

# 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 8th, 2024. All abstracts must be received by 8am EST on March 11th, 2024.
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 May 1<sup>nd</sup>, 2024 and be physically present at the symposium at ProMedica Monroe Regional Hospital 8 am - 4 pm on May 22<sup>nd</sup>, 2024.
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: 30 minute 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

\*First, Second, and Third for Oral Power Point 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 11<sup>th</sup>, 2024**

**Please indicate your preference for which type of presentation:**

- \_\_\_\_\_ Poster presentation (30 minutes staffing poster)  
(\_\_\_\_\_ Would consider oral power point presentation)  
\_\_\_\_\_ Oral power point presentation (10 minutes, 5 minutes questions/discussion)  
\_\_\_\_\_ Lecture Session (20 minute, 5 minutes questions/discussion)

\*This symposium will follow governmental COVID-19 prevention guidelines in effect at the time of the symposium.

**\*\*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 11, 2024**