**Guidelines for submissions**

1. **Who should submit an abstract?**

We encourage submissions from teams and individuals working to improve learning and health outcomes for the youth in practice, community and/or education settings. This may include clinicians, educators, students, policymakers, lay persons engaged in the co-creation of practice and/or education, individuals, families, and caregivers, and those involved in interprofessional practice and education in all settings.

1. **Key Dates**

| **Timeframe** | **Milestone** |
| --- | --- |
| April 20, 2023 | The call for Abstracts opens |
| April 20-30, 2023 | Enquiries and assistance to potential researchers/exhibitors |
| May 15, 2023 | Call for Abstracts closes |
| May 30, 2023 | Peer review opens and close |
| May 31, 2023 | Decision communications sent to presenters |
| 02 June , 2023 | Presenters confirm information and attendance. |
| June 10, 2023 | Presenters submit presentation materials |
| June 29-30, 2023 | Hybrid Future Leaders Summit 2022 |

**Peer Review Criteria:** All abstracts will be peer-reviewed according to the following core criteria:

* Aligns with the overall Future Leaders Summit objectives and themes.
* Aligns with the selected theme.
* Represents an interprofessional initiative in which members of two or more professions work together and learn about, from, and with each other. Presentation teams do not need to be interprofessional, but abstract content must represent an interprofessional collaboration.
* Provides Future Leaders Summit attendees with the opportunity to gain practical knowledge and skills.

1. **Submission guidelines:**

* Submissions of abstracts and full papers should be in PDF format only.
* Paper format: Single Column, A4 size, 1.5 line spacing, Font Style: Arial (size 12).
* General: 8.5" x 11”-page size, 12-pt Arial font, single-spaced lines.
* Title: Bold upper and lowercase, left margin alignment, one blank line following title.
* Authors: Last name, first name, and initial in uppercase font, followed by affiliated university/employer in normal font; senior author first, followed by secondary authors; if poster speaker is not senior author, place an asterisk (\*) after speaker's name; one blank line following author listing.

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1. **Priority will be given to abstracts demonstrating:**

* Meaningful engagement and inclusion of patient, individual, family, community, and/or caregiver perspective.
* Inclusion of a student/learner on the author or presenter team.
* Measurable learning and/or health outcomes.
* Identification and addressing of factors beyond clinical care (e.g. social determinants, leadership perspectives, culture determinants, social media and technology) that affect the health of youth as individuals, part of communities, and the population at large.

1. **Presentation Formats**

The call for abstracts includes opportunities for the following types of sessions:

* Lightning Talk- 10-minute presentations, grouped thematically with two other presentations during a 60-minute session with a group discussion and 10 minute Q&A.
* Professional Poster - a PDF and printed poster describing an interprofessional practice, education, research, or policy initiative, with an emphasis on the preliminary findings.
* Interprofessional Student/Learner Poster - a PDF poster and or short video presentation describing an interprofessional student/learner-led practice, education or research, initiative. **The presentation team must be led by a research expert/Faculty and may include a student/s enrolled in a formal education program.**

**6.1 Professional Poster Session**

The professional posters are designed for presenters to interact with attendees and share and present research, innovation, practice models, evaluation models and results, policy proposals, and more. This is an opportunity for individuals or organizations to present data, outcomes, and evidence resulting from interprofessional practice and education initiatives. The professional posters will be presented in a traditional poster session setting or virtually at the Future Leaders Summit from 29-30 June 2023.

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