

AADPRT Abstract Submission

Submission Deadline 11/1/16

Abstracts must be submitted via the online system. **Please read ALL instructions before beginning your submission, even if you have submitted in previous years.**

- 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.
- An electronic CV and disclosure form **must** be included in your submission for **all** participants **regardless of whether or not participant intends** to attend the meeting.
- 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 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)
- 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.
- AV equipment requested (LCDs and computers will NOT be provided)
- Information for additional participants including:
 - Name, electronic CV, and disclosure form for current AADPRT members
 - Contact information (name, degrees, title, PGY level (if a trainee) institution name, address, phone number, and email address), electronic CV, and disclosure form 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) interactive teaching methods directed at adult learners.