

AFHTO 2024 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 2024 Conference taking place in-person and online on October 24-25.

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

- Reflect the [conference theme*](#):
 - Expanding access to team-based care
 - Supporting the implementation of primary care networks
 - Investing in the digital health of primary care
 - Mental health and addictions
- 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
 - 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)

Introducing the Wild Card category

* To encourage a variety of presentation topics and styles, we will accept abstracts under the wild card category. If they don't quite fit under a particular conference theme, but are still topical and relevant to attendees, they belong here. The working groups will evaluate these abstracts by all the other criteria listed above and pick the abstracts they find the most interesting.

Concurrent Session Format: This year sessions will be a mix of live and on-demand. We aim to have 4-7 sessions per theme. Options are:

- **LIVE - Concurrent Session** (45- or 90-minute session with opportunity for interaction and/or hands-on learning opportunities)
- **LIVE RAPID-FIRE - Presentation** (30 minutes or less)
- **ON-DEMAND - Webcast** (pre-recorded video session- 45 minutes)
- **ON-DEMAND - Podcast** (pre-recorded audio-only session- 45-60 minutes)

Poster Format: will be a mixture of physical and virtual. Options are:

- **Physical and pdf** - Maximum size for posters is 46" (vertical) x 70" (horizontal). It must also be available as a pdf.
- **PDF only** (available just on the online poster gallery)

Due date for all concurrent session and poster abstracts is May 17, 2024.

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 6-7 concurrent sessions and visiting a handful of 50-70 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, on-demand, or concurrent session **by May 17, 2024**.
3. Conference working groups will review all submissions within a theme, score them based on the evaluation criteria listed above and then select presentations for the theme.
4. We anticipate sending approved presentations notifications **by June 20, 2024**.
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 26, 2024**, including title, presenter details, abstract/description and learning objectives.
6. **All poster presenters** must confirm their presentation **by July 5, 2024**.

To submit an abstract, go to:

<https://www.surveymonkey.com/r/2024AFHTOabstracts>

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 discount off the conference registration fee (details coming soon).** Additional discounts apply for patients presenting at the conference. (*Discount does not apply for poster presentations.*)
- To submit you must fill out all the required fields in the form.
- All submissions will be reviewed by the applicable planning committee. If accepted, abstracts and presenter name and affiliation will be published.
- 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 17, 2024**
- Notification of acceptance for presentation: **June 20, 2024**
- Conference registration opens: **July 2024**
- AFHTO 2024 Conference: **October 24-25, 2024**

For more information, contact Paula Myers by phone (647-234-8605 ext. 1200) or e-mail (info@afhto.ca).