The third annual San Antonio Military Health System and Universities Research Forum (SURF) will showcase the latest research discoveries of trainees, faculty, staff and students from health-related disciplines.

2017 Call for Abstracts
Submission deadline is: Friday, February 17, 2017
Abstract Submission Website: https://easychair.org/conferences/?conf=2017surf

Registration:
http://research.utsa.edu/surf/

*Note: To complete your online registration, do not use Internet Explorer. Please use a different browser.
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SURF 2017 CALL FOR ABSTRACTS

Online Abstract Submission Deadline: Friday, February 17, 2017 at 11:59 P.M. CST

San Antonio, known as Military City, U.S.A., is uniquely positioned to serve as a leader in government and civilian healthcare research through its leading organizations-San Antonio Military Health System (SAMHS), The University of Texas Health Science Center at San Antonio (UTHSCSA), and The University of Texas at San Antonio (UTSA). The SAMHS and Universities Research Forum (SURF) co-chairs invite you to participate in the 3rd Annual event designed to showcase the work of trainees, faculty, clinicians, staff and students from multiple disciplines and public health agencies and foster collaboration across San Antonio. The forum will be held on Friday, June 16, 2017, at The University of Texas at San Antonio Main Campus, H-E-B University Center Ballroom (HUC 1.104) from 8:00 A.M. - 5:00 P.M. Registration opens at 7:00 A.M.

With the theme “Evidence-Based Practice & Research in Healthcare: Encouraging Collaborative Partnerships”, forum participants will have the opportunity to present and share research, practice, policy, and collaborations; earn continuing education credits/units (e.g., CME, CNE); connect and network with scholars and practitioners from SAMHS, academic institutions, and public government agencies, and private organizations for education, research, policy, and clinical practice collaborations.

Research, practice, policy, and collaborations will be presented in paper and poster sessions, and symposia along 15 focus areas/learning tracks:

- Caregivers: Family Caregivers and Medical Providers
- Dental
- Inpatient and Outpatient Care
- Open: This category is open. Author’s work is related to protecting, maintaining, and improving health.
- Medical Modeling and Simulation
- Patient Safety
- Personalized Medicine (Precision Medicine)
- Pharmacy
- Physical Therapy
- Policy, Practice, and Collaborations
- Pre-Hospital Trauma
- Preventative Medicine, Public Health and Wellness
- Regenerative Medicine
- Social Work
- Technology and Innovation in Healthcare
All interested participants have three opportunities to present their research and scholarly work during the 2017 SURF. Please read below for the description of each opportunity. Each will require the submission of a 500 word abstract.

1) **Paper Session**

This opportunity allows individuals to present their research or scholarly work in one of the fourteen focus areas/learning tracks.

**Research Papers**

A research paper presents the results of a quantitative, qualitative, or other analytical methods study. These studies are based on original data collection or secondary data analysis. Research paper abstracts should be fairly mature both conceptually and methodologically, ideally with some preliminary data analysis.

Research paper abstracts should contain as many of the following as are applicable, preferably in this order: (1) objectives or purposes of the study; (2) theoretical or conceptual frameworks/perspectives; (3) methods, techniques, or modes of inquiry; (4) data sources or evidence; (5) expected results, conclusions; and (6) significance of the study’s findings.

Research paper abstracts will be evaluated based upon: (1) the importance of the topic to the selected theme; (2) the originality of the work; (3) the quality of theoretical or conceptual frameworks and data sources, if applicable; (4) the soundness of the research design, analysis, and/or interpretation; (5) the reasonableness of the conclusions and implications; (6) the overall clarity of the proposal (e.g., quality of writing, organization of ideas, clarity of assumptions, logic of arguments, etc.); and (7) evidence that the research is near completion.

**Scholarly Papers**

Scholarly papers take the form of essays that present well-developed arguments on philosophical, theoretical, or practical problems in the study of theoretical and applied. They are not required to adhere to an empirical research design (i.e., methods, data collection, and data analysis). Instead, scholarly papers pose analytical questions, synthesize divergent bodies of literature, or elaborate new theoretical or conceptual frameworks.

Scholarly paper proposals should contain as many of the following as are applicable, preferably in this order: (1) objectives or purposes of the inquiry; (2) the philosophical, theoretical, or practical argument and its bases; (3) literature, sources, or evidence to support the argument/analysis; (4) conclusions and implications of the argument; and (5) significance of the argument for higher education.

