

PHM2020

PEDIATRIC HOSPITAL MEDICINE
LAKE BUENA VISTA, FL / JULY 23-26, 2020

Pediatric Hospital Medicine 2020 Conference

July 23 – 26, 2020

**Disney's Yacht and Beach Club
Lake Buena Vista, FL**

Research Abstract and Clinical Conundrums Instructions and Guidelines

We are pleased to provide these Instructions and Guidelines for those submitting Research Abstracts and/or Clinical Conundrums for presentation at the Pediatric Hospital Medicine 2020 (PHM 2020) Conference. PHM 2020 will be held July 23 – 26, 2020 at the Disney's Yacht and Beach Club in Lake Buena Vista, FL.

A standardized, blinded review process will be utilized for selection of research Abstracts and Clinical Conundrums. High scoring submissions may be eligible for oral/platform presentation and other quality submissions will be invited as poster presentations.

Research Abstracts and Clinical Conundrums Important Information

Submitter Information

- Please only submit your work if you are able to appear on any of the four days of the conference.
- PHM 2020 staff will communicate only with the lead author/presenter.
- Lead authors/presenters are responsible for communicating information to co-authors/presenters.
- Lead authors/presenters and co-authors/presenters must register for PHM 2020 in order to present their work.
- All lead authors/presenters are required to provide contact information for their submission.
- All lead authors/presenters are required to provide financial relationship disclosure information.
- All lead authors/presenters are required to enter basic contact information for co- authors/presenters including First Name, Last Name and Email Address. The submission system allows lead authors/presenters to send an email and link to co-authors/presenters to enter the system and complete their contact information and financial relationship disclosures, which is required.
- Lead authors/presenters have the option to complete contact and financial disclosure information on behalf of their co-authors/presenters.
- All lead authors/presenters will be required to finalize the submission once all information is collected. Co-authors/presenters do not have this capability.

Review and Notification Information

- Scheduling of presentations will take place after final selections and submitters will be notified of their selection status.
- If you are selected to present your work at PHM 2020, your presentation could be scheduled throughout the duration of the conference, July 23 – 26, 2020.
- Review and selection of Research Abstracts and Clinical Conundrums will take place in March 2020.
- Acceptance notifications will be sent to lead authors in April 2020.
- The PHM 2020 Planning Committee will determine how accepted presentations will be delivered – either oral presentation or poster presentation. This information will be provided in acceptance notifications.

Important Dates to Remember

Abstracts and Conundrum Submissions Open	Thursday, January 9, 2020
Abstracts and Conundrum Submissions Close	Tuesday, February 25, 2020
Acceptance Notifications to be sent	April 2020

Research Abstract Submissions

- Deadline for Research Abstract submissions is **Tuesday, February 25, 2020** at **11:59 PM EST**. No extension to this deadline can be granted.
- Submissions are limited to **2,600 characters** (including spaces) or less (not including abstract title). It is strongly recommended that you draft your Research Abstract using Word or a similar product and then cut and paste text into the online system.
- Research Abstracts must be submitted in one of the following three categories. Please note, these categories are simply to aid in pairing abstracts with reviewer experience. Feel free to submit research abstracts that do not necessarily fit into one of the following 3 categories, however one of the following must be chosen in order to submit:
 - Clinical and Health Services Research
 - Medical Education
 - Quality Improvement
- Submissions are required to include the following:
 - Title
 - Introduction
 - Objective
 - Methods
 - Results
 - Discussion/Conclusion
- One PDF file may be uploaded including a maximum of one Table or Figure pertinent to the submission. The upload file cannot contain text other than captions for the items included. A Table or Figure is optional and not required.
- Research Abstracts can be edited until the point of final submission. Research Abstracts cannot be edited following final submission.
- Research Abstracts can be presented at other meetings, but not accepted for publication at the time of submission.
- Works in progress (without complete results), topics without relevance to Pediatric Hospital Medicine, and case reports will not be accepted as Research Abstracts.

Guidelines for Research Abstract Submissions

- The individual creating the system account and entering the Research Abstract information will be considered the lead author and sole Research Abstract presenter at PHM 2020.
- Please enter all other co-authors in the order in which they should appear in the heading of the Research Abstract.
- Lead authors can complete contact information as well as financial disclosure information for all co-authors.
- Lead authors may also choose to invite co-authors to the system to complete their information and financial disclosures.
- All aspects of your submission – author information, disclosure information, Research Abstract body information – must be completed for final submission to occur.
- When submission is completed, the lead author will receive a confirmation e-mail.

Please use the following guidelines to help determine in which category your Research Abstract should be submitted:

Clinical and Health Services Research

Reviewers will be looking for:

- Patient-, provider-, practice-, hospital-, or systems-level outcomes
- Focus on diagnosis and management of diseases, or aspects of health services delivery

Medical Education Research

Reviewers will be looking for:

- Study of the impact of teaching, development of educational materials, curriculum development, or evaluation development.
- Measurable outcomes (may be qualitative).

