

## 2021 ACP Ohio/Air Force Chapter abstract submission guidelines:

*The abstract competition is open to all residents/associates (MD or DO) and medical students (allopathic osteopathic) who are in training during the time of the Ohio/Air Force Chapter's Annual Meeting and have an **active membership** with the American College of Physicians (ACP). This means you must have a valid ACP number in your name to submit. You may not submit using someone else's number. Faculty and subspecialty fellows are encouraged to work with residents and students but cannot be listed as the first author nor present posters. Anyone deviating from these guidelines will be disqualified.*

- Please use NOTE Pad to copy and paste abstract or type the abstract directly into the abstract box
- Include Title, Author, Co- Author(s) and Institution in text box. ***Please include at least one (1) co-author.*** A co-author will be allowed to present the poster in case the first author is unavailable as long as he/she is not already presenting another poster as a first author, qualifies as a resident/student in training at the time of the meeting and has an active membership with the American College of Physicians. Faculty or subspecialty fellows are encouraged to be listed as co-authors and also be present at the meeting.
- 450 words (includes everything but Title, Author, Co-author(s) or Institution)
- Submissions over 450 words will be **disqualified**
- No more than **ONE** abstract may be submitted per first author across all categories.
- Abstracts will be declined if presented or accepted at a preceding ACP or any other national Meeting
- You must have an active ACP member number in order to submit an abstract. Information on how to join the ACP can be obtained at [www.acponline.org/membership/join](http://www.acponline.org/membership/join)
- You may not submit using someone else's member number. Anyone doing this will automatically be disqualified.
- See the following College link for helpful tips in preparing your abstract:  
[www.acponline.org/residents\\_fellows/competitions/abstract/prepare/index.html](http://www.acponline.org/residents_fellows/competitions/abstract/prepare/index.html)
- After submitting the abstract you will be sent a verification e-mail notifying you that it has been received. If you do not receive this notice it is incumbent upon you to contact: [jwrassman.acpohio@gmail.com](mailto:jwrassman.acpohio@gmail.com)
- Abstracts selected to present as a poster at the ACP Ohio/Air Force 2021 Scientific Session will be announced in July, 2021. **First authors will be contacted by email with a decision of acceptance or rejection. Please provide accurate email addresses for the (1) presenter, (2) program/clerkship director, and (3) his/her staff person(s) along with the respective contact phone number(s).**
- The deadline for abstract submission is midnight, April 30, 2021 .