

**NCAD EAST**July 31–August 2, 2020
BALTIMORE**NCAD WEST**August 17–19, 2020
ANAHEIM

SUBMISSION GUIDELINES & OTHER IMPORTANT INFORMATION

NCAD East and NCAD West 2020 DATES/LOCATION

NCAD East will be held **July 31 - August 2, 2020** at the **Hilton Hotel Inner Harbor in Baltimore, MD.**

NCAD West will be held **August 17 - 19, 2020** at the **Disneyland Hotel in Anaheim, CA.**

SUBMISSION DEADLINE

All abstracts must be received by **November 8, 2019** for consideration for inclusion in the 2020 agenda.

SESSION DETAILS

All concurrent CME sessions at NCAD East and NCAD West are allotted a **TOTAL** of 60 minutes, of which we recommend saving 15 minutes at the end for Q&A. Please make sure your proposed session is designed to fit within this timeframe.

EVALUATION CRITERIA

Comprehensive sessions presented at the 2020 NCAD East and NCAD West must meet the criteria for continuing medical education (CME). Additionally, proposed sessions will be evaluated on (but not limited to):

- Relevance to the addiction professional community
- Diversity, quality, and depth of the topic
- Balance and objectiveness of the topic
- Scientific merit of the topic
- Learning format of the session
- Qualifications of the proposed faculty

FORMATTING GUIDELINES

Please adhere to the following formatting guidelines when submitting your proposal. Following these instructions helps us review your submission more efficiently:

- **TITLES**
 - Do not use abbreviations in session titles
 - The title of your abstract should be formatted with “leading caps” where appropriate.

EXAMPLES:

✗ EFFECTIVE TREATMENT STRATEGIES IN RURAL POPULATIONS

✗ effective treatment strategies in rural populations

✓ effective treatment strategies in rural populations

• LEARNING OBJECTIVES

- Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of attending your educational program.
- Learning objectives must be OBSERVABLE and MEASURABLE
- Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors

GOOD VERBS: List, Describe, Apply, Analyze, Assess **BAD VERBS:** Know, Understand, Appreciate

• PRACTICAL TAKE-AWAYS

- We require all abstracts accepted at our conference to provide the audience with a few

“Practical Take-Aways” from a session to apply to their patients and/or practice. Practical Take-Aways should incorporate action verbs that describe measurable behavior.

• OVERALL

- Please be as complete and descriptive as possible to avoid questions during the review

round.

- Please use regular sentence formatting (capital letters where necessary, no CAPS LOCK).

SUBMITTER/SPEAKER INFORMATION

In addition to the submitter, you can enter one additional presenter for a maximum of 2 presenters.

The submitter of the abstract will automatically be listed as the lead presenter on the proposed session. Please keep this in mind when drafting your submission.

In addition to providing contact information, we require all presenters provide the following with their abstract submission:

- Title/Affiliation as you would want it to appear on conference materials if your session is accepted
- Up to date CV
- Headshot
- Disclosures

REVIEW PROCESS

Our conference planning committee, made up of a diverse group of addiction professionals, will review the proposals and educational concepts presented and evaluate the diversity, quality, and depth of the topic. Submissions are reviewed on a rolling basis, however final determination as to which sessions will be selected does not occur until ALL abstracts have been submitted and reviewed.

SELECTION PROCESS

Unfortunately, we are not able to accommodate all submissions. After a thorough review and thoughtful consideration, determinations are made as to which sessions will be selected for inclusion in the agenda. Acceptance and denial e-mails will be sent out by mid-January 2020 to all submitters.

QUESTIONS

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail novwori@naccme.com.