

APMA Call for Abstracts Guidelines

The APMA 2024 Annual Scientific Meeting (The National) will be held August 8–11, at the Walter E. Washington Convention Center in Washington, DC. If you would like to share your research expertise on a topic relevant to caring for the foot and ankle to attendees, **thoroughly read the guidelines prior to completing a submission.**

IMPORTANT DEADLINES

ABSTRACT SUBMISSION DEADLINE: FEBRUARY 23, 2024 Extensions will not be granted. Please review the submission checklist below prior to your submission.

NOTIFICATION OF POSTER ACCEPTANCE: MARCH 29, 2024

PDF SUBMISSION DEADLINE: MAY 31, 2024

Policies Governing Accepted Submissions

- All submissions, except for industry-sponsored, must have **at least one** podiatric physician listed as an author.
- **All podiatric physicians and podiatric medical students listed as authors must be APMA members in good standing.** Please note the following:
 - If the podiatric physician listed as an author is not an APMA member, the podiatric physician must join APMA or be removed from the abstract. Please refer to the [membership information](#) on APMA.org to join or reactivate your membership.
 - If the podiatric medical student listed as an author is not an APMA member, the podiatric medical student must [opt in to complimentary membership](#).
- Once an abstract is accepted, additional authors *cannot* be added.
- A presenting author must be selected at the time of submission.
- Research must be completed at the time of submission and include a minimum follow-up of one year per patient for results describing surgical procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.
- Every presenter must complete a Disclosure of Financial Interests form through the APMA's online submission site. In addition, each presenter must make every effort to ensure meaningful disclosure of limitations on data, e.g., ongoing research, interim analysis, preliminary data, or unsupported opinion.

Industry-sponsored abstracts can be submitted for consideration. Abstracts do NOT need to be submitted as industry-sponsored if the principal investigator received unrestricted support for a project, yet maintained full control over the design, implementation, and analysis of a project. Abstracts DO need to be submitted as industry-sponsored if the researchers or presenters are

employees of a pharmaceutical or related corporation, or the project was otherwise directed or solely funded by a corporation. These abstracts will be considered for poster presentation only and will not be eligible for the APMA Abstract Competition. A \$250 submission fee is required.

- Abstracts *should not* be commercial in nature or overtly promote any product. No logos on the poster other than names of hospital/practice, residency, or school. The only exception is industry-sponsored posters.
- Encore abstracts will be considered.

A PDF of the accepted poster is required for review and must be submitted online by **May 31, 2024** at 11:59 p.m. EDT. Extensions will not be granted. Instructions for uploading your poster PDFs will be provided in the APMA 2024 Abstract Submission Acceptance Notification email.

Abstract Submission Process

The submission form includes the following sections:

- **Abstract Presentation Type**
Abstracts may be submitted for poster, oral, or both.
- **Study Design**
Acceptable study designs include case series (including case report), cohort study, cross-sectional, meta-analyses/systemic review, prospective controlled trial, retrospective review, and qualitative survey.
- **Title**
The abstract title must be concise and define the topic clearly. The title of the abstract *cannot* be changed after the abstract is submitted because the title will appear in the abstract booklet as it is entered on the submission form.
- **Abstract Body**
The body of the abstract is limited to 300 words (not including spaces) and should only contain the introduction/purpose, methods used, results found, and conclusion.
- **Learning Objectives**
At least three learning objectives must be provided. A learning objective is a written, explicit statement that indicates what the participant is expected to accomplish upon completion of the oral abstracts session or poster abstracts symposium.
- **Author Name(s)**

Primary Author: The primary author is the lead author of the abstract. Notification of acceptance or rejection of an abstract and future correspondence will be made to the author identified as the primary and corresponding author. The primary and corresponding author should keep all other authors informed of any abstract correspondence or changes.

Corresponding Author: One of the authors must be identified as the corresponding author. Notification of acceptance or rejection of an abstract and future correspondence will be made to the author(s) identified as the primary and corresponding author(s). The primary and corresponding author(s) should keep all other authors informed of any abstract correspondence or changes.

Co-authors(s): A co-author is an author who has assisted with the research of the abstract. All of the co-authors involved with the research should be listed. There is no limit to the number of co-authors whose names can be added.

Presenting Author (poster abstracts only): To be eligible for the APMA Abstract Competition, one abstract author must be selected as presenting author and in attendance during the poster abstracts symposium on Saturday, August 10. Poster abstracts will be removed from the APMA Abstract Competition if the presenting author does not attend the poster abstracts symposium at The National.

- **Charts, Graphs, and Tables**

Charts, graphs, and tables can be uploaded to provide additional research information or findings.

- **References**

Where applicable, a list of references must be included.

- **Declarations and Disclosures**

It must be disclosed if the work in the abstract or substantially similar work has or will be presented or published previously.

- **Affiliation or Financial Interests**

Any affiliation or financial interest associated with the research must be listed. Grants, research support, consultant status, stock (or stock options) shareholder status, honoraria, or other financial or material support (e.g., Smith, Medical Products, Inc., Consultant) must be included as well.

Owners/employers of CPME defined commercial interests must select the industry abstract category unless the content of the abstract is not related to the business lines or products of their company/employer or when the content of the abstract is limited to basic science research (e.g., pre-clinical research, drug discovery) or the

processes/methodologies of research, themselves is unrelated. Failure to complete the statement will prohibit the consideration of the abstract.

