

SUBMITTING TO THE APA

The purpose of the APA Annual Meeting is to disseminate the results of *scientific studies* —e.g. a recap of a study that you have been involved in, or a literature review.

APA SCIENTIFIC REVIEW COMMITTEE—WHAT THEY'RE LOOKING FOR

CREDENTIALS OF PRESENTER

- MD, DO, or PhD
- Affiliation with an Academic Institution
- History of doing research (DBRCT)

CONTENT OF PRESENTATION

- Presenting a DBRCT
- Literature reviews

GUIDELINES FOR ABSTRACTS & LEARNING OBJECTIVES

- Your abstract must emphasize that you will be reviewing the evidence-base. Clinical case examples may be appended to the latter half of your presentation, but should not comprise your entire talk.
- Please be advised that, regardless of your clinical acumen and success rate, any abstract that expresses theories as “facts”, or that presumes your theories represent undisputed truth, is unlikely to be accepted by the APA.
- Your abstract should appear balanced and unbiased. If you are passionate about a given *Integrative Medicine Modality*, then it is your job to convince the APA reviewers, and ultimately the audience, in only one way—present the results of specific studies.
- Take caution in presenting a specific *Integrative Medicine Modality* as “superior” to the current standard of care for a given disorder. Again, stick to the facts (i.e. the results of scientific studies) and let those results speak for themselves.
- The proposal should appear balanced, and therefore should mention limitations to the *Integrative Medicine Modality*.
- **CAUTION ABOUT PROPRIETARY ADVERTISING.** Please note that the APA forbids mention of any proprietary names of medications/ products/ services/ books (e.g. brand names of medications, "Heart Math", "alpha-stim", titles of published books,). However, upon successful completion of your verbal presentation, if an audience member mentions a proprietary name and asks you for more information, you are allowed to answer honestly.]

SUBMISSION LOGISTICS FOR PRESENTERS

- *Every speaker* needs to set up an account, for his/her specific submission, by registering here: <http://ww4.aievolution.com/apa1301/>
- At the bottom is a link that says “Click here to create a Profile”
- Please note that, prior to your final submission, you as a presenter will need to *upload your CV*.

SUBMISSION LOGISTICS FOR CHAIRPERSONS

- For any given Symposium or Workshop, the person who is coordinating and directing the presenters within the talk is considered the “chair”. Note that only the chair is authorized to send the final draft of the submission to the APA. Deadline for this final draft submission is September 13. The chair is also the person responsible for entering the session’s overall Title & Abstract. When entering the session’s overall Title & Abstract, please note the following:
 - For “Allied/Component Affiliation”, please select the “APA Caucus on Alternative and Complementary Medicine”. In the title of your talk, please do NOT write “Sponsored by the APA Caucus on CAIM”. Rather, the selection of your affiliation with us as just described is preferable.
 - For the “Topic” or “Track”, check off whatever you think is appropriate and do not worry about this....

WORKSHOP VS SYMPOSIUM

	Workshop	Symposium
Duration	90 min	2 or 3 hrs (choose one)
# Presenters	Minimum- 1	Minimum- 3 Maximum- 6
Ease of acceptance	Easier	Harder
Deadline	Sept 13, 2012	Sept 13, 2012
<u>Abstract</u>	WORKSHOP ABSTRACT Max 3000 characters w/spaces.	OVERALL ABSTRACT Max 3000 characters w/spaces. PRESENTER’S ABSTRACT Max 1000 characters w/spaces
<u>Title</u>	Max 150 characters w/spaces	Max 150 characters w/spaces
<u>Educational Objectives</u>	3 -5 objectives Each objective max 200 characters w/spaces	3 -5 objectives Each objective max 200 characters w/spaces

HOW TO COUNT CHARACTERS

To count the number of characters in a Word Document, simply select the body of your abstract with your mouse, then click the very bottom left of your screen where it says "Words" (for word count) and a screen will pop up showing you the statistics of character count with spaces etc.