Scholarly paper proposals will be evaluated based upon: (1) the importance of the topic to higher education; (2) the originality of the work; (3) the quality of the analytical argument, including how well the argument fits or challenges the extant literature; (4) the persuasiveness of the conclusions; (5) the overall clarity of the proposal (e.g., quality of writing, organization of ideas, clarity of
assumptions, logic of arguments, etc.); and (6) evidence that the paper will be completed at least two weeks before the conference.

2) **Poster Session**

Poster presentations provide a forum for scholars to engage in active discussion with other conference participants about a completed research project or about a project in developing stages. The poster venue allows scholars with similar research interests to interact by using the poster as a focal point.

Poster presenters will display their research on a large bulletin board (provided at the conference). Presenters will attend the poster session to discuss the project with conference attendees and also should bring as handouts a written detailed summary of their work. Proposals should provide: (1) a clear statement of the purpose or goals of the research (i.e., the primary research questions or issues being addressed); (2) a brief summary of the theoretical or conceptual foundation for the work; (3) a description of the methodology being used and the project findings (if applicable); and (4) the theoretical and/or practical significance and implications of the research.

Poster proposals will be evaluated on: (1) the significance of the topic, issue, or problem to the field of higher education; (2) the quality of the theoretical or conceptual framework; and (3) the clarity of objectives and intended outcomes of the research.

3) **Symposia**

A symposium is a thematic, integrated, and interactive engagement between a panel of presenters and the audience. A symposium is research-oriented and/or practice-oriented but, unlike a research or scholarly paper session, the symposium organizers determine the theme and set of presenters for an entire session. Thus, symposia should not be organized in the same format as a traditional research or scholarly paper presentation. The focus of the discussion is a clearly identified theme or topic that: (a) utilizes a particular disciplinary or theoretical perspective in considering a research problem; (b) reflects an emerging issue in a specific area of research, policy, or practice; or (c) centers on the development of health-related theory, practice, or research methodology.

The symposium organizers determine the theme and set of presenters for an entire session. Symposia should not be organized in the same format as a traditional research paper session, but facilitate a session for those interested in enhancing practice, research, policy, and/or collaborations in healthcare. The names of presenters should be included in the Word document file, and the backgrounds of presenters should be described. Members of the panel will make brief presentations linking their talking points to the theme, after which ample opportunity should remain for discussion. The discussion should be moderated, and a moderator should be designated within the Word document file.
General Abstract Submission Guidelines

We invite abstracts for research, policy, and practice papers and poster presentations, and symposia directly connected to at least one of the fourteen focus areas/learning tracks. Submit abstracts through the SURF 2017 online abstract submission website by Friday, February 17, 2017 at 11:59 P.M. CST.

Accepted participants will be notified via email on Friday, April 7th. Invitations must be accepted or declined by Friday, April 28th. In addition to submitting an abstract, all SURF participants must register to attend SURF via the SURF 2017 registration website.

Instructions for topic focused presentations, symposia and poster abstracts are provided in this guidebook. NOTE: Each format has a particular set of guidelines.
Paper and Poster Presentations Abstract Instructions
All paper and poster abstracts must be submitted online via the SURF 2017 EasyChair website. For those who have not used EasyChair, you will be asked to set-up an EasyChair account.

The online form includes two versions of the abstract: a 500-word abstract posted on the online form and an uploaded Word document file. These two abstract versions vary. The latter includes identifying information while the former does not. Reviewers will not have access to the Word document file. For accepted abstracts, the Word document file will appear in the forum booklet.

Online Abstract Submission for Paper and Poster Presentations
- All paper and poster abstracts must be submitted online via the SURF 2017 EasyChair website. On the submission page, you will provide/designate/upload the following information:
  - **Author Information**: This includes: first and last name, email, country, organization (list department and institutional affiliations), web site (if applicable), and designate the corresponding author(s).
  - **Title**
  - **Abstract**: No more than 500 words. NOTE: Reviewers will not read beyond 500 words.
  - **Keywords**: This includes key phrases or key terms related to the research, practice, policy, or collaboration.
  - **Topics**: Designate the appropriate focus area/learning track.
  - **Submission Categories**: Indicate if the abstract is for a paper or poster.
  - **Upload File**: Upload a Word document file using the required formatting instructions provided in the section below. This file will be used to develop the forum booklet for accepted abstracts. NOTE: Reviewers will not have access to this Word document file.

- When the online submission form is completed, press the “Submit” button. The corresponding author(s) will receive a confirmation email from EasyChair.