Edits to the abstract can be made up until the deadline. After an abstract is submitted and accepted, changes *cannot* be made.

APMA reserves the right to reject incomplete abstracts and withdraw a presentation at any time.

It is the responsibility of the submitting author to ensure the abstract is in perfect order with no errors in spelling or grammar.

Grading Procedures

- Abstracts will be read in a “blind” fashion. Authors’ names and institutions of origin will not be identified.
- Graders are podiatric physicians. Each abstract is reviewed and graded by at least three graders, and the final grade is determined by averaging the graders’ ratings.
- Grades are influenced by: significance of the study; content and clarity; specific number of cases or specimen studies; clinical or research data to support the study’s conclusions; minimum follow-up of one year per patient for results describing surgical procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

Abstract Presentation

If an abstract is selected for oral presentation, the primary author identified on the submission form will receive an invitation to participate as a member of The National faculty and the abstract will be incorporated into the educational program at the event.

If an abstract is selected for poster presentation, the primary and corresponding author(s) will be notified by email. All presenting poster abstract authors must be registered for The National to present their poster abstract.* The poster will be displayed for the entire meeting. APMA does not provide travel reimbursement, honorarium, or per diem for poster abstract presenters.

**All APMA member students, residents, and fellow authors will receive complimentary meeting registration.*

Poster Design Guidelines

- The abstract should be as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods used, the results observed, and conclusions based on the results.

- The poster exhibit should not be commercial in nature or promote any product overtly.
- Trade names may be used but should be used with discretion.
- Clear identification that “this poster exhibit is sponsored by [company/sponsor]” should be noted.
- Poster set-up and removal:
 - All presenting authors must check in at the Speaker/Presenting Author Registration desk before poster set-up.
 - A four-foot tall by eight-foot wide (48” tall x 96” wide) tack board will be provided for each poster in the Walter E. Washington Convention Center in Washington, DC. Posters *should not* be larger than the provided tack boards. Presenters are required to provide their own tacks/mounting materials.
 - Handouts of the poster are encouraged and may be placed on the tables in the poster abstract area.
 - Posters must be removed immediately after the Poster Abstracts Symposium on Saturday, August 10 at 2:30 p.m. APMA is not responsible for posters that are left after the conclusion of the meeting.

Abstract Competition

All non-industry-sponsored oral and poster abstracts presented at The National will be eligible for the APMA Abstract Competition. The top three accepted abstracts in each of the categories below will be selected by a panel of judges appointed by the Annual Meeting Committee. The winners will be announced at the meeting. First-place winner will receive \$500, second-place winner will receive \$250, and third-place winner will receive \$100. Please note that awards will be given to the **primary author only**.

The six categories of awards are as follows:

- Outstanding Oral Abstract Presentation
- Outstanding Single Case or Small Case Study/Series Poster Abstract
- Outstanding Large Case Study/Series Poster Abstract
- Outstanding Resident Poster Abstract
- Outstanding Student Poster Abstract
- Outstanding American Public Health Association (APHA) Foot and Ankle Health (FAH Section) Poster Abstract*

*The Outstanding APHA FAH Section Poster Abstract category recognizes one poster abstract on public health or disparities. The primary author on the public health abstract must be a member of APHA FAH Section as well as a member of APMA. Only one winner will be selected to receive \$250 and the Arthur E. Helfand, DPM award.

Award Criteria

The judges will consider the visual design and impact of the poster as well as the significance of the study, including its importance to the advancement of the practice of podiatric medicine. Other factors that the judges will evaluate include: the study's content and clarity; specific number of cases or specimens studied; clinical or research data to support study conclusions; minimum follow-up of one year per patient for results describing surgical procedures; and new or modified techniques as they relate to diagnosis, surgery, complications, or other phases of podiatric medical and surgical problems.

The APMA Board of Trustees, abstract judges, chair of the Annual Meeting Committee, or employees/independent contractors of APMA are ineligible to participate in the APMA Abstract Competition; with the caveat that residents supervised by the above-referenced parties may participate, but the above-referenced parties may not receive any monetary award.

Questions? Email [Allison Fisher](#) Assistant Director, Continuing Education & Programs

APMA 2024 Call for Abstracts Submission Checklist

Please use the following checklist to ensure your submission is processed correctly and without delay. Questions about the submission process may be directed to [Allison Fisher](#).

- All authors are listed (**no changes** will be accepted after submission)
- At least one podiatric physician is listed as an author
- All podiatric physicians listed as authors are members of APMA in good standing
- All podiatric medical students listed as authors are members of APMA in good standing
- A presenting author has been selected to present at the APMA 2024 Annual Scientific Meeting (The National) in Washington, DC
- Full research has been completed
- Title is concise and defines the topic clearly (**no changes** will be accepted after submission)
- The body of the abstract includes the following:
 - Introduction/Purpose
 - Methods used
 - Results found
 - Conclusion
- Abstract is not commercial nor does it overtly promote any product
- If industry-sponsored, clear identification of the sponsor should be noted
- Revise, edit, and proofread

Suggested Poster Arrangements

NR#	
Abstract	Abstract Title Author(s)
TABLE I XXXXXXXXXXXXXXXXXXXX	FIG. 1 _____ _____ _____
TABLE II XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	FIG. 2 _____
	FIG. 3 _____
	FIG. 4 _____