members
 - Contact information (name, degrees, title, institution name, address, phone number, and email address) for any non-AADPRT members.

The review process:

- Submissions will be reviewed and ranked by the program committee (former, current, and incoming program chairs).
- Selection criteria include educational value, audience appropriateness, topic diversity, connection to meeting theme, innovation and (for workshops) interactivity.