



Guidelines for Abstract Submission
April 8, 2022
Little Rock, Arkansas

As you prepare for submitting, please keep the following items in mind. Please read each section carefully and gather the needed information prior to submitting an abstract.

If you have additional questions, please contact the Office of Continuing Education at 501-661-7962 or cmeconf@uams.edu.

Office of Continuing Education new website: Login or registration

1. Website address: uams.cloud-cme.com
2. Abstract submitters/graders with UAMS email ID/password can use their UAMS login
3. Non-UAMS abstract submitters/graders must complete a one-time registration; REMEMBER to write down your ID and password.

General abstract information: Required fields (8)

1. Title (100 word limit)
2. Select: poster, podium, or no preference
 - a. Completed studies/projects may be submitted for oral or poster presentation. If the study/project is not completed, the abstract must be submitted as a poster.
3. Designate presenting/corresponding author and contributing authors.
 - a. Include all members of the study/project team who you want to give credit to for the work in the agreed upon order.
 - b. The presenting author and all contributing author(s) are required to submit the following information: First name, last name, degree, organization, email. All communications will be directed to the presenting author.
 - c. Authors cannot be added after the abstract deadline.
 - d. Student abstracts must be submitted by the presenting student author not the faculty advisor, however, students should include their advisors as abstract co-authors.
4. Each author and contributing author(s) must complete a standard conflict of interest disclosure form. This information is required of all submissions for each author/contributor. Abstracts will not be accepted without complete disclosure information.
5. Highest degree awarded for each author
6. Select primary role: current student, faculty, or clinician/administrator
 - a. If you are a student you will need to indicate if you are a; PhD, DNP, MNS, or BSN student.
7. Institution (primary work or school organization)
8. Abstract

- a. Abstracts can be edited up until the deadline by logging into the website with UAMS ID/password or registration ID/password (for those without a UAMS login).

Abstract components and word limits

Reviewers will award points in the following fields:

- b. Background/Purpose (75 word limit)
- c. Methods (125 word limit)
- d. Results and Conclusion (150 word limit)

** Abstract components and word limits (please see criteria for review)*

Abstract submission process

Abstract selection

1. To grade the abstract, peer reviewers will use a simple 1-10 scale: 1 (unsatisfactory) to 10 (Excellent) based on submitted background/purpose, methods, results/conclusions.
2. Due to our growing number of attendees and limitations in space, not all abstracts will be accepted.
3. Abstracts that have been peer reviewed, accepted, and presented at another major regional or national conference within the last 12 months will be accepted. Proof of acceptance or presentation with a date must be sent to cmeconf@uams.edu at the time of submission.
4. We will send Email notification of the abstract decision around the 2nd week of March 2022.

Presentation options

You will be asked to select a presentation type upon submission: Poster only, Podium only, or either poster or podium. Completed work or projects may be submitted for either podium or poster presentation. If the work or project is not yet complete, the abstract may only be submitted as a poster presentation.

1. Podium Presentations: Presenters will have the following opportunities to present research and communicate with attendees:

- a. Provide a one-page Poster PDF (see below for guidelines) that can be published as supplemental material conference portal.
- b. Submit a ten-minute pre-recorded presentation.
- c. Participate in Q/A discussion with attendees during the live conference

2. Speed-Session Podium Poster Presentations

- a. Provide a one-page Poster PDF (see below for guidelines) that can be published as supplemental material conference portal.
- b. Submit a three-minute pre-recorded presentation
 - Acceptable formats include Zoom, Prezi, Microsoft PowerPoint, or Screencast
- c. Participate in Q/A group discussion with attendees during the live conference

3. Top 10 Student Posters Presentations

- a. Students with the selected Top 10 Student Poster submissions will be asked to submit a three-minute pre-recorded presentation and participate in Q/A group discussion with attendees during the live conference.

4. E-Poster Presentations:

- a. E-posters should be in PPT format.
- b. Set the page size to 36.5"W and 20.5"H.
- c. Use a minimum font size of 32 points.
- d. Do not overcrowd the slide.
- e. [Single-slide presentation template, blank](#)
- f. [Single-slide presentation template with sample layout](#)

Abstract Submission information

1. **Submission Due Date:** By midnight Central Time on *February 11, 2022 at 11:59 PM*.
2. Abstracts must be 350 words or less in total, including the headings: Background/Purpose (75 words), Methods (125 words), Results /Conclusion (150 words). The title, author(s), and headings are not included in the body of the abstract or the word count. Citations and references are not needed in the abstract.
3. The use of a word processing program is recommended for composing the abstract. Check spelling, word count, and guidelines before copying the abstract into the submission boxes.
4. Individuals may submit more than one abstract; however, if successfully reviewed, only one oral and one poster submission per person will be accepted for presentation.
5. Email confirmation of completed abstract submissions will be sent to the presenting author upon receipt of the complete submission. It is up to the presenting author to notify corresponding authors.
 - Abstract Awards – If the abstract submission receives an award, the certificate and award check, if applicable, will be conferred in the name of the presenting author only.

What if I need help? Contact Us

For more information, please contact the Office of Continuing Education at 501-661-7962 or cmeconf@uams.edu.