Physicians, Residents, Students, Healthcare Professionals and Non-Healthcare Professionals are invited to submit proposals for the 5th Annual Family Medicine Midwest Conference, October 7-9, 2016 at the JW Marriott Hotel in Indianapolis, IN.

For students participating in a summer 2016 research project, education or community health project, submit your abstract indicating that it is a work in progress.

All submissions will go through a peer-reviewed process overseen by the FMM Education Planning Committee. Notifications will be sent by email to the primary presenters by the end of June. Poster presenters will be notified by email by mid-July.

Presenters will be responsible for ALL expenses related to the conference preparation, travel, and participation (e.g. registration fees, hotel, travel, preparation of presentation materials, workshop supplies, etc.). All Speakers/Presenters are required to register and pay for the full conference. Student and Resident Speakers/Presenters must also register for the conference. Family Medicine Midwest is an excellent opportunity for medical professionals at all levels to learn from each other. This conference not only provides an audience for you, but also a great way to support the other presenters and take advantage of the education and networking opportunities available to you throughout the weekend. Online registration will open soon.

Students are encouraged to apply for a scholarship to attend the conference if their university does not cover the cost of attending the conference. Scholarships consist of a stipend that will cover conference registration and hotel accommodations if from out of town. Scholarships are not guaranteed for all students who are accepted as speakers. The scholarship form will be available online.

Additional Information on the conference, including the schedule of events, will be posted online soon.

Please contact Kate Valentine at (630) 427-8000 or kvalentine@iafp.com with questions about the submission process. Visit http://www.iafp.com/family-medicine-midwest for the link to submit an abstract online. All submissions must be submitted electronically.

We look forward to receiving your submissions and to seeing you at the conference.

Sincerely,
Tricia Hern, MD, Program Director, Community Hospital East Family Medicine Residency, Family Medicine Midwest 2016 Educational Program Committee Chair
Topics of presentations and posters should illustrate breadth and depth of what family physicians encounter. Topics of special interest consideration: sports medicine, child/adolescent health, interdisciplinary team-based care, cancer screenings (prostate, lung, etc.), “Choosing Wisely” topics, health care policy issues, current “hot” or “in the trenches” topics, roundtable/panel discussions, and hands-on workshops.

Step 1: Status of the Primary Presenter
Please indicate who the primary presenter will be. The primary presenter will receive all notifications and will be responsible for communicating with the co-presenters and FMM staff.
- Physician
- Fellow
- Resident
- Student
- Student - this submission is regarding a Summer 2015 work in progress
- Other (Non-physicians and other healthcare providers)

Step 2: Intended Audience
Please select the audience that best fits your submission. Please note that all sessions are open to all conference attendees. Select all that apply.
- Students
- Residents
- Physicians
- Faculty
- Other (Non-physicians and other healthcare providers)

Step 3: Teaching Methods
Please review the following teaching methods and select the format that best represents how you would develop and deliver your presentation.

- Pre-Conference Session
  Purpose: To collaborate with like-minded attendees in a specific subject area/theme through presentations and group discussions. The sessions can contain various presentations, speakers, panels, etc. as it relates to the session theme. In the abstract please explain overall session theme, goal and sub-topics. To encourage and promote audience engagement, a pre-conference workshop should include audience participation, small group discussions, and hands-on/interactive components. Time: 180 minutes.

- Beginner Level Workshop
  Purpose: To provide a hands-on, interactive session on common procedures and techniques. This level of workshop should be aimed at students and residents. Time: 50 minutes including presentation and hands on training. Workshops may be asked to be repeated. Presenters are responsible for all workshop supplies, set up and clean up. We also ask that you are prepared to have enough supplies for at least 40 participants.
Teaching Methods, Continued:

- **Intermediate Level Workshop**
  Purpose: To provide a hands-on, interactive session on innovative procedures and techniques. This level of workshop should be aimed at residents and physicians. *Time:* 50 minutes including presentation and hands on training. Workshops may be asked to be repeated. Presenters are responsible for all workshop supplies, set up and clean up. We also ask that you are prepared to have enough supplies for at least 40 participants.

- **Seminar / lecture**
  Purpose: To give practical information and methods to enhance practice improvement through health information and patient education efforts. Seminars should include a combination of presentation and active involvement of participants. *Time:* 50 minutes (35-40 minute presentation, 10-15 minutes of discussion either interspersed or at the last part of the session).

- **Case study**
  Purpose: To present a scenario or case that learner would encounter in practice and be able to work through the problem and devise reasonable and workable solutions. *Time:* 50 minutes

- **Panel**
  Purpose: To provide multiple speakers to give brief presentations and answer questions. *Time:* 50 minutes (including presentations and question & answer).

