



FAFP Abstract Submission Site  
Family Medicine Scholarship Showcase

## 2025 FAFP Call for Abstracts Guidelines for Submission

***Submission Deadline: Friday January 24, 2025 at 11:59 pm Eastern Time – no exceptions. No changes may be made to your submission, including author information, after the deadline.***

### Submit Your Abstract for the 2025 FAFP Family Medicine Spring Forum

The Florida Academy of Family Physicians (FAFP) invites you to submit an abstract and take advantage of the opportunity to have your work reviewed by family medicine physician experts in the field. If accepted, you will have an opportunity to present your poster at the 2025 Spring Forum in Orlando.

The following is your guide to submitting an abstract for the 2025 FAFP Family Medicine Spring Forum. Please read the entire guide before you begin the submission process.

#### Important 2025 Dates:

##### Abstract Submission:

Friday, January 10, 2025: Abstract Submission Site Opens

Friday, January 24, 2025: Abstract Submission Deadline

## 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.

## FAMILY MEDICINE TOPIC/DISEASE CATEGORIES

Family Medicine topic and disease categories identify areas to be presented at the 2025 Spring Forum. (Complete list provided on the submission portal.)

## SUBMISSION CATEGORIES BASED ON TYPE OF WORK:

The following categories represent different aspects of medical or clinical work, ranging from complete studies to ongoing projects, quality initiatives, and individual clinical observations.

- **Completed Research**  
This refers to research studies that have been fully conducted, analyzed, and concluded. It includes all aspects of research, such as hypothesis formulation, methodology, data collection, data analysis, and final conclusions. The study's results are finalized, peer-reviewed, and typically published. Completed research may include clinical trials, observational studies, or other types of empirical investigations that have reached a definitive end point.
- **Research in Progress**  
This category refers to research that is still underway and has not yet been completed. It may involve preliminary results, ongoing data collection, or in-progress analysis. Abstracts in this category present the research design, objectives, and the methods being used, but the final conclusions and outcomes are still to be determined. These studies are often in early stages or in mid-course and are presented to highlight the current state of the work.
- **Quality Improvement/Patient Safety Project**  
Work in this category focuses on initiatives aimed at enhancing healthcare processes, increasing the quality of care, and ensuring patient safety. It typically involves systematic efforts to improve

healthcare delivery, reduce errors, optimize workflows, or address specific patient safety concerns. The goal is to achieve measurable improvements, often through the implementation of new protocols, staff training, or technological interventions. These projects are usually local or institutional efforts and may not involve traditional research methodologies but are intended to drive improvement in patient outcomes and healthcare efficiency.

- **Case Report**

A case report is a detailed description of a single patient or a small group of patients, highlighting unusual or novel aspects of their diagnosis, treatment, or clinical course. Case reports often focus on rare diseases, unique clinical presentations, or unexpected outcomes. They contribute to medical knowledge by providing insights into conditions or scenarios that are not widely understood or that might offer new perspectives on diagnosis and treatment. A case report is typically anecdotal and does not involve a large-scale research design but rather focuses on the experiences of individual patients.

## 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.

## ABSTRACT SUBMISSION GUIDELINES, COMPONENTS, AND INSTRUCTIONS

### Submission Guidelines

- Abstract application will not be accepted if it is determined that the purpose, findings, and/or conclusions are promotional in nature.
- Incomplete applications will not be accepted and reviewed.
- Provide as much information as possible and follow the submission instructions. This will help maximize the chances of acceptance and ensure the abstract meets the standards set by the FAFP.
- Primary authors may only submit one (1) application/abstract for review and approval
- Secondary authors can present as a secondary author

### Submission Components and Instructions

To ensure a smooth and successful submission, the following guidelines must be followed and must include the following information:

#### SUBMISSION CATEGORIES:

1. Topic/Disease Categories
2. Categories Based on *Type of Work*
  - Completed Research
  - Research in Progress
  - Quality Improvement/Patient Safety Project
  - Case Report

#### Primary Author Status:

- Active Physician
- Resident
- Student

1. Maximum of **150 characters** for the title
2. Maximum of 2,500 characters of project excluding references
3. Tables and charts limited to **three (3)**
4. Background, Hypothesis, Design, Subjects, Setting with descriptions listed
5. Methods (include statistical analysis, measurement techniques, confounding factors)
6. Outcome measures (refer to the specific, measurable results or effects that are evaluated to assess the success or impact of the work being presented; These measures help to quantify the effectiveness of an intervention, treatment, or process improvement.)
7. Discussion (include summary, study limitations, relevance of project to family medicine & conclusions)

8. **Results** (refer to the findings or outcomes derived from the work being presented, whether it be research, a case report, or a quality improvement project. The results section provides a concise summary of the key data that emerged from the study or project.)

9. **Conclusions** (final section that summarizes the implications of the results or findings and their relevance to the field as well as any final learning points)