

Family Medicine Education Consortium (FMEC) Frequently Asked Questions from Annual Meeting Presenters

My presentation was accepted. Do I need to register?

YES. All Professional (faculty, other post-training professionals) and Resident/Fellow presenters attending the Annual Meeting must pay a registration fee. This also applies to all second, third, fourth or fifth presenters who intend to be onsite and participate in the program. Authors who are listed in your session proposal but not attending the Annual Meeting do not need to register. Even if you are attending *only to present your session* and do not intend to stay or participate in the Annual Meeting, you must register for the entire meeting. The FMEC does not offer single-day registration or special rates for presenters. If you arrive at the meeting for your presentation and have not pre-registered, you will be charged and required to pay onsite. If you were accepted to present but do not intend to register, please let the FMEC know so we can cancel your session.

I'm a medical student presenter. Do I need to register?

If you are a medical student presenter from an approved medical school, you should apply for and receive a student scholarship to attend. Approved schools include those in the FMEC's 14 state+DC region and specific international medical schools. A scholarship covers your registration fee, Friday and Saturday housing, and all meals included as part of the Annual Meeting agenda. Travel expenses are NOT covered by the student scholarship. If you have not done so already, please apply for a student scholarship as soon as possible since availability is limited. If you are a medical student presenter from an unapproved school, for instance one that is outside the FMEC region, you will need to complete and pay the student registration. Visit the [FMEC Student Information](#) page for more information or contact Jennifer Stamper, Student Scholarship Coordinator, at jennifer.stamper@fmec.net.

How was my submission selected for the Annual Meeting?

All submissions are sent to the various review teams for their scoring and comments. The review teams read, score and comment on each submission they receive. Their comments and scores are then forwarded to the Planning Committee Coordinators. The Coordinators take into consideration all of the scores and comments from the review teams and then builds the strongest program possible. Suggestions to improve the program from the reviewers and Coordinators may be sent to presenters, and some sessions may be rejected, changed to a different format than submitted, or asked to combine with sessions on similar topics.

What are my responsibilities as a presenter?

The FMEC will send all session authors who plan to be onsite and present an agreement covering basic responsibilities and courtesies. This agreement will cover expectations about registering, bringing and uploading your slides to the conference app, showing up to your session on time and staying for the entire session for the benefit of other presenters, and more. Please watch for this agreement via email and read it carefully before completing it.

When do I present?

The Planning Committee reserves the right to schedule presentations to appropriately support the program, and your session may be scheduled on any day of the event. The FMEC will notify you as soon as possible when the draft program is available. The draft program will list the date and time of your presentation. It is our assumption that speakers will participate in the entire meeting, and they will present their session on the day and time scheduled by the Planning Committee.

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What audiovisual equipment is provided? How is the room set up?

All presentation rooms will be equipped with: (1) laptop computer, (1) LCD projector, and (1) flip chart. You should bring your presentation to the program room on a flash drive. **DO NOT** bring your laptop or MacBook and expect to hook it up to the LCD, or expect to download your presentation from the cloud, because time is tight and the FMEC cannot guarantee the WiFi will cooperate. Additional props, equipment or supplies must be provided by the presenter and must be manageable (for instance, we discourage cooking demonstrations that require equipment and clean up, or any demonstrations that produce medical waste which cannot be cleaned up by hotel or convention center staff). If you plan to bring and use additional supplies, please confirm with Lisa Schwieterman at lisa.schwieterman@fmec.net. Attendees do not register for specific sessions, so we cannot predict the number of attendees you should expect. No AV equipment is provided for posters or breakfast discussion groups. Most rooms will be set theater style for the maximum the room will allow, with a head table, podium, and slide projector and screen. Rooms where procedure and osteopathic track sessions occur will be a mix of seats and tables for demonstrations.

Is there a slide template that I need to use?

Yes, we would like you to use [this template](#) for all presentations at the meeting this year. A link to the template is on the [Presenter Support](#) page. This template ensures you will list your contact information, learning objectives, disclosures, and encouragement to evaluate the session. If you do not use this template, please make sure your slides include all of those elements.

What are the learning options available within the Annual Meeting?

There will be over 300 sessions at the meeting in a variety of formats for you to attend. Additionally, there will be numerous specific tracks (i.e. Maternal Child Health, Osteopathic Medicine, Procedures, etc.) inside the meeting to attend. All tracks are open to all attendees. No pre-registration is required to attend meeting presentations, other than preconferences.

What are the different lengths of the presentations?

All FMEC sessions are 60 minutes in length. Certain presentation formats are shorter and are grouped together into a 60-minute block.

- Workshops are 60 minutes
- Seminars are 60 minutes
- Research Papers are 30 minutes
- Lecture Discussions are 20 minutes
- Papers and Clinical Success Stories are 15 minutes
- Poster display period is 70 minutes
- Breakfast Discussion Tables are 60 minutes
- Speed Presentations are 5 minutes

How will I view the academic presentations?

The final conference program will be available in three formats:

- PDF Version to download and print from our website
- Printed program given to all attendees upon arrival at the Annual Meeting
- Mobile app version that can be downloaded to your device(s) prior to the Annual Meeting

The final conference program will include a detailed daily schedule of all presentations in the Annual Meeting. Instructions on how to download mobile app will be sent to all attendees about two weeks before the meeting.

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How can I access presentations after the Annual Meeting?

The FMEC does not record presentations for future viewing, but slides and handouts may be available. Each presenter is responsible for uploading their presentation to the mobile app (instructions will be provided in advance of the Annual Meeting) along with any additional handouts they want to provide.

What is the poster session?

The poster session will occur on Saturday over lunch. Approximately 100 posters will be presented in two sessions so that there is sufficient time during each poster session for attendees to walk through and engage in conversation with the poster presenters. Each poster presentation will include an abstract statement, and a professionally printed and illustrated poster.

How can I increase my networking opportunities?

The Annual Meeting has a history of high energy networking. This year will be no different. Attendees will have profiles in the mobile app, where you can connect with those who've provided contact information. We are asking presenters to share their email addresses and cell phone numbers on their slide sets so that those viewing their presentations can communicate with them after their presentations.

Is the meeting approved for Continuing Medical Education (CME) credit, and how do I access it?

The FMEC applies to the American Academy of Family Physicians (AAFP) for CME credit. The printed program and conference app will confirm if the AAFP has approved the meeting for credit and provide the number of hours available. Each person who registers for the Annual Meeting will be emailed a link to the approved AAFP CME Certificate after the meeting with instructions on how to claim credit. The FMEC does not report attendees to the AAFP, and your participation will not automatically show up in your AAFP transcript. Instead attendees need to self-report to have the credits show up in their transcript. For those who are not AAFP members, and/or members of other groups that have systems to track and report their credit, the AAFP offers credit equivalencies and recognition. Further information on claiming credit and credit equivalencies will be emailed and on the certificates after the meeting.

Do you use a mobile app for your meeting?

Yes. As a presenter you will receive information about our mobile app closer to the meeting. We will share information on how to download the app, how to upload documents for your presentation, and how to connect with others at the meeting.

Are there any other additional sessions I can attend, outside of the Annual Meeting?

Yes, we do offer preconference workshops on Thursday. Please see [2024 Annual Meeting preconferences](#) for this year's options.

Please contact lisa.schwieterman@fmec.net if you have any questions or concerns about this information.

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