Guidelines for Submitting Abstracts

Thank you for your interest in submitting an abstract for the 38th GLMA Annual Conference on LGBTQ Health! This document will outline GLMA’s expectations for abstracts and describe the two types of abstracts we are seeking for the Annual Conference. Please read the following guidelines carefully.

We highly recommend reading the Instructions and Tips for using the online submission system prior to starting the submission process. If you have questions about your submission, please contact us at annualconference@glma.org.

Conference Theme

Developing LGBTQ Health Leadership: Strategies to Strengthen Ability and Influence in LGBTQ Healthcare, Health Education, and Health Policy

This year’s conference theme, Developing LGBTQ Health Leadership, will focus on strategies to strengthen the ability and influence of leaders to improve outcomes in LGBTQ healthcare, health education, and policy making at every opportunity. We especially welcome abstracts pertaining to: (1) LGBTQ health, healthcare and health policy in rural, urban, and international settings; (2) research and strategies to improve the health of LGBTQ people of color, LGBTQ Indigenous people, and Two-Spirit individuals; (3) research on health education; (4) the impact of social policies and the political climate on LGBTQ health; (5) fertility considerations and reproductive health for transgender and other gender-expansive individuals, and sexual minority women; (6) the impact of climate change on LGBTQ health; and (7) community-led LGBTQ health initiatives.

Abstracts and proposals addressing this theme will be prioritized.

Please see the Call for Abstracts for more information on this year’s conference theme and examples of previously presented topics.

Expectations for Abstracts

Audience
The GLMA Annual Conference draws over 500 participants from various health professions including physicians, physician assistants, nurses, nurse practitioners, mental and behavioral health specialists, including psychologists and social workers, public health practitioners, researchers, educators, health policy specialists, advocates, administrators, health profession students and trainees, and others interested in improving health for LGBTQ people.

Evidence-Based Content
GLMA is committed to ensuring all content presented at the Annual Conference provides a balanced view of therapeutic options, if applicable, and is evidence-based. Abstracts submitted for consideration should be developed based on evidence that is accepted within the presenter’s profession.
Abstract Components
All abstract submissions must include the following components:

- Presenter(s) name(s) and contact information, including degrees/credentials (limit 2 per presenter)
- CV/resume(s) for each presenter
- Completed set of Speaker Forms for each presenter
- Headshot for each presenter
- Presenter bio(s) (maximum 150 words each)
- Presentation title
- Abstract (maximum 250 words)
- 3 Learning objectives (please see below for more information)
- Workshop timeline* (maximum 250 words) (please see below for more information)

Learning objectives must be written using verbs that demonstrate behaviors (i.e., explain, list, describe, discuss, demonstrate, calculate, compare, analyze, etc.). “Understand” and “know” are examples of words that should NOT be included in learning objectives.

The goal of learning objectives for GLMA’s Annual Conference is to facilitate changes in participants’ behavior, not knowledge or understanding.

Learning objectives will be formatted in the following way:

By the end of this presentation, participants will be able to:
1. ___________
2. ___________
3. ___________

Applicable Competencies
GLMA expects each abstract to address at least one of the following Professional Competencies (ACGME Core Competency):

Healthcare Knowledge: Healthcare knowledge is an understanding of the epidemiology, pathophysiology, diagnosis, management, and prevention of disease.

Interpersonal and Communication Skills: Interpersonal and communication skills are important to effective information exchange with patients, patient family members, members of the health care team, and the health care system.

Patient Care: Patient care is the ability to provide health care that is compassionate, appropriate, safe, and effective for the treatment of health problems and the promotion of health across the life span.

Professionalism: Professionalism is a commitment to personal development, individual accountability, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements in health care.

Practice-based Learning and Improvement: Practice-based learning and improvement is ongoing dedication to assess, evaluate, and improve patient care practices.

System-based Practice: System-based practice encompasses the societal, organizational, political and economic environments in which health care is delivered.
Abstract Submission Types

GLMA is calling for **two types of abstract submissions**: Workshops Sessions and Original Research Sessions (oral and poster presentations). For more information on GLMA’s Annual Conference, please refer to GLMA’s Call for Abstracts or visit [www.glama.org/conference](http://www.glama.org/conference).

Please [click here](http://www.glama.org/conference) for a sample abstract and [click here](http://www.glama.org/conference) to see a list of FAQs.

**Workshops Sessions**

*Format:*
Workshops are interactive sessions with 20-50 multidisciplinary attendees and should be developed to allow for an in-depth presentation and discussion of a topic. Case studies, role plays and discussion-based brainstorming are encouraged in addition to, or in place of, PowerPoint presentations.

Workshop sessions are usually 60 minutes in length, including at least 10 minutes for Q&A with the audience. You will be required to submit a proposed timeline (i.e., draft agenda) for your workshop session. See the box for an example.

**Presenters:**
Co-presenters are permitted for workshop sessions; however, **only one presenter should submit the abstract**. The presenter who submits the abstract will be known as the "primary presenter" and will be the person notified with the selection decision. No more than **FOUR** presenters are permitted for one abstract. Please [contact us](mailto:annualconference@glma.org) if you have questions about presenters or the format of workshop sessions. **All presenters MUST be specified and included in the abstract submission.**

**Original Research Sessions (Oral or Poster Presentations)**

*Format:*
Original Research Sessions should include sections on Background, Methods, Results and Discussion/Conclusion.

Abstracts selected for **oral presentations** (using PowerPoint) will be 15 minutes, followed by 5 minutes of Q&A with the audience. Accepted abstracts will be grouped by GLMA’s Education Committee and presented during the same concurrent session. To the extent possible, abstracts will be grouped by topic. *As is standard practice, oral research presenters should expect to be asked questions about their research by members of the audience. The session will be moderated.*

Abstracts selected for **poster presentations** will be displayed during the poster sessions, which will last 30-45 minutes and run concurrently with conference transition periods. The author will briefly present their poster and discuss it with attendees.

**Presenters:**
**Only ONE author of a study may present during an oral or poster session.** Do **not** list additional authors in the abstract submission. Other authors may be listed in the presentation materials prepared by the presenter (slide presentation or posters).

Questions? Contact us at [annualconference@glma.org](mailto:annualconference@glma.org) or 202-600-8037 ext 311. For an example of previously submitted and accepted abstract, please [click here](http://www.glama.org/conference).