SURF 2015
SAMHS and Universities Research Forum
Friday July 24, 2015
UTSA Main Campus
Call For Abstracts
Presentation Formats and Abstract Guidelines
Deadline To Submit All Abstracts:
Monday, June 15, 2015
11:59 P.M. CST
Abstract Submission Website:
https://easychair.org/account/signin.cgi?key=24989325HWQ8eFDmL2tf7bU5
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SURF 2015 CALL FOR ABSTRACTS

Online Abstract Submission **Extended Deadline:** **Monday, June 15, 2015** at 11:59 P.M. CST

San Antonio is a unique city, serving as a leader in government and civilian healthcare research through organizations like the 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). These institutions invite you to the first annual SAMHS and Universities Research Forum (SURF), a local event to showcase the work of trainees, faculty, staff and students from multiple disciplines. The forum will be held on Friday, July 24, 2015, 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.

With the theme “Evidence-Based Practice & and Research in Healthcare: Encouraging Collaborative Partnerships”, forum participants will have the opportunity to present and share research, practice, policy, and collaborations; earn CME/CEUs; and connect with scholars from SAMHS and academic institutions for future education, research, policy, and practice collaborations.

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

- Behavioral Health
- Pre-Hospital/Emergency/Trauma/Critical Care
- Public Health/Wellness
- Regenerative Medicine
- Policy, Practice, and Collaborations
- Bedside Clinical Care
- Open: This category is open. Author’s work is related to protecting, maintaining, and improving health.
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 seven focus areas/learning tracks. Submit abstracts through the SURF 2015 online abstract submission website by Monday, June 15, 2015, at 11:59 P.M. CST.

Accepted participants will be notified via email on Monday, June 22. Invitations must be accepted or declined by Tuesday, June 30. In addition to submitting an abstract, all SURF participants must register to attend SURF via the SURF 2015 registration website.

Instructions for paper and poster abstracts, as well as symposium abstracts are on the following pages. NOTE: There are differences between these two sets of instructions.
Abstract Instructions for Paper and Poster Presentations

All paper and poster abstracts must be submitted online via the SURF 2015 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 2015 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.

**Evaluation Criteria for Paper and Poster Abstracts**

Each paper and poster abstract must demonstrate:

- **Relevance/Importance to at least one of the seven 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 2015 EasyChair website](https://www.easychair.org/conferences/?conf=surf2015). 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. 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 2015 EasyChair website. On the submission page, you will provide/designate/upload the following information:
  
  o **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.
  
  o **Title**
  
  o **Abstract**: No more than 500 words. This 500-word abstract will be printed in the forum program booklet.
  
  o **Keywords**: This includes key phrases or key terms related to the theme of the research, policy, practice of the symposia.
  
  o **Topics**: Designate the appropriate focus area/learning track.
  
  o **Submission Categories**: Indicate that the abstract is for a symposium.
  
  o **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:

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

  o **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 and 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

- Monday, April 20, 2015: Online abstract submission opens
- Monday, June 15, 2015, at 11:59 P.M. CST: Deadline to submit abstract(s)
- Monday, June 22, 2015: Accepted abstract notification
- Tuesday, June 30, 2015: Deadline to accept/decline presentation invitation(s)
- Friday, July 24, 2015: SURF 2015

SURF 2015 Website Links

- SURF Website: http://research.utsa.edu/surf/
- Abstract Submission: https://easychair.org/conferences/?conf=surf2015
- Registration: https://www.regonline.com/SURF2015. 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/SURF2015.

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, which charges $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, Assistant Director for Faculty Development, 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 Diane Elizondo, Program Coordinator for Faculty Development, Research Support, The University of Texas at San Antonio via email (diane.elizondo@utsa.edu) or phone (210-458-8528).