- **Roundtable**
  Purpose: To provide an open venue for engaging in in-depth discussions, giving and receiving targeted feedback, and meeting colleagues with similar interests. *Time:* 50 minutes (10 - 15 minute presentation, 35-40 minutes of open discussion)

- **Paper & Research presentation**
  Purpose: To present research or programs for educating health professionals or patients. *Time:* 15 minutes

- **Poster**
  Purpose: To provide an opportunity for one-on-one discussion of a presenter’s innovative project or research in practice improvement through health information or patient education. Printing and delivery of poster are solely the responsibility of the presenter. (Distribution of handouts is encouraged; audiovisual equipment not provided, bulletin board & push pins will be provided.) Accepted poster presenters will be notified of their assigned 30 minute presentation time. Additional information can be found in the FMM Poster presentation guide at [http://www.iapf.com/family-medicine-midwest](http://www.iapf.com/family-medicine-midwest). Please note: Students are given the highest priority for acceptance, followed by residents.
Step 4: Primary Author / Presenter Information:
Indicate the primary presenter or author. Submission notifications will be sent to the person listed here.

- Name & Degree
- Institution / Affiliation
- Program/Department
- Mailing Address
- Phone Number
- Email Address
- Bio (limited to 100 words, NO CVs, please)
- Has this person submitted to this conference before?

* The primary presenter must also read and fill out the faculty disclosure information listed in the abstract form.

Step 5: Additional Presenters
Please include information for a maximum of two additional presenters.

- Name & Degree
- Institution / Affiliation
- Program/Department
- Email Address
- Bio (limited to 100 words, NO CVs, please)

Step 6: Title of Submission
This is the title of your presentation and will be used in all promotional and syllabus material. Please remember that your title will encourage attendees to go to your session. Do your best to make it clear, concise, and reflective of your subject matter. Unless they are very commonly used, avoid acronyms.

Step 7: Learning Objectives
Three - five bulleted learning objectives are required for all 1 hour presentations. One - three learning objectives are required for paper, research or poster submissions. List objectives for your session in the following format: "On completion of this session, the participants should be able to:...." Learning objectives should describe behavior in measurable terms, what you would expect learners to take away and implement from this CME activity. Each objective must be specific, to the point, and limited to one sentence. AVOID these words: Understand, Know, Realize, Be aware of, and Perceive. For more information on how to write good objectives, including “dos and don’ts” and other helpful tools, visit www.aafp.org and go to CME Accreditation.

Step 8: Abstract
Please write a 200 word (or less) summary of your proposal. This material will be entered in the “Program Abstracts” provided to all registrants.

NOTE: Brand names of specific products cannot be used in presentation titles/abstracts. Substitute with generic references where needed.

Step 9: Proposal (This step is NOT required for Poster Submissions)
Please describe your presentation in 2000 words or less. Information could include program description, Purpose of program, rationale or pertinence for practice improvement or redesign, description of the intervention or innovation and barriers involved methods for active involvement of participants, timeline, activities, or research. You can include evaluation data or lessons learned if the program has been presented before. Please include a timeline if this program is a work in progress and not yet completed.
Step 10: Audio visual & room requests.
Laptops & projectors will be provided for presenters and will be preloaded will all presentations. Each room will also have 1 flip chart, a podium, and podium microphone. **No additional a/v will be provided.** Please indicate if your presentation contains sound or requires internet.

All sessions rooms will be set up theatre style. Workshop rooms will be set up classroom style. Only workshops can request special room set-ups.

Step 11: Additional optional information
- Is this presentation still being developed/in progress?
- How long has this project or activity been in place?
- Has this project or activity been evaluated?
- Comments or other information (If you have any special considerations or additional information you would like the staff or committee to know about please enter it here)

Step 12: Speed Date Your Specialty Session
Students and residents are encouraged to attend and “Speed Date” a variety of family medicine careers. This session will take place on October 8, 2016 from 9:00-9:50am. Presenters are asked to prepare 15 minute oral presentations that discuss a specific area of family medicine. They will present 3 times. The topic may be the same as another topic presenters have submitted for FMM or it may be unique to this session. Presenters are encouraged to bring business cards and are welcome to bring handouts. Please note it is solely the responsibility of the presenter to print and distribute handouts. **There will be no AV for this session.**

Step 13: Disclosure for Primary Presenter
Please read the IAFP Full Disclosure Policy and complete the form in the online abstract submission form. Disclosure forms will be sent to any co-presenters after the selection process.

All abstracts must be submitted electronically
Online submission opens March 1
Logon to [http://www.iafp.com/family-medicine-midwest](http://www.iafp.com/family-medicine-midwest) for the link to the form.

Questions? Please contact Kate Valentine at kvalentine@iafp.com or by phone at 630.427.8000