



## **Annual Meeting Submission/Presenting FAQs**

### **Submissions: General**

#### **Why can't I log into my submission?**

- The information that you use to log on must match the information that is in the profile. This includes periods, spaces, etc.
- Do you have another email address that it could be under?
- If all else fails, try to clear your cache.

#### **Why is my submission not being saved?**

- Your name must match EXACTLY what is in your profile including periods, commas, spaces, designations, etc.
- All tasks must be completed and have a green check mark next to them including the financial disclosure form.

#### **I thought my submission went through, but I didn't receive a confirmation.**

- Check your junk mail.
- If you are using a computer through your institution, check your institution's firewall.

#### **I haven't heard whether my submission has been accepted/rejected and it is past the date that decisions were supposed to be mailed out.**

- Are you the submitter? Accept/reject emails are only sent to the account of the individual submitter.
- Check your junk mail.
- If you are using a computer through your institution, check your institution's firewall.

#### **Can I make changes to my submission after I submit it?**

You can make changes to your submission after you submit it up until the due date. Usually, changes are not allowed after the due date except in extreme circumstances; however, you may include any new data in your presentation should your submission be accepted.

#### **What is the word count for the title of my submission?**

The word count for the title of all submissions is 100 characters maximum, not including spaces.

#### **Do you make any exceptions for late submission?**

No exceptions.

#### **What writing format should I use?**

We would appreciate it if you would use the APA format for your submission.

**Can I include tables, charts, or graphs in my submission?**

No. No tables, charts, graph, graphics are allowed in the submissions.

**I have completed the submission process except some of my authors have not finished their profiles/disclosures. What do I do?**

As a submitter, go in and complete the profile for the absent author EXCEPT the financial disclosure. If the only thing missing on the submission is the financial disclosure, the submission will be pushed through.

**Can I use the same login information I used for a different submission?**

Yes. Please continue to use the same login information. It causes problems for the users if there are multiple accounts.

**On the submission form it asks for the professional category. Does this refer to the submitter or the presenting author?**

The professional category question refers to the presenting author.

**I get an error message while trying to submit. What do I do?**

Most of the time the error message can be eliminated by clearing the cache on the computer.

**Can I change authors after submission?**

Yes, the presenter/presenting author can add or change authors up to April 1.

**What is the difference between presenter and presenting author?**

We use the term “presenter” to refer to those that are presenting a workshop, forum, or didactic. We use the term “presenting author” to refer to someone presenting an abstract, Innovation, or IGNITE!.

## **Submissions: Advanced EM Workshops**

**What is the character count on an Advanced EM Workshop submission?**

An Advanced EM Workshop submission has two sections: 1) the “Mission” and the 2) “Course Description.” Each field has a 500-word maximum. This does not include title, authors, or learning objectives. Title, authors, and learning objectives are separate fields.

**When is the earliest I can submit an Advanced EM Workshop for SAEM24?**

August 1, 2023

**What is the last day to submit an Advanced EM Workshop for SAEM24?**

September 15, 2023

**When will I hear if my Advanced EM Workshop has been accepted?**

On or before October 13, 2023.

## **Submissions: Didactics**

**What is the word count on a didactic submission?**

Two sections comprise the body of the didactic: 1) the “description” (background, justification, and topics to be discussed) and 2) the “didactic plan” (use and justification of time). The description should be 500 words or less and the didactic plan should be 150 words or less. This does not include title, authors, or learning objectives. Title, authors, and learning objectives are separate fields.

**When is the earliest that I can submit a didactic for SAEM24?**

August 15, 2023

**What is the last day to submit a didactic for SAEM24?**

October 2, 2023

**When will I hear if my didactic has been accepted?**

On or before December 8, 2023.

## **Submissions: Abstracts**

**When is the earliest I can submit an abstract for SAEM24?**

November 1, 2023

**What is the last day to submit an abstract for SAEM24?**

January 2, 2024

**When will I hear if my abstract has been accepted?**

On or before February 16, 2024

**What is the word count on an abstract submission?**

The body of the abstract is 2050 characters not including spaces. It **DOES NOT** include the words Background, Methods, Results, Conclusion. (Do not put these headers in your abstract. They will be added automatically). It does not include the title or the authors names/affiliations. Title, authors, and learning objectives are separate fields.

**Can I submit my abstract if it has been presented at CORD?**

Yes! Presenting at CORD or any SAEM regional meeting does not affect presenting at the SAEM Annual Meeting in any way.

**Can I submit my abstract if it has been presented at an SAEM Regional Meeting?**

Yes! Presenting at CORD or any SAEM regional meeting does not affect presenting at the SAEM Annual Meeting in any way.

**Can I submit an abstract if it has been published?**

No. A submission that has been accepted for publication on or before the last day of the submission period will not be considered.

**Can I submit an abstract that has been presented at another conference?**

For your submission to be considered for the SAEM Annual Meeting, your abstract can't have been previously presented at another national or international conference (doesn't matter specialty).

**I would like to submit my abstract to SAEM for the annual meeting and one or more regional meetings. Are these separate submissions?**

While submitting your abstract for the SAEM Annual Meeting, you can elect to have it considered at one or more regional meetings as well. Having your abstract accepted at the annual meeting will not disqualify it from regional meetings and vice versa.

**Can I submit an abstract where the data is not provided/complete?**

We do not consider any incomplete abstracts; however, you can submit an abstract with some preliminary data and add the full data to your presentation should the abstract be accepted.

**Can I submit a case report as an abstract?**

We welcome all submissions; however, case reports generally receive a low score and are frequently not accepted because they do not fit well with the abstract scoring criteria. If appropriate, submitting the case report in the Clinical Image Exhibit may give it more chance to be presented at the Annual Meeting.

