

## Abstract Submission Guidelines for Residents and Medical Students

- Abstract submission is open for both Residents and Medical Students for the MI ACP Residents Day/Medical Student Day, which will be held Friday, May 1, 2020, at the Wyndham Gardens Sterling Inn in Sterling Heights, Michigan.
- Abstract submission will close on **Sunday, February 9, at 11:59 PM. DO NOT PLAN FOR ANY EXTENSIONS.**
- The links for abstract submission are available on our Chapter Website at [www.acpmichigan.org](http://www.acpmichigan.org).
- **You must be a resident in an approved IM or Med/Peds Residency Program or a Medical Student in an accredited Medical School to submit. There is no category available for positions between medical school and waiting to be accepted to a residency program.**
- Once you submit an abstract it **CANNOT** be edited. If you need to make changes to your abstract you must re-submit the abstract. All duplicates are eliminated and only the latest abstract by time stamp will be kept.
- You may submit as many abstracts as you wish. However, only 1 abstract per resident and medical student has the possibility of being accepted.
- **DO NOT** submit an abstract unless you are sure that you will attend and present should your abstract be accepted. Check your calendar carefully and plan accordingly. YOU CANNOT withdraw an accepted abstract (if accepted) **without the permission of your program/clerkship director and the Governor.** In an emergency a co-author may present but must be a peer.
- Residents cannot present a medical student abstract. Medical students cannot present a resident abstract. If you worked on an abstract with a resident or medical student, make sure there is no duplicate submission.
- **There is only ONE presenter of an abstract** and that is the first author. This is not a group effort. This is not an event where you can invite family or friends to your abstract presentation.
- **IT IS NOT ACCEPTABLE to decide to JUST NOT SHOW UP.** This reflects poorly on your professionalism, which is a very important part of being a physician, as well as on **your residency or medical student program.**
- The oral and poster presentation schedule is not yet set at this time, therefore, when you submit and if your abstract is accepted you must commit to the entire Friday.

### Requirements for Abstracts submitted:

- Word Limit – 250 words. This does **not** include title of abstract or author information.
- **You cannot be a lone author on an abstract.** You must have an attending co-author on your abstract. **IF** you do not list any co-authors your abstract will be eliminated. The attending must review and approve your abstract before submission.
- Medical Students must have a clerkship director, faculty advisor, attending or senior resident as a co-author. Co-authors must review and approve your abstract before submission.