

ORAL PRESENTATION - SET-UP AND GUIDELINES

This event is solely a forum for presentation of research. Active recruitment is not permitted. **Marketing of products, services or software will not be allowed.** Your presentation should not contain any references or acknowledgements.

Conflict of Interest Disclosure - IMPORTANT!

- The FMS conference is a Mainpro+ certified event. In keeping with the CFPC's Conflict of Interest policy, the facilitator of this workshop will present the ACFP's COI slides for the conference at the beginning of the What's Up Doc? workshop. **Each oral presenter is also required to present a slide at the beginning of their presentation disclosing their relationships (or lack thereof). Please ensure you complete the online COI form by February 8, 2019. ACFP Staff will finalize your COI slide for presentation and send it to you by February 20, 2019.** Disclosure **MUST** be made verbally and also displayed at the beginning of your presentation, using the slide provided to you by the ACFP.
- **How to complete the COI form:**
 - **All financial or in-kind relationships with for- and not-for-profit organizations** (not only those relevant to the subject being discussed) **encompassing the two (2) years** up to and including the current presentation, **must be declared and disclosed.** This applies to all presenters and co-presenters.
 - **What should be disclosed?** Examples of potential conflicts of interest may include but are not limited to the following:
 - Any direct financial or in-kind interest in a for-or not-for-profit entity such as a pharmaceutical organization, medical device company, communications firm, government agency, charitable organization, patient advocacy group, research groups, or other sources of financial and in-kind relationships with relevance to the CPD activity content or development. This includes talks for which the individual has been contracted but has not yet received payment for.
 - Membership on advisory boards or speakers' bureaus;
 - Participation - current or recent - in a funded grant or clinical trial;
 - Patents on a drug, product or device; and
 - All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
 - **CLARIFICATION on relationships to disclose under Not-for-profit:**
Not-for-profit financial relationships may include, but are not limited to the following:
 - Employment with a not-for-profit - includes hospital, university, medical society, government, etc. Does not include physician disclosure of their own incorporation of clinic/practice.
 - Honoraria received from a not-for-profit
 - Reimbursement of travel expenses paid by a not-for-profit (e.g. volunteered expertise/services and received reimbursement for out of pocket expenses)

Check In and Set-up

- You **MUST check in** at the Family Medicine Summit Registration Desk upon arrival to receive your name badge. The Registration Desk will be open until 4:30 pm. **Nametags are mandatory** and must be worn at all times.
- **Bring your presentation on a USB stick.** A laptop computer will be available in the room.

- **Oral presentations begin at 2:30 pm.** Please check the oral presentation agenda for your scheduled presentation time and room assignment. This agenda will be made available on the ACFP website as soon as it is finalized.
- **Please ensure your presentation has been uploaded prior to 2:30 pm.** Access to the room and laptop computer will be available to you to load your presentation 45 minutes prior to the session (1:45 pm).
- **Presentations are 15 minutes each.** (10 minutes for presentation, 5 minutes for Q &A)

Evaluations

- Participants will be provided with the opportunity to evaluate each oral presentation using the online evaluation form through the conference app. Paper evaluations will also be available for participants to use.
- The ACFP will summarize the evaluations and provide results/comments to you following the conference.

REGISTRATION / FEES

- All presenters and co-presenters **MUST** pre-register; registration must be completed by February 22, 2019. **Onsite registration is not permitted.**

Note: Individuals who qualify to attend the FMS 2019 conference, and are already registered, **DO NOT** need to register again as a Research Participant and pay an additional fee.

- Research Awards will be announced and recipients acknowledged at the What's Up Doc? Research Poster Display and ASA Welcome reception.

Research Showcase (Friday Only)

\$150.00

(includes Friday afternoon keynote, break, What's Up Doc? Research Workshop (oral presentations), evening poster display and welcome reception)

Research Participant (Friday & Saturday)

\$275.00

(includes Friday afternoon keynote, break, What's Up Doc? Research Workshop (oral presentations), evening poster display and welcome reception, and Saturday morning keynote, break and morning workshops - 'Using Data and Resources to Improve the Care of Older Patients with Polypharmacy' and 'Planning a comprehensive literature search around a specific research topic', and Lunch).

Register Now

PROMOTION

Accepted oral presentations will be promoted by the ACFP in printed materials (as deadlines permit), on the conference app, online registration and website, and on appropriate signage at the conference.

CANCELLATION NOTICE

Please contact Lorraine Dubois by email at lorraine.dubois@acfp.ca by phone at 1-800-361-0607 Ext. 205, or 780-701-9715 (direct line) if you are unable to attend to present your research at this event.