

AFHTO 2018 Conference: Concurrent Session and Poster Submission Guidelines

Thank you for your interest in submitting an abstract for a concurrent session or poster to present at the AFHTO 2018 Conference taking place October 24 & 25 in Toronto.

Conference planning committees are looking for concurrent session and poster submissions that:

- Reflect the [conference theme](#)
- Demonstrate clarity of learning objectives and presentation format
- Present ideas/initiatives that:
 - Are innovative
 - Are relevant, useful and can be implemented in interprofessional primary care organizations
 - Demonstrate patient and caregiver involvement
 - Recognize and address the needs of their local population (access or barriers to care, rurality, etc.)
- Are backed up by evidence of impact (e.g. outcome measures, evaluation results, research findings)

The following principles are to be included in ALL themes:

- Partnering with patients and caregivers for better experiences and outcomes
- Moving to a culture of education and innovation
- Leadership

Concurrent Session Format: Either 45 minutes or 1 hour and 30 minutes long.

Poster Format: Maximum size for posters is 46" (vertical) x 70" (horizontal)

Due date for all concurrent session and poster abstracts is May 4, 2018 at 5:00 PM

Before submitting an abstract, your team should:

1. **Designate a contact person.** This person will receive the registration discount code and most of the communications from AFHTO relevant to preparing for the conference.
2. **Identify WHY someone would want to attend your presentation.** Attendees will be picking 1 out of 7-8 concurrent sessions and visiting a handful of over 70 poster presentations. You need to tell them why they should pick yours over the rest and make it an easy choice.
3. **Identify 1-3 "pearls" of information to summarize your presentation.** Reviewers and attendees want to know what key pieces of information they will take home that are practical and actionable for their teams.

Submission & Approval Process

1. Review the [submission form template](#) before filling out the Survey Monkey form.
2. Submit the abstract online for a poster or concurrent session **by May 4, 2018 at 5:00 PM.**
3. Conference working groups will review all submissions within a theme, score them based on the evaluation criteria listed above and then select 7 presentations for the theme.
4. Approved presentations will be notified **by June 6, 2018.**
5. **All concurrent session presenters** must confirm (a) the timeslot given for their presentation and (b) provide any required updates to the presentation description to be posted online **by June 11, 2018**, including title, length, presenter details, abstract/description and learning objectives.

6. **All poster presenters** must confirm their presentation **by July 6, 2018**.

To submit an abstract, go to: <https://www.surveymonkey.com/r/afhto2018abstracts>

Terms and Conditions:

- **All presenters must register and pay the applicable conference fee.** For each approved concurrent session, up to 2 presenters will be granted a \$50 discount off the conference registration fee. Additional discounts apply for patients presenting at the conference. (*Discount does not apply for poster presentations.*)
- In order to submit you must fill out all the required fields in the form.
- All submissions will be reviewed by the applicable concurrent session planning committee. If accepted, abstracts and presenter name and affiliation will be published in the conference program.
- All notices about the presentation, registration and scheduling for the conference will be sent to the designated contact person. They are responsible for ensuring presenters are informed and prepared, and that conference organizers are informed of any changes in speakers.

Key Dates & Deadlines:

- Deadline for presentation abstracts: **May 4, 2018 at 5:00 PM (EDT)**
- Notification of acceptance for presentation: **June 5, 2018**
- Conference registration opens: **late June 2018**
- AFHTO 2018 Conference: **October 24 & 25, 2018**

For more information, contact Paula Myers by phone (647-234-8605 ext. 200) or e-mail (info@afhto.ca).