

Southeast Michigan Regional Research Symposium

Hosted by ProMedica Monroe Graduate Medical Education

Submission General Instructions:

1. Abstract submission opens at 8 am EST on January 6th, 2025. All abstracts must be received by 8am EST on March 3, 2025.
2. Medical students, residents, and teaching faculty are all eligible to make submissions.
3. Submissions must include a completed submission application as well as an abstract (to be included in symposium program).
4. **Resident/medical student submission must include 1 presenter, who is required to be physically present dressed in business casual at the symposium, and 1 preceptor/attending, who is not required to be physically present.**
5. You will receive an email acknowledging receipt of your submission when it is received.
6. Once accepted, presenter will be responsible to turn in final project electronically by April 16, 2025, and be physically present at the symposium at ProMedica Monroe Regional Hospital 8 am - 2 pm on May 7, 2025.
7. It is permitted to submit materials that may be presented at another conference. It is important to review the instructions for submission at another conference which may not make this allowance.

Submission Categories:

1. Poster Presentation
 - a. Purpose: Present a (36x48 in) poster of completed or work-in-progress topic of choice (examples include but are not limited to case reports, continuous quality improvement (CQI) projects, pre-/post-intervention projects, patient safety initiatives, provider wellness initiatives, etc.).
 - b. Time: One hour staffing poster during dedicated poster time;
Poster will remain on display for the entirety of symposium.
2. Oral Power Point Presentation
 - a. Purpose: Present completed or work-in-progress topic of choice (examples include but are not limited to case reports, continuous quality improvement (CQI) projects, pre-/post-intervention projects, patient safety initiatives, provider wellness initiatives, etc.).
 - b. Time: 10 minutes of PowerPoint presentation with 5 minutes for questions/discussion
3. Lecture Session Presentation
 - a. Purpose: Present a completed or work-in-progress topic of choice (examples include but are not limited to continuous quality improvement (CQI) projects, pre-/post-intervention projects, patient safety initiatives, provider wellness initiatives, etc.).
 - b. Time: 20 minutes of PowerPoint presentation with 5 minutes for questions/discussion.

Awards will be given in the following categories:

- *First, Second, and Third for Poster Presentation (original research or case presentation)
- *First, Second, and Third for Oral Power Point Presentation (original research or case presentation)
- *First, Second, and Third for Quality Improvement project (either oral power point or poster)

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Submissions must be received by 8am EST on March 3rd, 2025

Please indicate your preference for which type of presentation:

_____ Poster presentation (30 minutes staffing poster)

___ original research ___ case presentation ___ quality improvement

(_____ Would consider oral power point presentation)

_____ Oral power point presentation (10 minutes, 5 minutes questions/discussion)

___ original research ___ case presentation ___ quality improvement

_____ Lecture Session (20 minute, 5 minutes questions/discussion)

****Dress code requirement for presenters: business casual**

Contact Information of Presenter:

Last Name _____ First Name _____

Suffix (MD/DO/MS1-4) _____

Institution _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Sponsoring Preceptor/Attending

Please Indicate Submission Title:

Title of Session: _____

Abstract:

Please type your summary on a separate page and submit with this application (250 words maximum).
Upon acceptance, your summary will appear in the conference program.

Signature:

Presenter Signature _____ Date _____

Submit completed proposals and questions to: Heidi.Tomasik@ProMedica.org
Deadline: 8 am EST, March 3, 2025