

ELIGIBILITY

Who is Eligible to Submit

- Members of the FAFP, including FAFP family medicine resident, medical student, or FAFP physician member are eligible to submit an abstract. Membership in FAFP is a prerequisite for submission.

Abstracts Eligible for Submission

- Clinical or educational scholarly activity performed by a FAFP family medicine resident, medical student or an FAFP physician and completed in the past 2-3 years that is relevant to family medicine
- Abstracts reporting results of a clinical trial is required to identify the trial phase

ABSTRACT SUBMITTER EXPECTATIONS

- Submit abstract(s) within the submission timeline.
- All abstracts must be submitted online.
- By submitting your abstract, you agree to present the abstract if it is selected for presentation during an oral (main stage) or poster abstract presentation at 2025 Family Medicine Spring Forum.
- If you do not wish to present your abstract as a poster, **please check the appropriate box during the submission process**. This is your only opportunity to indicate your preference, if your abstract is accepted.
- Select the most appropriate family medicine topic to submit the abstract based on the most relevant disease/topic.
- Submitters will be able to access complete submission instructions and guidelines via the online submission site.
- No changes may be made to a submission after the deadline of **January 24, 2025 at 11:59 pm EST**. However, the submitter will be able to access the submission portal to view the completed abstract submission.

SELECTION CRITERIA AND REVIEW PROCESS

Abstract Selection Criteria

Review will be based upon the following criteria:

- Scholarly work valuable to family medicine
- Scientific merit of the project
- Adherence to submission requirements

Abstract Review

- After the submission deadline, completed abstracts will be reviewed by the members of the CPD Committee and other volunteer physician members of the FAFP

- Incomplete abstracts cannot be processed and will not be reviewed.
- Revisions will not be accepted after the submission deadline.
- Three (3) of the accepted abstracts will be selected for three 3 main stage oral presentations at the 2025 Spring Forum. Main stage presentations are accompanied by slide decks and do not require a poster.
- Accepted abstracts not selected for main stage presentation are eligible for poster presentation at the 2025 Spring Forum.
- Poster and oral main stage presenters must attend in person.

Abstract Acceptance/Rejection Notifications

- Primary authors will receive notification of acceptance/rejection.
- Primary authors will be invited to submit a poster based on response indicated in the submission portal (i.e., if submitter wish to present abstract as a poster)

Registration and Event Attendance

- Submission or acceptance of an abstract does not register you for 2025 Family Medicine Spring Forum. Primary authors will be provided with a meeting discount registration code
- Abstract presentation schedule will be finalized around **March 20, 2025**; presenting authors should plan to attend and be prepared to present on **April 4, 2025**.
- Meeting registration is required for the conference so please use the discount code that will be provided to only the Primary Author
- Poster and oral main stage presenters must attend in person.
- If selected for a poster presentation, you will be expected to submit a short video and description.