



E-Poster and CME Article
Submission Guidelines
October 5-9, 2021
Virtual

DATES

Submissions open for ePoster & CME Articles	June 8, 2021
Abstracts due	July 6, 2021
Abstract review notification	August 5, 2021
ePoster & CME Articles due	September 15, 2021

LOCATION

CAPACon will be a virtual meeting for 2021 from October 4th-9th. Posters and CME articles will be available on our website starting October 4th, 2021.

POSTER PRESENTATIONS

Poster session videos must be in mp4 format and cannot exceed 10 minutes. Submissions that do not follow the guidelines will **not** be accepted.

SUBMISSION DEADLINES & SPECIFICATIONS

E-Poster:

All submissions for ePoster abstracts must be submitted no later than July 6th, 2021 at 11:59 pm PST. Late submissions will not be considered.

It is strongly recommended that submitting authors begin the submission process prior to the last day of the deadline.

CME Articles:

CME articles must be sent to CAPA as a Word document with a minimum of 3,000 words (approximately 6 pages). Your topic must address a minimum of 3 learning objectives and provide at least 8 reader assessment questions to gauge understanding.

All submissions for article abstracts must be submitted no later than July 6th, 2021 at 11:59 pm PST. Late submissions will not be considered.

It is strongly recommended that submitting authors begin the submission process prior to the last day of the deadline.

ELIGIBILITY

Research must be about the PA Profession or PA Education or conducted by PAs and/or PA students.

CAPA will not consider submissions for ePosters or articles with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships: written by the author without industry or medical education company planning, oversight, editing, review, financial support or approval.

ACCEPTANCE

Selection for participation in both the ePoster sessions and CME articles* will be based on the quality of research, clarity of the abstract, and adherence to the Guidelines.

*Article contributors will be considered for future CAPA speaking opportunities.

REGISTRATION & ATTENDANCE

At least one author is required to register for CAPACon 2021 and attend their poster session. Authors are responsible for all costs associated with registration and ePoster creation.

CAPA does not currently have any conference scholarships at this time.

Conference registration must be completed by September 17th, 2021. ePoster and CME article authors who have not registered for the conference will be excluded from CAPACon and all associated publications.

AUTHORSHIP

Research must be about medicine, PA Education, or the PA Profession or conducted by PAs and/or PA Students.

All listed authors must be able to claim authorship for the project as defined by the International Committee of Medical Journal Editors (ICJME).

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

MUTIPLE SUBMISSIONS

Multiple submissions on similar topics from the same researcher are discouraged.

COMMUNICATIONS

The corresponding author is responsible for contacting and coordinating with all other authors in their group. CAPA will only have contact with the corresponding author.

The individuals submitting the research are responsible for entering all information correctly. CAPA is not responsible for misspelled information and will not edit any submissions for spelling, grammar, etc.

Please ensure that the corresponding author is willing and able to serve as such.

EPOSTER GUIDELINES

ePosters will be available on **October 4th-9th** for viewing. Please do not submit a proposal if one author cannot attend CAPACon.

ePoster Display

Posters will be displayed on CAPA's website and will be available each day of the conference on CAPA's ePoster section.

IMPORTANT NOTES ABOUT SUBMISSIONS

- The presentation does not have to include new primary research
- If new primary research is featured and the study is ongoing, it must be concluded by **July 2021**. Please indicate that in the proposal as well as the proposed analysis, anticipated findings, and applications for the research.
- All research presented must have a clear application to the PA profession.
- Participants do not need to be CAPA members.
 - One author must attend CAPACon in order for their ePoster or CME article to be accepted.
- Submissions that consist solely of literature reviews will not be accepted as ePosters.
- All ePoster and article abstract submissions must be made by **July 6, 2021**.
- All submissions are peer-reviewed. If your presentation/article is selected, you will be notified in early September 2021.

THEMES FOR RESEARCH

Original Clinical Research

Research projects pertaining to medical studies; include the full spectrum of disease-state and/or therapeutic areas. Case studies or clinical reviews include clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques.

Pandemic

Research pertaining to the COVID-19 pandemic.

PA Value and Impact

Research in this area may address the roles PAs play in providing quality healthcare, improve patient satisfaction, or increase access to care; it may also address public awareness or perceptions of PAs; PA utilization as it relates to the cost-effectiveness or medical liabilities of healthcare.

OVERVIEW OF INFORMATION NEEDED

Late submissions will not be accepted.

The following is a list of all questions asked on the submission form. It is designed to allow authors to gather the materials needed prior to submission.

ALL SUBMISSIONS

We will be collecting the following information for *each* author.

- Full name
- Credentials (i.e.. MPAS, PA-C)
- Occupation (Specify: PA, PA Student, Faculty, etc)
- E-mail
- Phone number
- Title
- Department, Organization

Please note that the following must be **Blinded**. This means that we should not be able to tell what organization you work for, who you are, who your funder is, etc. If your submission is not blinded it will not move on to the review process.

- Submission Title (150-character limit)
- Abbreviated Title (30-character limit)
- Background and purpose or clinical importance (100-word limit)
- Description and Methodology (150-word limit)
- Results (150-word limit)
- Discussion and Conclusions (100-word limit)
- Brief description (300-character limit)
- Keywords
- References (for CME submissions: you must include at least one authoritative reference to support your submission)

For all submissions that are considered for CME, please include:

- Learning objectives (3 minimum)
- Needs statement
- Learning Outcomes
- Must be 3,000 words (approximately 6 pages) *
- Minimum of 8 reader assessment questions to gauge understanding *

**Applies only to article submissions*