Abstract Formatting Instructions for Paper and Poster Word Document Files
The uploaded Word document file for paper and poster abstracts should be formatted as follows:

- **Title**: Arial font, 14-point size, centered, boldface, all caps, and two spaces between each word

- **Author(s)**: Use Arial font, 12 point-size, centered, and boldfaced with presenter(s) name first. Provide first and last names, credentials, department, college/school (if applicable), and
institutional affiliations (e.g., Jill Hernandez, Ph.D., Biomedical Engineering, College of Sciences, The University of Texas at San Antonio).

- **Abstract Body:** Arial font, 12-point size, use 1” page margins on all sides. Indent the first line of each paragraph by half an inch. Use both left and right justification. Superscripts and subscripts should be 9-point size.

- The abstract is limited to one full page (with title & authors). All content must be in black and white. Abstracts may (but are not required) include representative figures, tables, or images. You are encouraged to format the body of the abstract to include the following sections: Background, Materials & Methods, Results, and Conclusions.

- Please include acknowledgements and funding support. NOTE: If this information limits the size of abstract body, please extend the text to an additional page.

- You are required to use this template for your abstract submission.

- Reviewers will not have access to the Word document file. For accepted abstracts, the Word document file will appear in the forum booklet.

- NOTE: Your Word document file may exceed the one-page limit due to author and acknowledgement/funding information. If so, please keep the body of the abstract (e.g., background, materials & methods, results, and conclusions) to **500 words**, but be sure to follow the font and formatting instructions for the title, authors, and acknowledgement/funding information. In other words, your file can go beyond the one-page limit, if you follow this note.

**Evaluation Criteria for Paper and Poster Abstracts**

Each paper and poster abstract must demonstrate:

- **Relevance/Importance** to at least one of the fifteen focus areas/learning tracks: Behavioral Health; Pre-Hospital/Emergency/Trauma/Critical Care; Public Health/Wellness; Regenerative Medicine; Policy, Practice, and Collaborations; Bedside Clinical Care; and Open.
- **Technical Quality:** Demonstrate clear ideas and arguments addressing theory, practices, and/or methods. Exhibit high quality writing and accurately cite relevant sources.
- **Innovation:** Introduce and/or promote the development of new ideas, practices, and/or methods within a selected focus area/learning track.
- **Intellectual Merit:** Research advances knowledge and understanding within a field of study or across disciplines.
- **Broader Impacts to Society:** Research must not only contribute to the growing fund of knowledge, but benefit society, including teaching, training, learning, and outreach.
Symposia
A symposium is a thematic, integrated, and interactive engagement between a panel of presenters and the audience. The focus of the discussion is a clearly identified theme or topic that: (a) utilizes a particular disciplinary or theoretical perspective in considering a research problem; (b) reflects an emerging issue in a specific area of research, policy, or practice; or (c) centers on the development of health-related theory or research methodology.

The symposium organizers determine the theme and set of presenters for an entire session. Symposia should not be organized in the same format as a traditional research paper session, but facilitate a session for those interested in enhancing practice, research, policy, and/or collaborations in healthcare. The names of presenters should be included in the Word document file, and the backgrounds of presenters should be described. Members of the panel will make brief presentations linking their talking points to the theme, after which ample opportunity should remain for discussion. The discussion should be moderated, and a moderator should be designated within the Word document file.

A symposium submission highlights (1) objectives of the session; (2) significance of the theme or topic; (3) identification of the presenters and a discussion of their backgrounds related to the theme or topic; (4) a discussion of the research or perspective that each presenter will contribute; and (5) a discussion of how the session will be structured, including designating the moderator and strategies to facilitate audience discussion.

Symposium Word document files will be evaluated on the following criteria: (1) originality; (2) clarity of focus; (3) significance of topic and/or relevance to health research, practice, policy, and/or collaboration; (4) integration and coherence of panel’s presentations as a group; (5) range of knowledge and/or points of view represented by panelists; (6) adequacy of strategy for involving audience in the discussion and for making the session interactive; and (7) ways that the session intentionally tries to facilitate learning among participants.

Abstract Instructions for Symposia
All symposium abstracts must be submitted online via the SURF 2017 EasyChair website. For those who have not used EasyChair, you will be asked to set-up an EasyChair account.

