The Florida Chapter is excited to announce the Call for Abstracts for the 2021 Fall Resident/Fellow and Medical Students Hybrid Poster Competition, taking place September 20 – October 30, 2021.

**Preliminary Round – Virtual:** September 20, 2021 – October 1, 2021

**Finals Round – In Person:** October 30, 2021 (at the FL Chapter ACP 2021 Annual Scientific Meeting at the TradeWinds Resort in St Pete Beach, FL.)

Winners of the Poster Competition will be announced at the Governor’s Award Reception, October 30, 2021 at 7:30 p.m.

**Deadline**

**The deadline for submitting entries is Thursday, August 26, 2021 at 11:59 P.M.**

No abstracts will be accepted after the deadline. We encourage you - do not wait until the last minute! Computer glitches do happen, however, we cannot take responsibility if your abstract was not submitted correctly.

- Please be sure to correctly enter your most current e-mail address when submitting your abstract as all communication regarding the abstract competition will be sent electronically to the email address that you provide.

- ACP automatically sends you an immediate e-mail confirmation once your abstract has been successfully submitted. If you do not receive your email confirmation within 24 hours of your submission, you should do the following:
  1. Check to see if the confirmation went to your spam folder
  2. Follow up with Bridget Ware in the FL Chapter office at BAnderson@floridachapteracp.org to be sure that it was received.

(Please include the name of your Medical School or Residency Program in your email)
HOW TO SUBMIT

ABSTRACTS CAN ONLY BE SUBMITTED ELECTRONICALLY THROUGH THE ONLINE ABSTRACT SUBMISSION FORM.
https://forms.acponline.org/webform/florida-chapter-abstract-form

YOUR SUBMISSION MUST INCLUDE THE FOLLOWING 3 ELEMENTS:
1. A written abstract (450 words or less, no graphs, photos or references)
2. A PDF of your poster (format in landscape orientation to be viewed well on a laptop/computer screen. File must be less than 2 MB.)
3. A Presentation media link

INSTRUCTIONS TO CREATE YOUR VOICE-OVER POWERPOINT AND MEDIA LINK:

➢ Create your ePoster as a ONE SLIDE PowerPoint with a recorded voice-over. **YOUR VOICE-OVER SHOULD NOT EXCEED 5 MINUTES IN LENGTH** (Your ePoster slide should be formatted like a poster that would be printed for an in-person competition. The poster may include references, photos, graphs.)
➢ See this LINK for assistance in recording your presentation and creating the media link. (Note – this example shows a multiple slide presentation – your e-poster must be a SINGLE SLIDE presentation.)
➢ Make sure your video is NOT set to private

• To view ACP's guidelines and tips on preparing an abstract, visit http://www.acponline.org/residents_fellows/competitions/abstract/prepare/.

ELIGIBILITY

DO I HAVE TO BE AN ACP MEMBER TO SUBMIT AN ABSTRACT?

• Medical Students – Yes, you must be a current, active ACP member and be enrolled in good standing at a Florida Medical or Osteopathic School. **You will not be able to view the abstract submission form if you are not a current member.**

• Residents – Yes, the first author must be an ACP Resident/Fellow member and be enrolled in an Internal Medicine residency program **within the state of Florida. You will not be able to view the abstract submission form if you are not a current member.**

• The Abstract Submission Form requires individual member login to submit and is viewable only when logged in to an ACP Member Profile attached to a current & active membership. **PLEASE NOTE – NEW MEMBERSHIPS OR RECENT DUES PAYMENTS MAY TAKE 48 HOURS TO PROCESS AND BECOME EFFECTIVE. DO NOT WAIT UNTIL THE LAST DAY TO RESOLVE ANY MEMBERSHIP ISSUES, OR YOU MAY NOT BE ELIGIBLE TO SUBMIT AN ABSTRACT.**

• If you have not joined ACP, please visit ACP Online to find out more and apply. (Medical student membership is free; residents should contact their residency program directors)
• HOW MANY ABSTRACTS AM I ALLOWED TO SUBMIT?
Each resident or medical student may submit up to 2 abstracts as first author, regardless of category; however; only ONE abstract per medical student or resident will be chosen for competition. There is no limit on submissions as a second author.

• I AM UNABLE TO VIEW THE ABSTRACT SUBMISSION FORM OR I GET ERROR MESSAGES. WHAT SHOULD I DO?
You must be a current, active ACP member to view the abstract submission form. If you receive an error message, your membership with ACP is not currently active. The abstract submission form is only viewable to active student and resident/fellow members. Students or residents who are not current active members of the chapter, or non-members will receive an error message when they try to view the form. Please note: Updating membership records through ACP may take up to 48 hours so please check if you are able to view the form early to avoid issues.

If you have issues with membership or your online account, please contact ACP Customer Service at https://www.acponline.org/contact or 1-800-523-1546.

• CAN I MAKE CHANGES AFTER MY ABSTRACT IS SUBMITTED?
NO. No changes can be made to your abstract or poster once it has been submitted. Please review carefully before submitting – make sure to submit in the proper category and include all your additional authors.

• WHEN WILL I KNOW IF MY ABSTRACT WAS SELECTED FOR COMPETITION?
Abstracts for the poster competition will include selections from each of the Florida Internal Medicine Residency Programs and Florida Medical Schools. All first authors will receive notification of abstracts selected for the competition. We anticipate sending these notifications approximately September 13, 2021. If selected, participants will be required to register for the competition no later than September 20, 2021.

• IF MY POSTER IS SELECTED FOR THE FINAL ROUND AND I AM NOT ABLE TO ATTEND ON OCTOBER 30TH, WHO MAY PRESENT MY POSTER?
If you will not be able to present your poster it may be presented by another author with the following conditions:
- The author must be listed on your original abstract submission
- The author must be an ACP member AND be in the same member class (residents may present in the resident competition; medical students may present in the medical student competition)
- The author must not be presenting another poster. (Each resident or medical student may present only ONE poster)

• WHY SHOULD I SUBMIT?
This is an educational opportunity to showcase your work. All abstracts submitted will be published on the FL Chapter ACP webpage and may be added to your CV.

Need additional information? Please contact Bridget Ware BAnderson@floridachapteracp.org or Dawn Moerings DMoerings@floridachapteracp.org or call the Chapter office at 904-355-0800.

Thank you,
George D. Everett, MD MS MACP
Manning H. Hanline, Jr, MD FACP FACEP
ACP Governors, Florida Chapter