



Call for abstract submissions

We invite proposals for **Oral presentations**, **Posters** and **Unconference sessions** for the 5th VdGM Forum. While **Oral presentations** and **Posters** give you the chance to present your clinical and scientific work, **Unconference sessions** are participant-driven sessions that complement the traditional scientific program, and include **Ignite presentations**, skill-building and hands-on **Workshops** as well as **Special sessions** meant to extend dialogue and exchanges beyond what is usually possible in the regular scientific sessions.

Proposals may be from any area related to Family Medicine, but those that pertain to the overall theme, “Stronger together: charting the course to navigate the future”, are especially encouraged. We also welcome proposals that explore connections with the current – or proposed – working parties, special interest groups, young doctors’ movements, networks and collaborative organizations of WONCA Europe and WONCA World.

About Oral presentations

Oral presentations will provide you the chance to present case reports, practice reports, research studies and quality improvement studies.

Oral presentations on a common theme will be grouped together. Each presenter will have 10 minutes to present and discuss the key points of his/her work; the chair of the session will then facilitate a 5-minute question-and-answer period during which audience questions are invited.

About Posters

This formal graphic presentation of your topic is an alternative media for you to present your clinical and scientific work. It offers an excellent opportunity for gathering detailed feedback and reporting on evaluation results. Posters should not be used to advertise a product or service.

Posters will be presented in two-steps. First, a very short (2-3 minutes maximum) video presentation of each poster will be released on social media ahead of the Forum as **Poster spotlights**; the author should focus on the main aim of the research and only mention one or two key findings. The purpose is to stimulate the audience to view the poster and to discuss it with the author during the Forum. This will be possible during the lunch break, where the posters will be introduced for discussion using QR codes, and the ensuite “**Speed geeking**” session, where selected posters will be presented by their authors. During the speed geeking session, presenters will stand beside their posters and discuss their work to a small group of attendees for a set time (5 minutes). After this time, a sign will be given (like the ring of a bell) and all each group of attendees will move to the next poster. Thus, authors will present their poster several times to small audiences so that everyone can have the chance to see the poster and hear the presentation. At the end of the session attendees will have time to go back to





poster(s) that picked their interest and discuss it in more detail with the presenter.

About Unconference sessions: Workshops, Ignites and Special sessions

At an Unconference, that is, a participant-driven meeting, the agenda is created by the attendees and anyone who wants to initiate a discussion on a topic can claim a time and a space. Unconferences typically feature open discussions with the audience rather than having a single speaker at the front of the room giving a talk, which is particularly useful when the attendees generally have a high level of expertise or knowledge in the field the conference convenes to discuss.

At the 5th VdGM Forum, the Unconference sessions will follow a similar concept/format. This means we're inviting **you** to submit a proposal and claim a slot in the program and letting **Vasco da Gamians** decide on what topics they'd like to share, discuss, troubleshoot or learn (this will be done through online vote ahead of the Forum).

The topics up for consideration are:

1. Education, training and continuing professional development in Family Medicine
2. Research in Family Medicine
3. Quality and Safety in Family Medicine
4. Preventive care and quaternary prevention
5. Rural practice
6. Environmental health
7. Ethics in practice, education and research in Primary Care
8. eHealth and Social Media
9. Occupational health
10. Elderly care, multimorbidity, polypharmacy and complexities in health
11. Generalist palliative care
12. Equity, minorities' health and family violence
13. Migrant care, international health and travel medicine
14. Classification of Family Medicine consultations
15. Infectious, genetic and non-communicable diseases
16. Urgent care and Emergency Medicine
17. Conflict and catastrophe medicine
18. Point of care testing
19. The future of the New and Future Family Physicians

A submission should address a single topic but we encourage you to make as many submissions as needed. This means **you can submit any number of Workshops, Ignite presentations and/or Special session proposals.**

Some ideas for submissions include:

- **Workshops** aimed at providing a practical experience, namely:
 - **Skill-building workshops**, in which you teach a specific skill and include