The online form includes two versions of the abstract: a 500-word abstract posted on the online form and an extended uploaded Word document file. These two abstract versions vary. The latter is longer and includes identifying information while the former does not. Reviewers will evaluate the Word document file. NOTE: For accepted abstracts, the online 500-word abstract and the presenter and moderator identifying information from the Word document file will appear in the forum booklet.
Online Abstract Submissions for Symposia

- All symposium abstracts must be submitted online via the [SURF 2017 EasyChair website](EasyChair). On the submission page, you will provide/designate/upload the following information:

  - **Author Information:** This includes: first and last name, email, country, organization (list department and institutional affiliations), web site (if applicable), and designate the corresponding author(s) and/or lead organizer of the symposia.
  - **Title**
  - **Abstract:** No more than 500 words. This 500-word abstract will be printed in the forum program booklet.
  - **Keywords:** This includes key phrases or key terms related to the theme of the research, policy, practice of the symposia.
  - **Topics:** Designate the appropriate focus area/learning track.
  - **Submission Categories:** Indicate that the abstract is for a symposium.
  - **Upload File:** Upload a Word document file using the required symposium formatting instructions provided in the section below. Reviewers will evaluate the Word document file.

- When the online submission form is completed, press the “Submit” button. The corresponding author(s) will receive a confirmation email from EasyChair.

**Abstract Formatting Instructions for Symposium Word Document Files**

The uploaded Word document file for symposium submissions should be formatted as follows:

- **Title:** Arial font, 14-point size, centered, boldface, all caps, and two spaces between each word

- **Presenter(s) and Moderator and Their Background:** Use Arial font, 12 point-size, centered, and boldfaced with presenter(s) name first. Provide first and last names, credentials, department, college/school (if applicable), and institutional affiliations (e.g., Jill Hernandez, Ph.D., Biomedical Engineering, College of Sciences, The University of Texas at San Antonio). Include 2-5 sentences that discuss each presenter’s background related to the theme or topic.

Skip one line. Use Arial font, 12 point-size, centered, and boldfaced with moderator’s name first. Provide first and last name, credentials, department, college/school (if applicable), and institutional affiliations (e.g., Jill Hernandez, Ph.D., Biomedical Engineering, College of Sciences, The University of Texas at San Antonio). Include 2-5 sentences that discuss the moderator’s background related to the theme or topic.
Abstract Body: Arial font, 12-point size, use 1” page margins on all sides. Indent the first line of each paragraph by half an inch. Use both left and right justification. Superscripts and subscripts should be 9-point size. In no more than 1,000 words the symposium description should include as many of the following as are applicable, preferably in this order: (1) objectives of the session; (2) significance of the theme or topic; (3) a discussion of the research or perspective that each presenter will contribute; (4) a discussion of how the session will be structured, including the strategies to facilitate audience discussion.

- Please include acknowledgements and funding support.

- You are required to use this template for your symposium Word document file submission.

- Reviewers will evaluate the symposium Word document file. For accepted abstracts, the online 500-word abstract and the Word document file list of presenters and moderator will appear in the forum booklet.

Evaluation Criteria for Symposium Abstracts
Symposium Word document files will be evaluated on the following criteria:

- Originality
- Clarity of focus
- Significance of topic and/or relevance to health research, practice, policy, and/or collaboration
- Integration and coherence of panel’s presentations as a group
- Range of knowledge and/or points of view represented by panelists
- Adequacy of strategy for involving audience in the discussion and for making the session interactive
- Ways that the session intentionally tries to facilitate learning among participants.
Abstract Submission Timeline

- Wednesday, November 16, 2016: Online abstract submission opens
- Friday, February 17, 2017 11:59 P.M. CST: Deadline to submit abstract(s)
- Friday, April 7, 2017: Accepted abstract notification
- Friday, April 28, 2017: Deadline to accept/decline presentation invitation(s)
- Friday, June 16, 2017: SURF 2017

SURF Website Links

- SURF Website: http://research.utsa.edu/surf/
- Abstract Submission: https://easychair.org/conferences/?conf=2017surf
- Registration: https://www.regonline.com/SURF2017
- NOTE: To complete your online registration, do not use Internet Explorer. Please use another browser.

Additional SURF Information

SURF registration and UTSA Campus parking are free to all participants. All presenters must register to attend SURF at this website https://www.regonline.com/SURF2017

Free parking is provided in the Brackenridge Avenue Lots 1 & 2. No permit is required. If you would like to park closer to the H-E-B University Center (HUC), parking is available in the Ximenes Avenue Garage. Fee: $2.00/hour. See the SURF-UTSA Campus map: http://research.utsa.edu/surf/download/SURF_Map.pdf.

Contact Information

For additional information about SURF, please contact Jaclyn Shaw, Director for Research Support, The University of Texas at San Antonio via email (jaclyn.shaw@utsa.edu) or phone (210-458-6767).

For assistance with SURF online registration and/or abstract submission, please contact Daniel Arriaga, Program Coordinator, The University of Texas at San Antonio via email (Daniel.arriaga@utsa.edu) or phone (210-458-6302)