## **Submissions: Innovations & IGNITE!**

**When is the earliest that I can submit an Innovation or IGNITE! for SAEM24?**

November 1, 2023

**What is the last day to submit an Innovation or IGNITE! for SAEM24?**

January 11, 2024

**When will I hear if my Innovation or IGNITE! has been accepted?**

On or before February 20, 2024

**What is the difference between an Innovation and an IGNITE! submission?**

An innovation submission should be a presentation of a new or unique process, product, or technique. An IGNITE! presentation is developed around a fun, fast-paced topic.

**Can I submit my presentation as both an Innovation and an IGNITE!**

No. You must choose one or the other. Submissions will not be considered for both categories.

**What is the difference between an oral vs. a hands-on/tabletop Innovation presentation?**

- Oral Innovations are typical oral presentations delivered in a 7-minute increment.
- Hands-on/tabletop Innovations are informal presentations delivered around a table containing a “hands-on” or demonstration model in a gallery setting usually open for 3-4 hours.

**What is the character count of an Innovation submission?**

An innovation submission has 5 fields: intro/background, purpose/objective, methods, outcomes (if available), and summary. All have a 75-word maximum except the summary field which has a 300-word maximum. This does not include title or authors. Title or authors are in separate fields.

**What is the character count of an IGNITE! submission?**

There is a 500-word limit on the description. This does not include title or authors. Title or authors are in separate fields.

## **Submissions: Clinical Images**

**Do I need to submit a patient consent form with my clinical image submission?**

Yes. All submissions require a patient consent form whether they have any identifiable information or not. This is because all winning images are not only displayed but published in our national newsletter and in social media. A patient consent form is needed to be published.

## Presenting

**I heard that my abstract was accepted. When will I find out my assigned date and time?**

On or before February 16, 2024

**I heard my Innovations/IGNITE! was accepted. When will I find out my assigned date and time?**

On or before February 20, 2023.

**Can I choose what type of abstract to present (e.g., poster vs. oral)?**

You can't choose the type of abstract you will present. All abstracts are scored by the same criteria and their presentation category is decided on by the SAEM Program Committee.

**How long is an oral abstract presentation?**

10-minute presentation with approximately 2 minutes for answering questions (12 minutes total)

**How long is a lightning oral abstract presentation?**

6-minute presentation with approximately 2 min for Q&A

**How long is an e-poster abstract presentation?**

5-minute presentation with approximately 2 min for Q&A

**How long is a plenary abstract presentation?**

10 minutes of presenting data with 5 minutes for questions (15 minutes total).

**What is the difference between an oral abstract and an e-poster presentation?**

The difference lies in the length of the presentation and the slide format. An e-poster is limited to one slide featuring the information in a poster type format. Oral presentations can have several slides depending on the length of the presentation.

**Can I change the date/time of my presentation at the annual meeting if it is not convenient for me?**

You may send any request to [education@saem.org](mailto:education@saem.org). SAEM will consider all requests to reschedule a presentation; however, it is highly unlikely that you will be able to reschedule your presentation. All presentations are assigned specific times according to the type of presentation, length of presentation, topic, etc. All time slots are filled accordingly. The chances that another presentation is withdrawn in your category, topic, etc. in the date/time slot that you request is extremely rare.

**Can only the main author present?**

No. Any author or colleague that has a good understanding of the material can present. All presenting authors need to be approved and added to the program before they can present. See how to correctly add presenter below.

**How do I add a presenter/presenting author?**

Presenters/presenting authors can be added by the current presenter/presenting author up until April 1 through the speaker portal. After April 8, no presenters/presenting authors will be able to be changed/added. Note: All presenters/presenting authors will need to have a current disclosure form on file and approved before they can present (also due April 1).

#### **How can I change presenters/presenting authors?**

The current presenter/presenting author can be changed by logging into the speaker portal up until April 8. After April 8, no changes will be possible. Note: All presenters/presenting authors will need to have a current disclosure form on file and approved before they can present (also due April 1).

#### **Can I upload a presentation if I am not the presenter or presenting author?**

No. Unless you have previously set up an account as an administrator of a presentation. To be set up as an administrator of a presentation, email [education@saem.org](mailto:education@saem.org).

#### **Where do I upload my presentation?**

You can upload your presentation from the speaker portal. This is different than the submission site. All presenters/ presenting authors are emailed an access key/direction on how to access the speaker portal. The link to upload your presentation will be listed in the corresponding task shown in your portal. All presentation uploads are due April 15, 2024.

#### **Are medical students allowed to author/present abstracts?**

Yes. We welcome medical students to take part in all aspects of the SAEM Annual Meeting.

#### **I am presenting at SAEM Annual Meeting. Do I need to register?**

Yes. All speakers, presenters, presenting authors, and moderators must register for the day of their presentation. One-day registrations are available. There are no discounts of any kind given to presenters.

## **Claiming CME Credits**

#### **When can I claim CME credits?**

You can claim CME credits as soon as the annual meeting is over up until July 31 of the same year.

#### **Can I obtain my CME credits from prior years?**

Yes! If you claimed the credits by July 31 of the same year as the annual meeting, you can log in and print your certificate up to two years after the annual meeting.

#### **How do I claim CME credits?**

To claim CME credits, access the program planner for the specific year either through the website or the app. At the home page on the left-hand side there are a list of tabs. In the middle of the list, towards the bottom, there will be a tab labeled "Claim CME." This will take you to a short survey (approximately 5 questions) that you will need to take before you claim CME. After the survey, you will be guided on how to claim your CME and print out the certificate.