**AFHTO 2023 Conference: Concurrent Session and Poster Submission Form Template**

## Submission Format

1. **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/2023-conference-themes)**to find conference theme descriptions.** *(In the template, highlight the relevant theme.)*
* Using a population-based approach to provide care to the community
* Optimising teams’ capacity and creating efficiencies
* Organizing primary care to advance Ontario Health Teams
* Embedding mental health and home care in primary care
1. If applicable, select the theme that is the second-best fit with your proposal
2. **Please indicate the format of your submission.**
* LIVE – 45 min Concurrent Session (45-minute session with opportunity for interaction and/or hands-on learning opportunities)
* LIVE – 90 min Concurrent Session (90-minute session with opportunity for interaction and/or hands-on learning opportunities)
* ON-DEMAND - Webcast (pre-recorded video session - 45 minutes)
* ON-DEMAND - Podcast (pre-recorded audio-only session - 45 to 60 minutes)
* Physical Poster *(Max size 46” (vertical) x 70” (horizontal)) + pdf*

* Poster PDF only (available just on the online poster gallery)

**If you are not selected to present during a Concurrent Session, are you interested in submitting a poster presentation to the AFHTO 2023 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/2023-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 or within Ontario Health Teams
	+ Demonstrate patient and caregiver involvement (if applicable)
	+ 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, patient, or community experience)
* Address equity

***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 11-15 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?*

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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.*

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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*

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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.*

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Patient Care
In 100 words or less, please explain how your initiative has led or will lead to improved patient care.

***Tip:****Use this question to draw a direct connection to improved patient care if it is not already addressed in your evidence.*

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Equity
In 100 words or less, please explain how your initiative addresses equity if applicable.

***Tip:****Use this question to explicitly state how matters of equity are addressed if it is not already addressed in your evidence, if applicable.*

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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.*

*NOTE: All notices about the presentation, registration and scheduling for the conference will be sent to this person. They are responsible for ensuring presenters are informed and prepared, and that conference organizers are informed of any changes in speakers.*

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

**Presenters**

*All listed below will be attending & presenting at the AFHTO 2023 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.**

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**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**

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**If we have to switch to a purely virtual format, would you still like to present?**

☐ Yes

☐ No

☐ Maybe

**We are streaming a select number of concurrent sessions this year. If selected for streaming, would you like to participate?**

☐ Yes

☐ No

☐ Maybe

**If you aren't selected to present at the AFHTO 2023 Conference, would you be like to be notified of other presentation opportunities with AFHTO? (i.e., KTE workshops)**

☐ Yes

☐ No

☐ Maybe

**I agree to the Terms and Conditions as outlined in the submissions guidelines**

☐ Yes

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

* <https://www.surveymonkey.com/r/2023AFHTOabstracts>