**New Oral Presentation Option**

This year, in addition to showcasing posters at Medical Education (Med Ed) Day at Yale, we will feature a small number of oral presentations.

Therefore, when you submit your abstract, please indicate whether you would like your project to be considered for (1) a poster, (2) an oral presentation, or (3) either a poster or an oral presentation. *Please note, projects will be accepted either as posters or oral presentations, not both.*

Details on this new option are described below.

**Submission Guidelines**

**New in 2019**

We are excited about the growing enthusiasm about Med Ed Day at Yale, evidenced in part by the increasing number of projects submitted for the poster session. However, space limits the number of projects we are able to accept and still provide a quality experience for our presenters and attendees.

We are adopting the following new rules to most effectively utilize our limited space, and ensure the best educational experience:

- **Only one submission will be accepted for each FIRST author:** Authors may contribute to multiple projects, but each first author must be unique. If multiple abstracts are submitted for the same first author, only one will be accepted.

- **Poster size restriction:** Posters printed for Med Ed Day at Yale must be 44” x 44” or smaller.

  Posters used (or to be used) at other conferences are permitted as long as they are no larger than 46 x 46 inches (anything larger will not fit on the display boards). If your poster is larger than 46 x 46 inches, you must have it re-printed to fit the preferred Med Ed Day size requirement, which is 44 x 44 inches, or it cannot be included.

Even with these new guidelines, interest to submit a poster may overwhelm our capacity. If that occurs, slots for accepted posters will be assigned on a first-come, first-served basis. We, therefore, recommend submitting abstracts as early as possible.
Selection Criteria

- At least one author must be a Yale faculty member, resident, fellow, student, or staff member. (Other authors may be from outside Yale.) Only one abstract will be accepted for each first author.
- The project fits within the Med Ed Day’s purpose to feature work done at Yale in medical education; specifically, topic areas must be related to innovations in medical education or medical education research. The topics may, for example, include teaching, curriculum, assessment, mentoring, or educational leadership.
- Projects presented at other meetings are welcome, but posters larger than 46” x 46” must be re-printed per Med Ed Day at Yale specifications (44” x 44” or smaller).

Request for Abstracts for Posters and Oral Presentations

Yale faculty, residents, fellows, students, and staff are invited to submit abstracts for posters and/or oral presentations about their educational projects. Categories for both posters and oral presentations are "Medical Education Research" and "Innovation in Education." The term “medical education” is used broadly and refers to the education of all types of health professionals. Topics may include teaching, curriculum, assessment, mentoring, or educational leadership.

We encourage submitting abstracts for projects that will be newly developed for Med Ed Day at Yale, as well as for projects that may have been presented at other meetings. Posters used at other meetings are permitted, as long as they adhere to the Poster Size Limitations described above.

Deadline for Submission

Abstracts must be submitted by the appropriate deadline or they will not be considered for acceptance.

Oral presentations: you must submit your abstract by midnight (EST) on March 4, 2019.

Poster presentations: you must submit your abstract by midnight (EST) on March 18, 2019.

If you want to submit an abstract to be considered for either a poster or an oral presentation, it must be submitted by the March 4 deadline. Please note, projects will be accepted as posters or as oral presentations, not both.

Format Requirements for Abstract Submissions

Abstracts should be no longer than 3,000 characters, including spaces and punctuation, and follow these headings:
Med Ed Day at Yale 2019 – Request for Abstracts

A. Objective(s)
B. Background
C. Methods (Research Methods or Innovation Approach)
D. Results and Conclusions (Research Results or Innovation Impact/Expected Impact)

References may be cited, but will not be included in the total character count.

Notification of Acceptance

Decisions will be sent to the email address provided with the abstract submission by April 1, 2019.

Review Process

We are committed to providing an opportunity for all members of the Yale health professions community to share their ideas about medical education projects in a safe and welcoming environment. The Abstract Review Committee will review all submissions based on the stated criteria.

Each submitting author will receive an email with a decision from the Review Committee, in one of four categories:

1. Accepted as is.
2. Accepted with comments and suggestions from reviewers for improving project abstract. No resubmission required.
3. Accepted, provided resubmitted with required revisions: the abstract must be revised according to comments and suggestions made by the reviewers, and resubmitted.
4. Not accepted. The project does not fit the stated selection criteria.

Accepted Abstracts

All accepted abstracts, as well as a listing of oral presentations and posters by title, will be available through the Yale School of Medicine Teaching and Learning Center (TLC) website.

Poster Awards

All accepted poster abstracts will be eligible for judging for an award by the Poster Judging Committee.

Accepted poster authors will be asked to submit two pdfs of their poster prior to Med Ed Day at Yale:

1. Redacted version, with all identifying names and affiliations removed, for review by the Poster Judging Committee

Revised February 2019
2. Version with names included, to be posted on the TLC website.

The deadline for submission of pdfs is midnight (EST) on May 1, 2019.

Please see the Poster Information section for details.