UCSF EDUCATION SHOWCASE
April 2-3, 2019
Abstract Guidelines

ABSTRACT CATEGORIES
Abstracts may be submitted in one of two categories:

1) Curriculum Development Projects: Summaries of curricular innovations.
2) Curriculum Evaluation/Educational Research Projects: Summaries of educational research or curricular evaluation.

If it is difficult to decide which category is most appropriate, please contact Jason Satterfield, chair of the Academy Scholarship Committee, Jason.Satterfield@ucsf.edu.

Authors will be asked to indicate medical education audiences (i.e., medical student education (UME), graduate medical education (GME), and/or continuing medical education (CME), as well as four domains the abstract focuses on.

PRESENTATION FORMATS
Authors whose abstracts are accepted will be asked to prepare an oral presentation. Plenary presentations are ten minutes in length, followed by five minutes for Q&A; mini-oral presentations are five minutes in length with three minutes of Q&A, and feature five slides. The Scholarship Committee will determine the presentation format for each proposal based on the review score, abstract topic and relationship to others submitted.

All presenters must be available to present at any time during both days. Acceptance notices will request this commitment.

ABSTRACT STRUCTURE AND SELECTION CRITERIA
Abstracts are organized into the following categories below. These categories mirror Glassick’s criteria for scholarship in teaching and learning, which will be also used in the peer review process.

Total abstract character count should not exceed 2100 characters with spaces (approximately 300 words), including section headings and references, but excluding title and authors.

<table>
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<th>Abstract Format</th>
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<td><strong>Purpose:</strong> Clearly describe the project's goals and objectives. If you have a hypothesis, state it here.</td>
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<td><strong>Background:</strong> Describe how project was informed by knowledge of previous scholarly work or knowledge of educational principles.</td>
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<td><strong>Methods:</strong> Describe the approaches used for this project. Who was studied or who will evaluate this project? What data were collected and how?</td>
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**Results**: Describe the findings of the study/evaluation including response rate, results, and statistical testing where appropriate, or

**Evaluation Plan**: Describe the outcomes that will tell you whether your curriculum is effective.

**Discussion**: State concisely the data-driven conclusion of your study/evaluation and how the results of the project are being (or will be) made available to colleagues, or

**Dissemination**: Describe your plans for making the results of your project available to colleagues (talks, posters, publications, websites, etc.).

**Reflective Critique**: Describe the steps taken to solicit feedback regarding your project and how it has been (or will be) modified based on the feedback.

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**PRE-SUBMISSION ABSTRACT-WRITING AND CONSULTATION OPPORTUNITIES**

ESCape is offering a one-hour *abstract writing mini workshop* on December 11, 2018 from noon-1pm (no need to register; see link for details on how to participate).

*NEW this year*: Bring your abstract in development to one of the new writing workshops offered by Pat O’Sullivan and members of the AME Scholarship Committee. **Sign up here** by December 17. The dates and times are: 1/7, 4-5pm; 1/9, 8-9am; 1/15, 9-10am; 1/16, 3:15-4pm and 1/17, 3-4pm.

You are also encouraged to **sign up for a pre-submission consultation of your abstract draft** at ESCape, UCSF’s weekly Educational Scholarship Conference. Consultation sessions will take place at Parnassus on January 8, January 15 and January 22, and **spaces will fill up fast**. To sign up, please send an email to Ivan Mendez at ivan.mendez@ucsf.edu, indicating that you are interested in scheduling a consultation session for your Education Showcase abstract, and include the abstract title.

**DEADLINE**

The deadline for submissions is **January 23, 2019 at 11:59pm**. Submit abstracts via [survey](#).

**NOTIFICATION**

Authors submitting abstracts will be notified of decisions via email by February 20, 2019.

**POST-SUBMISSION CONSULTATION OPPORTUNITY AT ESCAPE**

Authors whose abstracts are accepted will have the opportunity to practice their oral presentations at ESCape sessions on March 5, 12 and 19. Registration information will be included in acceptance notices.