



General Presentation Guidelines Southern Region Burn Conference

Submission deadline for abstracts is on or before **June 6, 2025, 11:59 pm CT**.

All submissions must be made using the online form. You must create an account or use an existing account. When creating a new account, use Subscriber.

- *Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Acceptance of oral or poster presentation followed by no-show without cause and notification can result in a one year suspension of presenting privileges for the burn center.*
- **Limitations:** Submissions are limited to individuals, educational facilities, and hospitals. Commercial posters or presentations of any type are **NOT** permitted.
- Content prepared or presented by an employee or agent of an Accreditation Council for Continuing Medical Education (ACCME)-defined ineligible company (eg, pharmaceutical or device company) is not eligible for submission or presentation, as this is an accredited CME activity.
- QR Codes not allowed in oral slide presentations. QR Codes may be used for physical printed posters. No advertisement, corporate logo, trade name or a product-group message allowed.
- By entering, each participant agrees to be bound by the rules set and the decisions of the judges and SRBC and SMA. In the event of a conflict, decisions of SRBC and SMA are final.
- **Notification:** Upon approval by the Selections Committee, the presenting author will be notified by email of acceptance. Notification will be sent mid-July. It is the responsibility of the presenting author to notify additional authors of abstract acceptance.
- **Length of oral presentation:** Oral presentations will be 15-minute podium presentations with 10 minutes for presentation and 5 minutes for questions from the audience.
- **Setup of Posters:** SMA will provide a **4-foot TALL by 8-foot WIDE** display board. Posters may be installed 1:00 - 6:00 pm Thursday, October 30 and beginning at 6:30 am on Friday, October 31. Posters **MUST** be in place by 7:00 am on Friday, October 31 for viewing.

- **Presentation of Posters:** Posters will be available for viewing Friday, October 31, 7:00 am through Saturday, November 1 at 10:30 am. **You should be prepared to discuss your work during poster rounds on Friday, October 31, 5:45-6:45 pm, during the Meet and Greet Reception.**
- **Poster Dismantle:** Posters **MUST** be taken down by 11:00 am on Saturday, November 1 or they will be destroyed.
- **Conflicts of Interest / Disclosure:** Work submitted for presentation must include acknowledgement of relevant financial relationships with commercial interests (if applicable). Conflicts of Interest must be resolved prior to presentation.

Abstract Preparation

Before you begin, prepare the following information:

- Presenting Author Name and degree(s)
- Presenting Author Affiliation details: academic title, department, institution, city, state
- Presenting Author Email address
- Presenting Author Phone number
- Presenting Author Full postal address
- Presenting Author Affiliation details: academic title, department, institution, city, state
- Presenting Author Disclosure Information (including off-label discussions)
- Co-author(s) name(s) and degree(s)
- Co-author(s) Affiliation details: academic title, department, institution, city, state
- Co-author(s) Disclosure Information
- Abstract title – limited to 25 words
- Abstract text – no limitation on words

Abstracts should clearly state:

- Introduction/Background (knowledge gap)
- Methods/Design
- Results/Findings
- Conclusions/Implications
- 2 -3 learning objectives

USE GENERIC DRUG NAMES

Trade names **must not** be used in the title or body of the abstract. If a trade name must be used, include trade names from multiple companies rather than a single company's trade name.

Questions regarding submissions should be directed to abstracts@sma.org or call (800) 423-4992.

Publication

Submission of an abstract acknowledges your approval for the abstract to be posted on the meeting website.

Registration Fees

Submission of an abstract constitutes a commitment by the author(s) to present if accepted. **Presenting authors must pay the applicable registration fee.**

Do not submit an abstract for consideration if your attendance at the conference is not approved or is questionable.

Presentation Tips

- Use standard abbreviations.
- Place special or unusual abbreviations in parentheses after the first time the full word appears.
- Do not abbreviate compounds in the title of the abstract.
- Use numerals to indicate numbers, except when beginning sentences.
- Take special care when entering your title as it may be published online exactly as submitted.
- Begin creating your presentation by determining the overall objectives:
 - What is the purpose of the presentation?
 - What are the main points you want to make?
 - Which points are the most important?
 - In what order should they be presented?
- If you have to apologize for the appearance of a slide, it should not be shown.
- Project every slide in as large a room as possible to evaluate appearance and readability.
- Always bring your final presentation on a memory stick/flash drive.
- Check your presentation against the following:
 - USE a master slide (preferred) to maintain a similar format/background for all slides within my presentation.
 - USE a sanserif font such as Arial rather than a serif font such as Times New Roman to enhance readability.
 - Verify slide backgrounds are not too dark or too bright.
 - Font sizes on slide titles are no smaller than 36 point and bullets are no smaller than 24 point.
 - Fonts are not dark over a dark background (for example, red or green on blue background).
 - Avoid using bright orange and reds since they “play tricks” with eyes.
 - Avoid red/green conflicts (20% of your audience has color impaired vision).
 - Use a consistent font on all of my slides such as Arial.
 - Use no more than eight lines per bullet slide (a bullet = a statement on the slide).
 - Information is short and to the point.

- Verify that there are not too many slides for the time allotted for presentation.

Chart/Graph Slides

- Label all “x” and “y” axes.
- If axes are labeled, they are the same as the legend.
- Avoid over 3 lines per graph (limit of 2 is even better and less confusing).
- Avoid importing scanned graphs/spreadsheets (they do not project well and are very difficult to read).
- Use the graphing/spreadsheet function of the program instead of scanned graphs.

PowerPoint Slides – Order of Presentation Checklist

- Title Slide
- Lecture title.
- Your name and appropriate academic affiliation(s).
- Disclosure Slide
- List all relevant financial relationships related to the content you are presenting, or state, “I have no relevant financial relationships to disclose”
- Indicate your intent to speak about unapproved/off-label FDA use.
- Goals
- The purpose of the lecture.
- Objectives
- What the attendee will learn as a result of listening to the lecture.
- Content slides – things to remember:
- Appropriately cite/reference each slide.
- Use generic names vs. trade names for drug therapy whenever possible.
- The number of slides in your lecture should not exceed your allotted time limit.
- Provide a balanced view of therapeutic options or devices (if applicable).
- DO NOT use slides or illustrations that are commercial in origin.
- Request and obtain permission for any material that contains copyright.
- Conclusion Slide
- Summarize key points – relating back to the goals/objectives.
- Resources/Suggested Reading
- Provide additional articles/information to benefit the learner.

ACCME Standard and SMA disclosure and conflict of interest policies

- In accordance with ACCME requirements and SMA policy, abstracts selected for oral or poster presentation **must be free of bias**.
- Do not reference any company/product brand names during your presentation. However, institution logos (e.g., non-company/product logos such as universities, non-profit associations and government agencies) are allowed in the body of your presentation.

- SMA requires that educational materials that are part of a CME activity, such as slides, abstracts, and handouts, not contain any advertising, trade names or a product group message.
- Disclosures must never include the use of a trade name or a product group message.
- For oral presentations, disclosures must be listed on the second slide of each presentation.
- For poster presentations, disclosures must be listed once at the bottom of the poster.

Resolution of Conflict of Interest (COI) Policy

Live CME: Speakers – All speakers' disclosure information, along with the provided content (slides, abstracts, etc.), will be reviewed by SMA's Education Department. If during this process a COI is identified, SMA Staff will provide direction to correct the conflict. Corrective measures will be documented in the activity file.

Copyright Policy

This activity is a private event. Activities presented at the meeting are for the education of attendees as authorized by the Southern Medical Association. The information and materials displayed and presented during this meeting are the property of the SMA and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the Southern Medical Association and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to oral presentations, poster presentations, audiovisual materials used by speakers, and program handouts without the written consent of the SMA is prohibited. This policy applies before, during and after the meeting. The names, insignias, logos and acronyms of the SMA are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without the express written permission of the Southern Medical Association.

Photographs and Video Recording Policy

When you participate in an SMA event, you are participating in an event where photography, video and audio recording may occur. By participating, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for social media, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, or for any other purpose(s) that SMA's Board, and/or staff representatives deems fit to use. You release SMA's Board of Directors, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

You have been fully informed of consent, waiver of liability, and release before participating in the SMA's Assembly.

Definitions, Policies, Guidelines Related to Disclosure and Conflicts of Interest

New Standards for Integrity and Independence in Accredited Continuing Education

The ACCME's new Standards were released in December 2020, replacing the Standards for Commercial Support. Please note the updates and changes related to disclosure outlined below.

Identification and Mitigation of Relevant Financial Relationships of Planners, Faculty, and Others

Disclosure information must be completed by Planners, Faculty, and all Others Who May Control Educational Content of an accredited activity. It is SMA's responsibility to determine which relationships are relevant. You must disclose all financial relationships that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, you must provide the name of the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to education. The requirement of disclosing for a spouse/guest has been removed.

Ineligible companies are organizations that are not eligible for accreditation (formerly known as commercial interests). This new term is intended to clarify that eligibility for accreditation is not based on whether an organization is for-profit or nonprofit but is based on its primary mission and function.

Upon receipt of your disclosure information, SMA staff will:

1. Review your submitted disclosure information. Please note that owners or employees of ineligible companies will be excluded from participating as planners, speakers, authors, or faculty.
2. Determine whether your financial relationships with ineligible companies disclosed (if any), are relevant to the content of the education being planned. Financial relationships are relevant if the following three conditions are met for the prospective person who will control content of the education:
 - A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
 - The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.
 - The financial relationship existed during the past 24 months.
 - Choose a mitigation strategy: For any person who has a relevant financial relationship, a strategy to mitigate (formerly known as "resolve") the conflict will be implemented by SMA staff before the person assumes their role. The following are examples of how the conflict may be mitigated.

FAQs

Question: Who may submit and present an abstract?

Answer: Any discipline may submit an abstract.

Question: May I submit more than one abstract?

Answer: You may submit NO MORE THAN 2 oral abstract and NO MORE THAN 2 poster abstract.

Question: May I submit/include tables, figures, charts, or photographs/images with my submission?

Answer: Yes. These will need to be uploaded via the application.

Question: May I submit/present my abstract elsewhere if accepted for presentation at an SMA meeting?

Answer: SMA's policy is that abstracts presented during SMA events can be submitted and/or presented elsewhere with permission from SMA. make sure to check with the organization and let them know that your abstract has been submitted elsewhere, and/or previously presented.

Question: May I submit an abstract that has been previously presented elsewhere?

Answer: An abstract is ineligible for consideration if it reports work that has been accepted for publication as a manuscript (e.g., full-length article, brief report, case report, concise communication or letter to the editor) prior to the SMA submission deadline, UNLESS written permission has been given from the entity that first published the work and the permission is submitted to SMA at education@sma.org at the time of submission.

Question: I made an error on my submission. May I correct it?

Answer: At this time, after the submission deadline, no changes can be made. If before the deadline you realize there is an error, please email SMA staff: abstracts@sma.org. Include the presenting author's name, and the abstract title. You may re-submit the abstract reflecting the necessary corrections if the abstract, in its entirety, is submitted before the deadline.

Question: Since submitting, I am now unable to present my abstract. May I designate a substitute?

Answer: Yes, as long as the person is listed as a co-author on the abstract and agrees to present in the accepted format. Please email SMA Staff: abstracts@sma.org, and include: Your name, the abstract title, and the designee's name and email address. The co-author will be required to register and pay the registration fee no later than 3 business days prior to the conference.

Question: How soon will I know if my abstract has been accepted?

Answer: Once the review process is completed, the presenter will receive notification via the email provided at the time of submission.

Question: Do I have to be an SMA member to submit?

Answer: No, but you do have to create an account as a Subscriber or use an existing account.

Question: Who do I contact if I have any questions?

Answer: You may ask your questions by emailing abstracts@sma.org.