



Besroure Centre for Global Family Medicine Poster Presentation Guidelines 2021

The Besroure Centre for Global Family Medicine (Besroure Centre) is hosting its annual Besroure Forum as part of the College of Family Physicians of Canada (CFPC)'s Family Medicine Forum (FMF) taking place virtually from November 10 to 13, 2021.

If you are submitting an abstract for a poster presentation, it is understood that at least one presenting author must register for the event once the submission is accepted and registration opens. Please read guidelines before completing your submission.

Purpose

To provide the Besroure Centre with a peer-reviewed sounding board for potential partnerships and to encourage scholarly exchange between Besroure partners.

Goals

- To encourage scholarly dialogue, collaboration, and exchange among participants.
- To publish accepted abstracts in the Besroure Forum's scientific program.

Eligibility

- Clinical research, program evaluation/quality improvement, and medical education projects are encouraged, provided a scholarly approach is taken. The Besroure Centre Scientific Committee takes an inclusive view of research, but scientific rigour is expected.
- Projects by individuals from single institutions are accepted; however, preference is given to projects involving collaboration among Besroure partners, with an emphasis on encouraging collaboration among individuals from high-income countries and low- to middle- income countries.

Registration

Once an abstract is accepted, at least one presenting author (not necessarily the first author) must register for at least one day of FMF.

Deadline

Please submit your abstract by **April 30, 2021**. Extensions on the deadline will be considered as needed and as space and time allow; please contact the Besroure Centre Scientific Committee as early as possible if you require an extension (email addresses are provided in the Questions section below).

Abstract instructions

1. Default language: Abstracts must be submitted in English.
2. Title: Include a concise title for your poster. The maximum word count for the poster title is 15 words. If your project is not yet complete at the time of when you submit your abstract, please note "In progress" in your abstract submission in parentheses after your title.
3. Authorship: All authors should be listed in the order you will list them on your poster so they can be published appropriately in the program. Add an asterisk (*) after the relevant name(s) to indicate who will present the poster at the Besroure Forum. Multiple presenters are encouraged. All authors should list their primary academic institution affiliations on the abstract and poster, including the country for international participants.
4. Description: Please adhere to a maximum length of 350 words (not including the title and authors list).
5. Formatting: If possible, please submit abstracts as Microsoft Word documents.
6. Headings: Use headings that are appropriate for your project. For example, if your submission is a research poster, consider: Context, Objective, Design, Participants, Intervention, Outcome, Measures, Results, Conclusions. If your submission is a program evaluation, quality improvement project, or medical education project, you may choose alternative headings suitable to your work.

Submission

Submit your abstract to besrourecentre@cfpc.ca.

Completed poster dimensions

- In-person: Your finished poster should measure no more than 1.75 metres x 1 metre.
- Virtual: File format details will be provided by the CFPC closer to the event.

Judging and awards:

Posters will be judged by a panel of the presenters' peers.

- Best Poster Award:
This award will be recognized with a certificate and prize. Certificates will be provided to all authors listed on the winning poster. The first author will be invited to return as a keynote speaker at the following year's Besroure Forum held during FMF to present their work in a plenary session. If the first author is from a high-income country, the keynote invitation will also be extended to the first author listed from a low- or middle-income country to co-present their project. The prize will include financial support toward the following year's travel to present the keynote (if in-person event). The extent and allocation of travel funding may vary from year to year as resources permit and with consideration given to presenters' needs and the order of authorship.

- **Second-Place Award:**
This award will be recognized with certificates for all authors listed on the chosen poster.
- **Delegates' Choice Award:**
This award will be recognized with a certificate to all authors listed on the chosen poster. (Not applicable to a virtual event.)

Award eligibility

- Posters that include the work of Besroul partners from low- or middle-income countries will be prioritized in consideration for the Best Poster Award. Posters presenting the work of partners from only high-income countries are eligible for the Delegates' Choice Award.
- Poster judges are invited to submit abstracts and present posters; however, their posters are eligible only for the Delegates' Choice Award and not the Best Poster Award.

Presenter information

Only the corresponding author (who is encouraged to be the primary presenter) will receive all correspondence related to the submitted abstract. It is the responsibility of the corresponding author to share any information received from the Besroul Centre Scientific Committee related to the abstract submission with co-presenters/co-authors.

Questions

If you have any questions about how to write an abstract or poster presentation, the Besroul Centre Scientific Committee is available at the e-mail addresses provided below for information or advice. Committee members are also available to provide constructive feedback on abstracts.

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Co-chairs, Besroul Centre Scientific Committee