Quality Improvement

Reviewers will be looking for:

- Data over time
- Run chart
- Multiple PDSA cycles- data is used to influence subsequent interventions
- Sufficient detail about setting, personnel, and resources to understand context

Please include the following information in the sections of the body of your

Research Abstract:

- **Title:** provide a title for your Research Abstract. This field has a 75-word / 200-character limit. This word/character count is separate and not included in the overall character count for your Research Abstract.
- **Introduction:** provide a brief introduction to your research.
- **Objective:** provide a clear and specific description of the overall purpose of your study.
- **Methods:** provide a description of the research design and analytic approach.
- **Results:** provide a description of the study population, sample size, and major findings.
- **Discussion/Conclusion:** provide a brief summary of your conclusions and the implications of your work.

Please DO NOT identify yourself, your co-authors or your institution anywhere in the body of your Research Abstract submission. Your submission will be blinded for review and should not include any identifying information.

File uploads

- You may include one PDF file upload with your submission (optional).
- Your PDF file may include a maximum of 1 Table or Figure.
- Eliminate all white space around images.
- Captions must be included as part of your image/table/graph.
- All text within the image should be large enough so that it is readable when the images is printed or viewed on screen.
- Complex images are not recommended as they may be difficult for the reader to see an adequate level of detail.
- Your upload file name cannot contain spaces or special characters; it must have standard alphanumeric characters only.

Clinical Conundrum Submissions

- Deadline for Research Abstract submissions is **Tuesday, February 25, 2020**, at **11:59 PM EST**. No extension to this deadline can be granted.
- Submissions are limited to **2,600 characters** (including spaces) or less (not including abstract title). It is strongly recommended that you draft your Clinical Conundrum using Word or a similar product and then cut and paste text into the online system.
- Submissions are required to include the following:
 - Title
 - Initial History/Presentation
 - Physical Exam
 - Diagnostic Evaluation
 - Diagnosis
 - Discussion/Conclusion
- One PDF file may be uploaded including images/charts pertinent to the submission. The upload file cannot contain text other than captions for the items included.
- Clinical Conundrums can be edited until the point of final submission. Clinical Conundrums cannot be edited following final submission.
- Clinical Conundrums can be presented at other meetings, but not accepted for publication at the time of submission.
- Works in progress (without final conclusive diagnosis) and topics without relevance to Pediatric Hospital Medicine will not be accepted as Clinical Conundrums.

Guidelines for Clinical Conundrum Submissions

- The individual creating the system account and entering the Clinical Conundrum information will be considered the lead author and **sole Clinical Conundrum presenter at PHM 2020**.
 - Only one person may present a Clinical Conundrum, although others may be listed as co-authors.
- Please enter all other co-authors in the order in which they should appear in the heading of the Clinical Conundrum.
- Lead authors can complete contact information as well as financial disclosure information for all co-authors.
- Lead authors may also choose to invite co-authors to the system to complete their information and financial disclosures.
- All aspects of your submission – author information, disclosure information, Clinical Conundrum body information – must be completed for final submission to occur.
- When submission is completed, the lead author will receive a confirmation e-mail.

Please submit your Clinical Conundrum in one of the following categories:

- Autoimmune
- Cardiology
- Dermatology
- Endocrinology
- Gastroenterology
- Genetics
- Hematology/Oncology
- Infectious Disease
- Neonatology
- Neurology
- Ophthalmology
- Orthopedics
- Renal
- Rheumatology
- Toxicology
- Urology

Please include the following information in the sections of the body of your Clinical Conundrum:

Title: provide a compelling title for your Clinical Conundrum. This field has a 75-word / 200-character limit. This word/character count is separate and not included in the overall character count for your Clinical Conundrum.

- Please do not include the final diagnosis (or significant clue) in the title.

Initial History/Presentation: provide information about the initial history taken or the presentation of the patient when first seen.

Physical Exam: provide information about the physical exam conducted relevant to your Clinical Conundrum.

Diagnostic Evaluation: provide the result of any tests, procedures, or imaging conducted on the patient.

Diagnosis: provide a description of the diagnosis made as a result of your exam and evaluation.

Discussion/Conclusion: provide a brief summary of your interpretations and conclusions.

Please DO NOT identify yourself, your co-authors or your institution anywhere in the body of your Clinical Conundrum submission. Your submission will be blinded for review and should not include any identifying information.

File uploads

- You may include one PDF file upload with your submission.
- Your PDF file may include images, tables, graphs.
- Your uploaded file should include only information pertinent to your Clinical Conundrum and should be limited to a maximum of three images/tables/graphs.
- Eliminate all white space around images.
- Captions must be included as part of your image/table/graph.
- All text within the image should be large enough so that it is readable when the images is printed or viewed on screen.
- Complex images are not recommended as they may be difficult for the reader to see an adequate level of detail.
- Your upload file name cannot contain spaces or special characters; it must have standard alphanumeric characters only.