

ILLINOIS COLLEGE OF EMERGENCY PHYSICIANS
The Ginny Kennedy Pals Annual Symposium – Thursday, May 28, 2026

ABSTRACT/CASE REPORT RULES AND SUBMISSION FORM Deadline:
Wednesday, April 22, 2026

- **Only electronic submissions will be accepted. This form is available for download on the ICEP website at www.icep.org. All abstracts/case reports should be sent to Mary Taylor at maryt@icep.org. This form may be duplicated for additional submissions. All submissions must be typed.**
- **The deadline for submissions is Wednesday, April 22, 2026 at 4:30 pm Central Time. This deadline will be strictly enforced.**
- **Please attach a blinded copy of the research abstract or case report for judging purposes.**
- **Please submit either a Case Report or Abstract. The case report should include an introduction, case description, discussion, and conclusion. The abstract should include an introduction, a case narrative, and a discussion focusing on the implications of the case to emergency medicine. If a photo is included in the case presentation, patient consent is required.**
- **Research Abstract/Case Report guidelines are:**
 - 400-word count limit
 - Maximum of 1 table or figure
 - Structure headings. See Attached Sample Layouts.
- **Helpful Writing Tips:**
 - Your Objective statement should naturally lead to your Conclusion
 - Your Methods should explicitly define the type of study (e.g., retrospective vs prospective; chart review; randomized control; survey), enrollment period (e.g., 1/1/16 – 12/31/16), and inclusion/exclusion criteria
 - Your Methods should explicitly define your analytic strategies (e.g., descriptive, Fisher exact, multiple linear regression)
 - There is no need to mention IRB oversight (this is understood)
 - Your Results should explicitly disclose your N (# of subjects)
 - There is no need to mention limitations
 - Use a leading zero for all decimal figures (e.g., 0.3)
 - Include a space between a value and its units (e.g., 120 mmHg rather than 120mmHg)
 - Do not mention your institution or hospital anywhere in the abstract

ABSTRACT/CASE REPORT SUBMISSION FORM

Title: _____

Author(s): (List first name, middle initial, and last names of all authors and titles such as MD, DO, RN, PhD. Place an asterisk next to the name of the principal investigator.)

Author presenting study: _____

Position/title: _____

Institutions: (If none, list city and state)

Mailing address: (List address of presenter. Correspondence will be sent to presenter unless instructed otherwise.)

Phone: _____ **Fax:** _____ **Email:** _____

There will be no poster presentations. All abstracts/case reports will be considered for an oral only.

Will this abstract/case report be presented prior to the Spring Symposium? YES NO

If so, where and when?

I certify that this research has been approved by my institutional review board in all instances where this would be considered appropriate.

Name of Principal Author **Date**

I agree to present this research if accepted.

Name of Presenter **Date**

PLEASE ATTACH A BLINDED COPY OF THE RESEARCH ABSTRACT/CASE REPORT FOR JUDGING PURPOSES.

- **Research Abstract/Case Report Scoring guidelines are:**
 - **An 18-point scoring system has been developed by the Research Committee. Understanding the criteria below will help optimize your Abstract submission.**
 - **Objective total = 2 points**
 - 0=No stated hypothesis or objective
 - 1=Stated hypothesis or objective difficult to test
 - 2=Clearly stated and testable hypothesis or objective
 - **Design/Methods total = 2 points**
 - 0=Chosen design not stated or chosen design did not test the stated hypothesis
 - 1=Chosen design is reasonable for study objective but not the best
 - 2=Chosen design is ideal for study question
 - **Outcomes total = 2 points**
 - 0=Chosen outcomes are not stated or inappropriate for study objective
 - 1=Chosen outcomes are reasonable for study objective, but not the best
 - 2=Chosen outcomes are ideal for study objective
 - **Bias total = 2 points**
 - 0=Multiple bias, such as wrong or inadequate population studied
 - 1=Adequate population sampling but bias in assessment, measurements, and/or comparison
 - 2=Adequate sampling and no obvious bias
 - **Results total = 3 points**
 - 0=Critical data to interpretation of study absent
 - 1=Study size stated
 - 2=Study size acceptable but statistics, if applicable, not adequate
 - 3=Both study size and statistics adequate
 - **Conclusion total = 3 points**
 - 0=Conclusion not supported at all by data
 - 1=Conclusion minimally supported by data
 - 2=Conclusion somewhat supported by data
 - 3=Conclusion fully supported by data
 - **Impact total = 2 points**
 - 0=Study will not change EM practice or make no meaningful contribution to current fund of knowledge
 - 1=Study will possibly change EM practice or modestly contribute to current fund of knowledge
 - 2=Study will definitely change EM practice or significantly change current fund of knowledge
 - **Quality of Writing and tables/figures total = 2 points**
 - 0=Poor
 - 1=Generally good
 - 2=Exceptional

- **Case Report Scoring guidelines are:**
 - **A 10-point scoring system has been developed by the Research Committee. Understanding the criteria below will help optimize your Case Report submission.**

Novelty total = 2 points

0=Not unusual

1=Unusual

2=Rare

Completeness total = 2 points

0=Missing key elements

1=Missing some elements

2=Complete

Images (CT, Xrays. ECG, Photo, etc) total = 2 points

0=None or poor quality

1=Good

2=Excelent

Discussion: Relevance to Emergency Medicine total = 2 points

0=Poor discussion

1=Good discussion

2=Excellent discussion

Impact: Meaningful contribution to clinical medicine or medical education total = 2 points

0=No impact

1=Limited impact

2=Meaningful impact

Maximum total score = 10

ABSTRACT TITLE

Background:

Objective:

Design/Methods:

Results:

Conclusion:

Impact:

CASE REPORT TITLE

Introduction:

Case Presentation:

Discussion:

Conclusion: