



2023 FSPHP ANNUAL EDUCATION CONFERENCE & BUSINESS MEETING

ORAL AND POSTER PRESENTER GUIDELINES



2023 FSPHP ANNUAL EDUCATION CONFERENCE & BUSINESS MEETING

The Next Generation of Physician Health and Well-Being:
Advancing Evidence, Collaboration, and Excellence
May 2 – May 6, 2023
Hyatt Regency Minneapolis

Speaker and Poster Presentation Guidelines

FSPHP Conference Website: <https://www.fsphp.org/2023-annual-conference>

KEY DATES

Oral Presentation Submissions Due	October 24, 2022
Notification of Acceptance of Oral Presentation	November 23, 2022
Poster Presentation Submissions Due	January 31, 2023
Notification of Acceptance of Poster Presentations	March 3, 2023
Presenter's PowerPoint Presentations and Posters Due	April 1, 2023

RESPONSIBILITIES OF THE PRESENTING AUTHOR

- The first author listed for each presentation submission serves as the presenting author and as the primary contact for all correspondence regarding the presentation proposal.
- The presenting author must be one of the co-authors listed on the submitted proposal.
- The presenting author is responsible for the following:
 - Ensuring that all authors have read the proposal and agreed to be co-authors. Failure to get approval from all authors will result in rejection of the proposal.
 - Notifying all co-authors of any additions, deletions, and changes to the program, as may be communicated by the FSPHP.
 - Forwarding all correspondence to all co-authors, including FSPHP the Responsibility of Expenses, and the Permission to Release & Record policies.
 - Confirmation of the content submitted will be sent to you in a confirmation email.

RESPONSIBILITIES PRIOR TO CONFERENCE

Due as soon as possible, no later than October 24, 2022:

- Disclosure/content Validation Form - if you (or your co-presenters) have not completed this disclosure form already, please [click here to complete and submit this form now](#). All authors/presenters are required to complete and submit a Disclosure/Content Validation Form for CME accreditation purposes at the time of submission. This form is due with the proposal submission deadline of **October 24, 2022**.

Due November 30, 2022:

- RSVP By Email to bmaher@fsphp.org to confirm your presentation title, speakers, and date and time of session as it appears on schedule.

December 19, 2022:

- Register for the conference when registration is open. A discounted registration rate for speakers will be available. All speakers will be responsible for their meeting registration fee, travel arrangements, and costs. As the speaker submitting this presentation proposal, it is your responsibility to communicate this to all speakers indicated on this proposal submission.
- Make travel and hotel arrangements. We recommend arriving Tuesday, May 2, 2023, and suggest you consider staying until Saturday, May 6 in order to attend the joint education session of FSPHP and FSMB taking place on May 6. Book your hotel before the room clock cutoff date, April 10, 2023:
<https://www.hyatt.com/en-US/group-booking/MSPRM/G-FSPH>

Due January 30, 2023

- Submit hi-resolution headshot as jpg, gif, or png file to bmaher@fsphp.org
- AV requirements to FSPHP – All session rooms will be equipped with podium, microphone, LCD projector, laptop with wireless remote. Your presentation will be pre-loaded. If you have additional audio-visual needs, please email those to bmaher@fsphp.org no later than **January 30, 2023**.

Due April 1, 2023

- Submit PowerPoint and/or Poster PDF presentation to FSPHP. These will be loaded on conference app for conference attendees. When sending FSPHP the file - Please include the full name of your presentation/poster, with all authors names. For example: “**FSPHP and Physician Health Update – John Smith, MD and Sara Appletree, PhD**”
- Polling questions, if applicable, to be included on PowerPoint presentations.

In advance of Conference:

- Log into conference app to confirm your headshot, bio, and speaker profile.

Speaker and Poster Presentation Guidelines

POWERPOINT AND POSTER presentations must be sent to FSPHP via email to bmaher@fsphp.org by **April 1, 2023**, in order to be reviewed by the FSPHP Program Planning Committee. If presentations are updated after being sent to FSPHP, the final version must be received no later than **Monday, April 17, 2023**, in order to be preloaded onto to the mobile app. We regret we cannot upload additional versions after April 17, 2023.

FSPHP Slide Template:

FSPHP has a template to offer for your use, to be sent to you in a follow up email.

Disclosure Slides:

Include disclosure slides at the beginning of your PowerPoint Presentation to reference any potential conflict of interest or to indicate that there are none.

No Logos:

Avoid use of logos to allow all the focus on educational content and avoid the appearances of conflict of interest. An exception would be for the introduction of name, and professional affiliation.

Artwork & Copyright:

Avoid use of clipart since slides are published on a conference application. For any images you do use, include reference and copyright permission footnotes.

Review Abstract Submission vs. Final Presentation:

Please be sure to revisit your submitted abstract and the outlined learning objectives to confirm that the slides fit with what was offered and accepted. The abstract summary and objectives will be loaded on the conference app.

Sources:

Site all sources of data, research, and/or if opinions expressed are your own or reference other content.

Live Polls:

Live poll questions are due with the PowerPoint Presentation on **April 1, 2023**, and must be sent in the body of your email or in a separate attachment. Include the live poll question on a slide for reference, a link to the live poll results will be emailed to you to insert onto your slide. After you've tested your live poll, you will be required to send the final slide deck back to FSPHP.

Resource Materials and Conference App:

Any resource or reference materials related to your presentation can be uploaded on our mobile app. Paper copies of handouts will NOT be distributed at the conference. Session presentations will be available on the conference app. An email containing all of the mobile application information will be sent to registrants approximately two weeks prior to the conference.

Question Cards:

For efficiency and increased audience interaction, FSPHP collects questions from attendees on question cards during each session. A moderator will assist with posing questions to the speaker(s) from the collected cards. In our experience, this allows more questions to be addressed.

Audiovisual Equipment:

All session rooms will be equipped with the following: podium, microphone, LCD projector, laptop with wireless remote. If you have additional audio-visual needs, please email those to bmaher@fsphp.org no later than **January 30, 2023**.

Onsite Presentation Requirements:

- A moderator from FSPHP will be assigned to introduce you and to moderate questions posed by attendees on question cards at the end of your session. If you prefer a different approach, let us know.
- Arrive to your session room at least 10 minutes early or during a break to test equipment.
- Anticipate and prepare for audience questions. Repeat every question before answering so that everyone in the room can hear.
- Stay within the time allotted for the presentation.
- Speakers are expected to deliver high quality, informative presentations that will enlighten and challenge your audience.
- Sales pitches or distribution of marketing materials during the presentation are strictly prohibited.

Information for Poster Format:

- Posters must be no larger than (4) feet by (8) feet in dimension.
- Text should be 16-point font or greater.
- Poster should include title, authors' names, and affiliations, abstract, introduction, methods, results, discussion and references sections.

- Please refrain from the use of logos to allow all the focus on educational content and avoid the appearances of conflict of interest.
- Avoid use of clipart since posters are published on a conference application. For any images you do use, include references and copyright permission footnotes.

POSTER SYMPOSIUM SCHEDULE (TENTATIVE):

- | | |
|--------------------------------------|-----------------------------------|
| • Tuesday May 2, 2022 2:00 - 4:00 PM | Presenters set-up poster displays |
| • Wednesday May 3 | Posters on display |
| • Thursday May 4 1:00 – 2:30 PM | Poster Session |
| • Friday May 5 | Posters on Display |
| • Saturday May 6 1:00 – 3:00 PM | Dismantle and removal of posters |

Additional Information for all Presenters:

REMINDER OF THE RESPONSIBILITIES OF THE PRESENTING AUTHORS:

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 - Forwarding all correspondence to all co-authors, including FSPHP the Responsibility of Expenses.

ATTIRE

Attire for all activities is business casual.

HOTEL INFORMATION

Hyatt Regency Minneapolis
1300 Nicollet Mall, Minneapolis, MN, 55403, United States
Phone: +1 612-370-1234

FSPHP has reserved a block of rooms at the Hyatt Regency Minneapolis for a discounted rate of \$199 per night. This special rate is available until midnight CST on **Monday, April 10, 2023, or until the room block sells out.** [Click here to book your room.](#) We recommend arriving on Tuesday and suggest you consider staying until Saturday to attend the FSMB/FSPHP Joint Session that will occur Saturday, May 6.

Housing Alert

The FSPHP Annual Education Conference is NOT affiliated with a housing company. Please be careful if approached by any company or service claiming to be an official housing provider for FSPHP. In the past, FSPHP has been made aware of travel companies that are entirely fraudulent, misleading exhibitors and attendees with false information. Please note that you can ONLY book a room in the Federation of State Physician Health Program’s block by using the above link. If you are contacted by a housing company trying to sell hotel rooms for this conference, please contact FSPHP at bmaher@fsphp.org.

TRANSPORTATION

MSP International Airport (MSP) is 12 miles from the Hyatt Regency Minneapolis. The quickest way to get from Minneapolis Airport (MSP) to Hyatt Regency Minneapolis is a taxi or ride share option, which costs \$30 - \$40 and takes 10-15 min. If you plan to use Uber, Lyft, or another app-based ride service, your ride will pick you up on Level 2 of the Green Parking Ramp, above the Ground Transport Center. Directional stanchion signs labeled "app-based ride services" will help you find your way to the pick-up area. The most cost-efficient way to get to the Hyatt Regency Minneapolis is METRO Blue Line, and it will cost \$3 one way. This direct train departs from Terminal 1 Lindbergh Station every 15 minutes and operates daily. The Blue Line is the color train, and the stop you need to get off is Nicollet Mall Station station/5th Street. The train ride takes approximately 25 min. Once you arrive at Nicollet Mall Station station/5th Street, head southwest on 2nd Ave N toward N 6th St and turn left. Take 6th street .3 miles and then turn right onto Nicollet Ave/Nicollet Mall and walk .5 miles directly to the hotel. Walking to the hotel is approximately .9 miles and 20 minutes. While lower in cost, keep in mind this option will take about 45-55 minutes.

PHOTOGRAPHY DISCLAIMER

- FSPHP reserves the right to use any photograph/video taken at any event sponsored by FSPHP, without the expressed written permission of those included within the photograph/video. FSPHP may use the photograph/video in publications or other media material produced, used or contracted by FSPHP including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.
- Any person desiring not to have their photo taken or distributed must contact Beth Maher, bmaher@fspHP.org in writing of his/her intentions and include a photograph. FSPHP will use the photo for identification purposes and will hold it in confidence.

***Thank you for your educational contribution and for being a valuable part of the
FSPHP Mission.***