- one or more exercises that let attendees practice using this skill;
- **Hands-on workshops**, in which you invite delegates to generate hands-on solutions to a problem you're facing (e.g., design thinking);
- **Ignite presentations** that provide you with an opportunity to pitch an idea and share information that would not fit into the usual Oral/Poster presentations, for instance:
 - Show and tell: a great app, a project, or anything you think people ought to see;
 - Case study: showing innovation in your work or at your institution;
 - Recent advances in traditional topics: what are the new ideas and findings in Family Medicine that are not yet well enough developed for a traditional oral presentation?
 - Points and counterpoints: is there an idea you are passionate about that is being overlooked? Or overvalued?
 - Stumbling blocks and problems within the field: are there insights you could share with new and future family doctors based on your own experiences?
 - How to guides and toolkits: have you learned how to use an emerging technology of interest to new and future family doctors (software, hardware, social media) and can share a brief introduction?
 - Themes that spark new ideas among disciplines: what should family doctors be aware of from other disciplines?
- **Special sessions** aimed at exploring ideas through:
 - Big little questions: by sharing a question that you'd like others' help to answer;
 - Group discussions: by proposing a set of questions about a juicy topic that matters;
 - Think tanks: by inviting participants to brainstorm solutions to challenges you've dealt with, or are dealing with;
 - Collaborative Eureka: by inviting attendees to contribute with their views for something you're designing or creating, e.g., a policy or strategy document.

Whereas the structure of Workshops can be quite flexible and will be decided by its authors, Ignite presentations and Special sessions will have a pre-established structure decided by the Scientific Committee:

- Each Ignite presentation will use 20 PowerPoint slides that automatically advance every 15 seconds for a total presentation time of just 5 minutes. In contrast to oral presentations, the more concise speaking slot and rapid slide transitions of Ignite presentation lend themselves to a more conversational and storytelling presentation style.

Ignite presentations will be grouped into sets on a common general theme. During each session, a moderator will briefly introduce each presenter and the presentations will be given in rapid succession, one following another. Please note Ignite presenters must send their 20-slide PowerPoint deck to scientific@vdgm.eu until January 8th 2018!





- Special sessions will not conform to any single structure, and it's the responsibility of the Scientific Committee to allocate your proposal to a suitable structure, which may, for example, involve a fishbowl, spectrogram, carnival games or musical chairs wonder wander.
 - For Fishbowls, a few chairs will be arranged in an inner circle. This is the fishbowl. The remaining chairs will be arranged in concentric circles outside the fishbowl. A facilitator will introduce the topic and the delegates in the inner circle will start discussing it, while the audience outside the fishbowl listens in on the discussion. Any member of the audience can, at any time, join the fishbowl (by occupying an empty chair or by replacing an existing member of the fishbowl). The discussion continues with participants frequently entering and leaving the fishbowl. When time runs out, the fishbowl is closed and the moderator summarizes the discussion.
 - Spectrograms are an interactive group exercise that helps to highlight the range of perspectives in a group. There is a tape on the floor with agree at one end and disagree at the other. The facilitator asks a somewhat controversial question (amongst those submitted by you) and directs participants to take a stand on the spectrum. The facilitator then interviews people at different points on the spectrum about the opinions they hold. This process creates a shared experience while demonstrating the range of opinions in a group. It can serve as an anchor for additional conversations.
 - As for the Carnival Games, submitted topics/questions/ideas are posted on a cork board; each is then covered with an inflated balloon. Participants are chosen one at a time to throw a dart at the board. The idea beneath the popped balloon becomes the topic of discussion for the next talk period.
 - Musical Chairs Wonder Wander is characterized by using short music clips to break up and/or randomize group interaction in space. Participants wander around without talking until the music stops. When the music stops participants take a seat at the table they are closest to (chairs are not removed!) and discuss the same pre-determined topic at each table, the topics again being selected amongst those you submit for Special sessions. Randomized interaction ensures high-flow of diverse ideas and spontaneous diffusion of ideas in the group.

While a submission for a Workshop and Ignite will make you a Speaker for that session, **a submission for a Special session does not mean you will be a Speaker: the “speakers” will be those in attendance of the Special session**, as they will be invited by the facilitator to answer the questions/challenges submitted by you, to voice their opinions and perspectives on the topic at hand, share and discuss, network and learn one from another. **However, if you would like it, you may still indicate that you are available to be a facilitator of the Special session.** Certificates will be issued for the facilitators. Please note the Scientific Committee may combine proposals from different persons into a single Special session, under a common theme.





Submission guidelines

Please note that the information listed below must be submitted through the [online submission form](#). It is provided here only to assist you in planning your submission. The website format may differ slightly from the format listed here. Incomplete proposals will not be considered, so be sure to supply all the information requested in the form. Proposals sent by email will not be considered.

When you submit your proposal, you will be automatically notified of receipt by an email sent to the address that you provide. Check your spam folder if it's not in your inbox. If you do not receive such a notification, please contact forum@vdgm.eu to confirm that your proposal was received.

