



CALL FOR ABSTRACTS

Health professionals interested in presenting during the NMA Annual Convention and Scientific Assembly to be held August 11 – 15, 2018 in Orlando, FL are invited to submit abstracts. The deadline for all abstract submissions is **Thursday, May 31, 2018**. Abstracts may be submitted for consideration for either an oral (podium) presentation, or a poster presentation, or for both.

Abstract Submission Guidelines

- Abstracts for oral and poster presentations must be submitted via the online form below. No other electronic formats will be accepted.
- The submitting author is designated as the presenting author
- All communications regarding the abstract submission will only be directed to the submitting author.
- Abstract authors (primary and co-authors) must disclose their financial relationships with commercial entities.
- An abstract must have a short, specific title (containing no abbreviations) that indicates the nature of the investigation.
- Abstracts are limited to 500 words. This does not include the title. Abstracts exceeding this limit will be rejected.
- Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- The abstract should identify the presentation objectives and the gap in healthcare provider competency, performance, and/or patient outcomes examined.
- Please proofread abstracts carefully to avoid errors before submission.
- Use generic drug names. Presentations must also give a balanced view of therapeutic options.
- The abstract cannot contain illustrations, images, or graphs. If the abstract is accepted, presenters can include these items in their onsite presentations.
- An abstract may contain one small table.
- To ensure that the abstract receives proper scientific consideration, please be sure to indicate the appropriate specialty section/category. Abstracts not indicating a specialty section/category may be rejected.
- The deadline for all abstract submissions is **Thursday, May 31, 2018**. Abstracts are reviewed by the program committees on a rolling basis.

Submission Categories / Speciality Sections

Abstracts should be submitted in the most appropriate category/speciality section. A list of categories/speciality sections is available below. Please note that the NMA reserves the right to reassign an abstract's speciality section/category as deemed appropriate by the selection committee.

- Aerospace & Military Medicine
- Allergy, Asthma, & Immunology
- Anesthesiology
- Basic Science
- Clinical Trials
- Community Medicine & Public Health
- Dermatology
- Emergency Medicine
- Environmental Health
- Family Medicine
- General Surgery
- Global Health
- Health Policy
- Internal Medicine
- Medical Administration/Physician Executives
- Neurology / Neurosurgery
- Obstetrics & Gynaecology
- Orthopaedic Surgery
- Ophthalmology
- Pathology
- Pediatrics
- Physical Medicine & Rehabilitation
- Plastic & Reconstructive Surgery
- Podiatry
- Psychiatry and the Behavioral Sciences
- Radiology
- Urology
- Violence and Its Impact on Health
- Women's Health

Poster Requirements

Upon acceptance, presenters will be provided specifics on installation, presentation, and dismantle times and locations. Accepted posters should comply with the following requirements:

- The poster should be 3'10" in height and 5'10" in width.
- Text and illustrations are to be legible from the distance of at least 3 feet. All information on the poster is to be typed (large font).
- A copy of the abstract must be affixed in the upper left-handed corner of the poster board. The top of the poster should also display the title of the abstract and author name(s).
- Posters may only be affixed to the designated poster boards. Posters may not be taped, pasted, thumbtacked, nailed, or otherwise affixed to walls, columns, or booth draping.
- Presenters are responsible for setup of their posters at the scheduled time prior to the poster session, and for removing it at the end of the assigned poster session.

- The presenting author should be available at the poster display during a designated special poster viewing session to discuss their presentation with conference attendees. Please note that there will be no audio-visual equipment for poster presentations.
- All costs associated with the creation and/or shipping of the poster will be the responsibility of each presenter.

Frequently Asked Questions

Am I required to be a member of the National Medical Association to submit an abstract?

No, NMA membership is not a requirement to submit an abstract. However, physicians and other health professionals are welcome to join the NMA. For additional information regarding membership please [click here](#).

Are abstracts directly sponsored by commercial entities (those producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients) eligible for consideration?

Yes, however, such presentations will be subject to a rigorous review to ensure the validity of the research results and conclusions. In addition, abstracts directly sponsored by commercial entities may be restricted to a non-accredited poster presentation within the exhibit hall.

May I submit and abstract for an encore presentation?

Yes. However, only original presentations/abstracts are eligible for possible publication. Please be certain to indicate if your submission is an encore presentation in your abstract.

May I submit more than one abstract?

There is no limit to the number of abstracts that an individual may submit. However, presentation slots are limited and only one abstract per submitter may be selected for presentation.

Do all authors need to complete disclosures?

Yes, per Accreditation Council for Continuing Medical Education (ACCME) requirements, the NMA must collect information on the financial relationships of all presenters and abstract authors. Accordingly, you will be asked to disclose your financial relationships and the financial relationships of all of your co-authors. For additional information on the disclosure process please [click here](#).

How will I be notified regarding a decision on my abstract?

All abstract decisions will be communicated via email to the submitting author by Wednesday, June 20, 2018.

If my abstract is accepted for presentation will the NMA provide travel or housing support?

No, presenting authors of accepted abstracts for oral and poster presentations must register for the Annual Meeting and make their own housing and travel reservations.

If my abstract is selected for an oral presentation will audio/visual services provided?

Yes, the presentation room will have a podium with microphone, computer (with PowerPoint capability), projector, and screen onsite.

I have a question regarding the abstract process who should I contact?

All inquiries regarding abstract submissions should be directed to NMA CME Department 202 – 347-1895 or cme@nmanet.org.



National Medical Association
Annual Convention & Scientific Assembly
August 11 - 15, 2018
Orlando, FL

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Abstract Submission Form

Last Name: _____ First Name: _____

Middle Initial: _____ Graduate Degree(s): _____

Professional Title: _____

Organization/Institution: _____

Organization/Institution Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Mailing Address (if different from above): _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Email Address: _____

Telephone: _____ Fax: _____

Primary Author (if different from submitting author – First, MI, Last, Degree): _____

Additional Authors (First, MI, Last, Degree): _____

Please consider my abstract for:

- Poster presentation Oral Presentation Both poster and oral presentation

Abstract category/speciality section (see above guidelines for listing):

Abstract Title:

Abstract Text (type or paste abstract of no more than 500 words):

Grant/Financial Support (please indicate the source of financial support if applicable):

Audiovisual Release:

By checking this box I hereby authorize the National Medical Association and its assigned company permission to record my presentation at the 2018 NMA Annual Convention and Scientific Assembly. It is understood that the audio and/or visual video production of my presentation may be sold and distributed to those who wish to obtain this information. I recognize that the sale of this recorded presentation will not result in any monetary benefits to my employer or me.

No, I do not give permission

Biography (for the presenting author only - limit of 250 words):

Submission Instructions:

1. Please proofread your abstract carefully to avoid errors and to ensure that the form is complete.
2. Save the completed application to your computer.
3. Email your completed abstract application to cme@nmanet.org by no later than **Thursday, May 31, 2018**. Abstracts submitted after the deadline will not be considered.

Additional Information or Questions: Please see the NMA website www.nmanet.org or contact the the NMA office 202-347-1895 for additional information.