**AFHTO 2018 Conference: Concurrent Session and Poster Submission Form Template**

## Submission Format

**Select the theme category that best fits with the content of your poster or concurrent session proposal.** [**Click here**](https://www.afhto.ca/news-events/news/2019-conference-themes)**to find conference theme descriptions.**

1. Access to care: improving access to team-based care
2. Continuous care: ensuring seamless transitions for patients across the continuum of care
3. Comprehensive team-based care
4. Patient and family-centred care
5. Community and social accountability
6. Enabling high -performing primary health care

If applicable, select the theme that is the second-best fit with your proposal:

**Please indicate the format of your submission.**

* 45-minute Concurrent Session
* 1 hour 30-minute Concurrent Session
* Poster *(Max size 46” (vertical) x 70” (horizontal))*



**If you are not selected to present during a Concurrent Session, are you interested in submitting a poster presentation to the AFHTO 2019 Conference?**

* Yes
* No

## Submission Details:

Please provide the following information to help reviewers to assess your submission.

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

* Reflect the [conference theme](https://www.afhto.ca/news-events/news/2019-conference-themes)
* 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)

***Tip:****Save a copy of your submission in this template on your computer as the online submission form will not save your data until you hit submit.*

## Title:

***Tip:****Conference attendees will be skimming presentation titles to find relevant and interesting presentations amongst 50 other scheduled presentations. You want your title to stand out - keep it short and to the point. What is the one thing you hope someone reviewing your presentation will retain after they go home?*

|  |
| --- |
|  |

Learning Objectives  
In 100 words or less, please describe the learning objectives (i.e. the skills and/or knowledge participants will gain from this presentation).

***Tip:****Focus on the key knowledge or skills attendees and reviewers will retain from the presentation and can implement once they return home.*

|  |
| --- |
|  |

Brief Summary / Abstract  
In 250 words or less, please provide a brief description of the presentation

***Tip:****In your summary focus on what your program/initiative/research/innovation is and its actual or potential impact on how primary care is provided across the province*

|  |
| --- |
|  |

Evidence / Results  
In 100 words or less, please describe the outcome measures you have observed (e.g. outcome measures, evaluation results, research findings, observations if still in early stages, etc.)

***Tip:****When developing your summary of the evidence/ results, focus on concrete figures and standout examples that would make it worthwhile for your peers to attend your session.*

|  |
| --- |
|  |

Presentation Style:

* **Presentation** *(information provided to audience, with opportunity for audience to ask question)*
* **Workshop** *(session is structured for hands-on learning opportunities)*
* **Panel Discussion** *(in addition to providing information, panelists interact with one another to explore/debate a topic)*
* **Poster presentation**

**To what extent does the content of the presentation focus more on research and policy issues as compared to hands-on practical issues?**

* **Research/Policy** *(e.g. Presentation of research findings, analysis of policy issues and options)*
* **Practical** *(e.g. Presentation on how to implement programs and/or practices in the team environment)*
* **Balance between both** *(e.g. Presentation of a best-practice guideline that combines research evidence, policy issues and practical steps for implementation)*

Target Audience:  
Check all that apply

* Leadership (ED, clinical lead, board chair, board member, etc.)
* Clinical providers
* Administrative staff
* Representatives of stakeholder/partner organizations

## Contact Information

**Contact Person**

*This person is the coordinator of the presentation and presenters, you will be responsible for ensuring all presenters are registered and documents submitted on time.*

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Phone Number |  |
| E-mail Address |  |

**Presenters**

*All listed below will be attending & presenting at the AFHTO 2019 Conference. Presenters must complete conflict of interest forms and register at the appropriate rate.*

List up to 5 Presenter Details as follows: **First and Last Name, Credentials and/or Job Title, Organization Affiliation, and e-mail address.**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Authors and Contributors**

*All listed below have participated in developing the presentation but will not be presenting at the conference. Names will be published in concurrent session and/or poster descriptions on AFHTO's website.*

List details as follows: **First and Last Name, Credentials and/or Job Title, Organization Affiliation**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**I agree to the** [**Terms and Conditions as outlined in the submissions guidelines**](https://www.afhto.ca/uploads/afhto-2019-abstract-submission-guidelinespdf)

☐ Yes

**When you’re ready to submit your abstract go to:**

* [**https://www.surveymonkey.com/r/2019AFHTOabstracts**](https://www.surveymonkey.com/r/2019AFHTOabstracts)