You will be able to return to the proposal to edit it until the submission deadline has passed. Information on how to do so will be included in the automated email.

Oral presentation (classic)

- Select “Oral presentation”;
- Select one of the following presentation formats: case report, research, quality improvement or practice report;
- Write down the proposed title;
- Write down the keywords (optional);
- Write down the abstract (2500 characters max);
- Add your co-authors, if applicable.

Poster presentation

- Select “Poster presentation”;
- Select one of the following presentation formats: case report, research, quality improvement or practice reports;
- Write down the proposed title;
- Write down the keywords (optional);
- Write down the abstract (2500 characters max);
- Add your co-authors, if applicable.

Workshop, Ignite presentation or Special Session

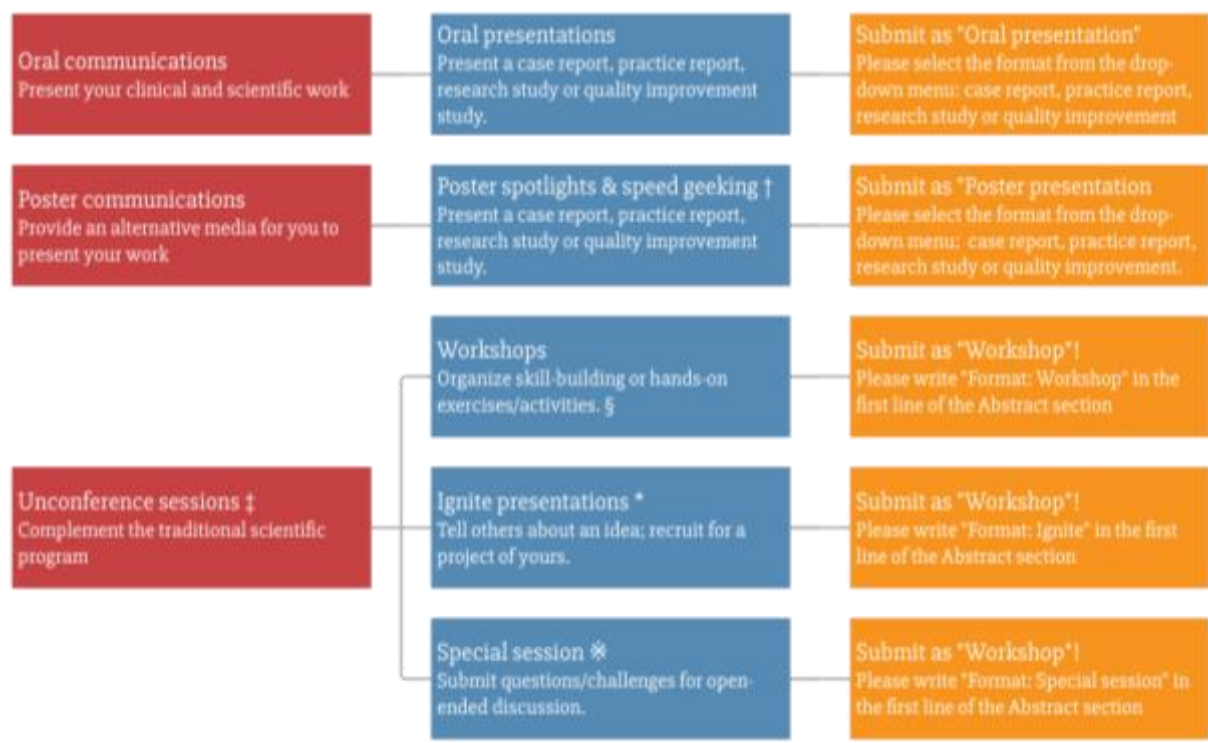
- Select “Workshop” (**please note you should select this option not only when submitting workshop proposals but also for Ignite presentations or Special sessions!**)
- Write down the proposed title;
- Write down the keywords (optional);
- Write in the first line of the Abstract section one of the following formats: Workshop, Ignite, or Special Session.
- Write down the abstract of the proposed session:
 - Ignite proposals should include one paragraph detailing your idea/story (what is it all about?) and draft outline for the 20 slides (topic of each slide).
 - Workshop submissions should include a detailed discussion of why the skill/hands-on approach is important, who the presenter(s) is/are, how the





- presenter(s) will conduct the workshop within a short time frame and, if applicable, how the presenter(s) will enable attendees to learn more after the workshop.
- Special session submissions should indicate the topic to be explored, why the topic is of likely interest to attendees, and the key guiding question(s)/ challenge(s) to be raised during the session by the facilitator; availability to be a facilitator (optional).
 - Add your co-authors, if applicable.

