Instructions for Submitting an Abstract

1. Please type your abstract in a word processing document prior to your submission so you can copy and paste.

2. The abstract must be completed in one attempt. You are unable to save the document and complete at a later time.

3. The abstract consists of:
   Title
   Practice Gap
   Learning Objective
   Purpose or Introduction
   Methods
   Results
   Conclusion

4. You can either click on the fields or tab trough the abstract. If you tab, you will need to tab twice through each section (sorry, it's the design of the software program).

5. You can submit up to three (3) co-authors. Contact information including address, phone number and email is required.

6. Prior to submission, you are able to review, edit, print and save your abstract. To make changes, use the **back buttons at the bottom of the page.** If you click the back arrow when reviewing the abstract , hit the refresh button for the abstract to re-appear.

7. A disclosure and biographical form must be completed by each author and co-author(s) if applicable. **The abstract will NOT be reviewed until the form(s) are received.**

8. Abstracts must be submitted by **April 27, 2012.** You will receive notification of acceptance in May.

9. Questions regarding the abstract process can be directed to Sharon Huth at (952) 883-6224 or via email Sharon.A.KoppHuth@HealthPartners.com.

   Thank you for your understanding in helping us meet the CME and ANCC accreditation requirements.