



Guidelines for Abstract Submission
April 5, 2024
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: Student poster or faculty podium.
 - a. Completed studies/projects may be submitted for podium or poster presentation. If the study/project is not completed, the abstract must be submitted as a poster.
 - b. If faculty are also in corresponding graduate programs, please submit abstract under which the research completed (i.e., dissertation project or grant-funded faculty project, etc.).
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. Highest degree awarded for each author
5. 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.
6. Institution (primary work or school organization)
7. 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 and 3rd week of February.

Presentation options

Students will submit for a poster presentation. Faculty will submit for a podium presentation. Completed work or projects may be submitted for either students or faculty.

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

- a. If accepted, provide slides of podium presentation to accompany a 20-minute live presentation.
- b. Participate in a 10-minute Q/A discussion with attendees during the live conference.

2. Poster Presentations: Students will have the following opportunities to present research and communicate with attendees:

- a. If accepted, provide a printed poster of size 36.5"W and 20.5"H.
- b. Hang the poster at the designated time and present poster during our afternoon poster session.
- c. Poster suggestions:
 - Use a minimum font size of 32 points.
 - Do not overcrowd the slide.
 - [Single-slide presentation template, blank](#)
 - [Single-slide presentation template with sample layout](#)

Abstract Submission information

1. **Submission Due Date:** By midnight Central Time on *February 1, 2024, 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 podium 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.