



## Frequently Asked Questions

### 1) How do I choose which proposal format to submit?

The International Congress is recruiting proposals in several formats. The following are descriptions of what is being sought for each type of session, for use in selecting the appropriate type of submission.

#### **Pre-Congress Workshop Sessions**

Pre-Congress workshops will take place on Tuesday, May 8 and will be scheduled for 3 or 6 hour sessions.

- Pre-congress workshops offer a longer session (either half-day or full-day) that provides a platform for discussing topics in a more expansive manner than a shorter (60-90 min) main congress session allows.
- A workshop format should focus on developing or strengthening skills in research, education, policy or clinical care. This can be geared for different levels of expertise. We encourage workshops geared for training young researchers/educators/clinicians, as well as more advanced skill building. If particular background is important for the workshop, knowledge prerequisites should be clearly stated.
- The format of each workshop is to be determined by the organizers, but it is expected that they contain ample time for general discussion and audience participation.
- An additional registration fee will be charged to attend the workshops; this fee covers space and organizing costs. No honorarium or reimbursements of any kind will be provided.

#### **Main Congress Sessions**

Congress sessions will be scheduled for 60, 75, or 90 minute presentations on Wednesday, Thursday, or Friday May 9, 10 or 11.

**Symposia:** Symposia sessions are intended to be formal presentations on the “state of the science” of a particular area. Typically, sessions will have two to four presenters, representing at least two different institutions. Each speaker should usually limit their presentation to 20 minutes, to allow adequate time for questions. The individual proposing the session may be the moderator or a speaker and is responsible for coordinating the session and serving as a contact person for the session.

Discussions: The discussion sessions are intended to provide diverse perspectives of approaches, questions, methods and/or applications in integrative medicine as well as opportunities for discussions of topics related to challenges, controversies, or innovations in integrative medicine research, education, clinical work, and policy. A variety of formats is possible for these sessions, including panel discussions, and Oxford or other style debates. Organizers are encouraged to think creatively about ways to engage the audience and include diverse viewpoints. Typically, sessions have two to four presenters, representing at least two different institutions. These sessions have more emphasis on presenting differing points of view than symposia, and greater emphasis on interaction with the audience and more opportunity for audience participation.

Workshops: The workshop format should focus on skill building, in contrast to other main conference sessions. The application needs to clearly state the skills that will be targeted, and how they will be conveyed to participants. The format of these sessions is often "hands-on," where participants will learn and practice a new approach. Each workshop will be led by one presenter/group of presenters who will usually provide more limited formal presentation than in other formats, with greater opportunity for questions and/or practice of a particular skill. In contrast to pre-conference workshops, main session workshops need to be tightly focused and fit in a 90 minute or shorter time period.

## **2) What are the different types of Abstract submissions?**

Abstracts can be either a scientific research abstract, or a non-research abstract in the area of education, clinical, or policy.

Scientific Research Abstracts: Scientific abstracts must present original data. Reviews of prior studies are not considered original data unless new treatments of the data, such as meta-analysis techniques, are used.

- Abstracts are limited to 300 words and must follow the following format: Purpose, Methods, Results and Conclusions.
- Abstracts will be evaluated based on the data included in the abstract and need to be based on available data. Statement such as "data will be available at the meeting" will typically lead to rejection of an abstract. For studies in which data is not yet available, please consider a late breaking submission (opens in February, 2018), rather than submitting an abstract without results.
- Accepted abstracts will be selected for 15-minute oral presentations (10 minute presentation with 5 minutes Q&A) or for presentation during a poster session.
- Abstracts are presented by an individual, typically the submitting author.

Non-Research Abstracts: Non-research abstracts need not present original data.

- Abstracts are limited to 300 words and must follow the following format: Background, Program Description/Teaching Point, Conclusion.

- Accepted abstracts will be selected for 10-15 minute oral presentations or for presentation during a poster session.
- Abstracts are presented by an individual, typically the submitting author.
- Non-research abstract proposals will only be considered along the following themes:
  - Clinical
    - Innovative Clinical Initiatives
  - Education
    - Innovative Curricular Design/Development
  - Policy
    - International, Federal, or Local Health Policy Initiatives

### **3) Can I arrange an Ancillary Meeting?**

- There is an ancillary meeting request form:  
<https://internationalcongress.imconsortium.org/secure/abstracts/docs/AncillaryMeetingRequestForm.docx>.
- Meeting requests will be reviewed by the Program Planning Committee chairs for compatibility of the overall program content and verification that the meeting is in alliance with the overall mission of the Congress.
- This is an opportunity to arrange a small meeting of attendees with overlapping interests.
- All costs associated with the ancillary meetings will be the responsibility of the Organizer.

### **4) I want to submit a session proposal that I will lead alone. Will this be accepted?**

Submission of sessions led by a single individual are allowed, but will only be accepted if there is exceptional merit and a clear rationale for being conducted by a single individual. The Program Planning Committee encourages presentation of different points of view and research perspectives in conference sessions. Few sessions led by a single presenter have met the quality criteria sought by the Program Planning Committee. In addition, sessions that focus on promoting the work or opinions of a single individual are discouraged.

### **5) Can I choose which day my session is presented?**

Putting together the schedule for the conference is a complex process that requires attention to many considerations. We ask that presenters for main conference sessions be available to present the session during any of the three days of the meeting. In special circumstances, the Program Planning Committee will try to address very specific needs of session organizers, but in general it is not possible to develop the conference schedule around the preferences of each session organizer.

### **6) Will my session be eligible for CME credits?**

The Congress intends to have each session (with the exclusion of ancillary meetings) eligible for CME certification, including those sessions held over the lunch period. 0.25 of a credit is received for 15 minutes of participation in a session.

## **7) How are presentations selected?**

*Please be aware that we anticipate being able to accept less than half of session proposals being submitted, based on past experience.* Due to the level of interest in presenting sessions and the constraints of the conference schedule, some worthy proposals may not be accepted. All proposals and abstract submissions will undergo extensive review by members of the Program Planning Committee. Following the suggestions for choosing the appropriate session format, and ensuring that all the items on the application materials are carefully addressed will increase that chance of acceptance. Selection will be determined by the Program Planning Committee on the basis of:

- Scientific Quality
- Appropriateness of the format
- Relevance to Research, Education, Clinical practice, or Policy in Integrative Medicine and Health
- Space availability
- All presenters of accepted sessions and abstracts must register for the Congress by February 16, 2018 to ensure that the session or abstract is included in the program.

## **8) What can I do to increase the chance that my session proposal will be accepted?**

In addition to carefully following the directions for proposal submission and ensuring that requested items of information are well addressed, the Program Planning Committee encourages submissions that have high scientific standards and clear potential to advance the overall field of integrative medicine. Conveying how the session will contribute to the field will increase the chance of acceptance. The Program Planning Committee encourages submissions that exhibit innovative thinking in the field. Lobbying individual members of the Program Planning Committee is discouraged.

## **9) Will my presentation be indexed on PubMed?**

We currently plan that accepted research abstracts will be published in *Global Advances in Health and Medicine*, the official journal of the Academic Consortium for Integrative Medicine and Health. The Congress supplement title will be indexed on PubMed if possible.