Submission options



Review/Evaluation process and criteria

Oral presentations & Posters

Proposals for Oral presentations and Posters will be reviewed and selected by the Scientific Committee. The primary criteria for acceptance include clinical/scientific merit, probable interest to the Forum's audience, a clearly written and compelling abstract, suitability of the topic to be addressed to be presented as an Oral presentation or Poster. Limits of space and time may make it impossible to accommodate all worthy submissions. The Scientific Committee has final authority for acceptance and scheduling any Oral presentations and Posters.

Unconference sessions

After an initial triage by the Scientific Committee, proposals for Unconference sessions





(i.e, Workshops, Ignite presentations and Special Sessions) will be reviewed and selected by the VdGM community through online vote. The primary criteria for acceptance are the interest generated by each proposal and general alignment with the scientific program of the 5th VdGM Forum as well as with the VdGM long-run strategy informed by its Executive Group. We welcome and will do our best to accommodate as many sessions as possible, in each of the possible formats, but limits of space and time may make it impossible to accommodate all worthy submissions. The Scientific Committee has final authority for acceptance and scheduling any Unconference sessions.

Important dates

The deadline for submission is **September 15th 2017** but we encourage you to do it beforehand, so we can assist in helping to drum up interest in your oral presentation, release the poster spotlights ahead of the Forum and collect votes to increase the chances of your Unconference session being included in the final program!

All submitters shall be notified of acceptance decisions by mid October and the final program shall be made available on the VdGM website by mid November.

Ignite presenters must send their 20-slide PowerPoint deck to scientific@vdgm.eu **until January 8th 2018!**

Each Oral presentation, Poster and Unconference session will be open to all meeting attendees and there will be no advance registration for any of them.

Guidelines for slides and posters

- Use official #5vdgmf template
- Follow all copyright laws
- Follow the disability language guidelines (see below)
- Bullet points (typically 3 per slide; not paragraphs)
- Background – light, preferably white, with no patterns
- Font:
 - Use sans serif fonts
 - Use the bold face or italics or combinations to emphasize words and phrases
 - Size (for slides):
 - Title Slide: 44
 - Content Headers: 40 or larger
 - Content: 24 or larger
 - Size (for posters):
 - Text and figures should be legible from around 2 meters away
 - Title: 85
 - Authors: 56
 - Sub-headings: 36
 - Body text: 24





- Captions: 18
- o Color:
 - **Black** for most, **BLUE** for emphasis
- Added graphics must help emphasize the point to be made, rather than as decoration
- If you include other sources of information (e.g, quote), be sure to always reference using Vancouver style:
 - i. On slide/poster section where quoted or referenced; and/or
 - ii. On last slide/ bottom poster section (each source referenced or quoted)
- Added graphics must help emphasize the point to be made, rather than as decoration
- If you include other sources of information (e.g, quote), be sure to always reference using Vancouver style.

Disability language guidelines

Although some organizations and individuals with disabilities favor people-first language (eg, “person with autism”), a growing number of researchers and disabled people prefer identity-first language (eg, “autistic person”). Naturally, whatever language used should be selected with the understanding that disabled people’s expressed preference regarding identification should supersede matters of style. As such, the Host Organising Committee and Scientific Committee are committed to adopt person-first language alongside with identity-first language throughout all Forum materials, including the website and social media as well as in titles, abstracts, and session descriptions.

Guidelines for submitting Forum presentations for publication online:

- Submit presentation files in one of two formats:
 - o 1) Standard PowerPoint file (.ppt or .pptx)
 - o 2) PDF in **6-slides per page format only**
 - NOTE: PDFs with one slide per page will be returned and the correct format requested.
 - PDF of one slide per page is only acceptable for Poster Presentation (where it is assumed that the single slide shows the entire poster)
- Additional files (handouts, notes, tools, etc.) that were discussed in your presentation may also be posted.
- Files should be sent directly to forum@vdgm.eu

As an added benefit to our Attendees and Vasco da Gamians, we would like to post as many of the presentation materials on the VdGM Website soon after the Forum. If presenters could send their materials to forum@vdgm.eu by January 15th, we can accomplish that goal. Please keep in mind that we will continue accepting presentations during and after the





conference and will post them as soon as we can. Please note your day/time of presentation, session title and authors when submitting materials.

Questions?

If you have any questions please contact forum@vdgm.eu

