

Association of Chiropractic Colleges

29th Educational Conference and Research Agenda Conference

March 23-25, 2023

Sheraton Hotel, New Orleans, LA

Scientific Submission Call for Proposals

due by Friday, **September 30, 2022**

Conference Theme: The theme for the **2023** conference is “**Leadership in Education;**” however, submissions may be in any of the categories listed below.

Categories: The call for ACC-RAC scientific submissions invites original research that promotes the dissemination and discussion of new information in the following research categories:

- Billing and Coding/Documentation/Record Keeping
- Case Studies/Reports
- Conference Theme
- Diagnostic Imaging/Imaging Interpretation
- Diagnostic Testing/Examination Procedures/Differential Diagnosis
- Education
- Physical Therapy/Physiological Therapeutics/Adjunctive Therapies
- Principles of Practice
- Public Health
- Research Trends
- Risk Management
- Technique

Target Audience: Accepted presentations will be grouped into sessions based on the categories listed above while keeping in mind the target audience:

- Administration
- Clinicians
- Faculty Members
- Researchers

Important Information: Please note the following:

1. Presentation of accepted work (platform or poster) is expected. The presenting author must register and attend the conference to present.
2. Conference registration will open in mid- to late-November, 2022.
3. It is the presenting author’s responsibility to secure funding to register and attend the conference. It is strongly recommended that funding is secured or confirmed in advance of submission. Once a submission is accepted, registration for the conference is required, or the invitation to present will be revoked. Only authors listed on the submission may present at the conference.
4. If accepted, the 195-word maximum abstract will be printed in the conference proceedings in the *Journal of Chiropractic Education*. This will allow publication of the completed paper in any journal.
5. Due to time and space limitations, a maximum of 2 poster presentations per author/presenter may be accepted, while a maximum of 3 platform presentations per author/presenter may be accepted.
6. If a submission does not meet the submission requirements (e.g. not a completed research study, missing items, etc.), it will not be accepted for review. The ACC-RAC peer review chair will not contact authors if any submission does not meet the requirements. Notification will be sent out as a rejection notice. Concept submissions and incomplete works will be rejected.

7. The contact author will be the person responsible for submission of all required materials. The contact author will be the primary correspondent; however, note that presenting authors may be contacted directly when necessary. Please do not send communications through a third party, staff member, or co-author.
8. It is the contact author's responsibility to request any necessary presenter changes and to submit the required documentation (i.e., CV and DC license) in a timely manner. Requests for a change in presenter will be pending approval by Continuing Education (CE), if applicable.
9. The peer review board may request additional information for any item that is submitted. This may be for internal quality control purposes or to check on materials if a concern is raised.
10. If the peer review board confirms that there is an inappropriate submission, it will be disqualified. Examples of inappropriate submissions include, but are not limited to, submissions that have been previously submitted at ACC-RAC, incomplete submissions, previously published works, concept submissions without complete data and analysis, duplicate submissions, lack of ethics/subject approval where necessary, non-authors listed as authors, plagiarized work, etc.
11. Only submissions made to the official conference submission site for ACC-RAC will be considered. No faxed, mailed, or hand delivered submissions will be considered.

Evaluation: Submissions will be reviewed by the peer review committee based upon the following criteria:

- Originality and/or innovation
- Quality of the project as written and interpreted
- Significance
- Clarity

Instructions: To be considered, please submit all of the following items no later than **September 30, 2022** to the following website: <https://www.openconf.org/accrac2023>. Submissions that do not meet the requirements will not be considered. The submission consists of several parts:

Part 1: Submission Title

- Capitalize key words; do not include a period at the end of the title.

Part 2: Author Information

- All authors' names, organizational affiliations, emails, telephone numbers, and whether licensed Doctor of Chiropractic. You must submit each author's direct email and telephone number. Please do not include credentials, as these are not published. The order entered will be the order published in all conference materials and conference proceedings in the *Journal of Chiropractic Education*.

Part 3: Author Assignments

- Indicate the submitting author, contact author, and presenting author, which may be the same author or differing authors. Add alternate email and telephone contact information for the presenting author, which should be different than the email and telephone entered previously.

Part 4: Content

- Submit a 195 word (maximum) blinded abstract. Ensure there is no identifying information in the abstract. If submission is accepted for presentation, this abstract will be printed verbatim in the conference proceedings in the Journal of Chiropractic Education.
- For research studies, use the subheadings **Objective, Methods, Results, and Conclusion**.
- For case studies/reports, use the subheadings **Objective, Clinical Features, Intervention and Outcome, and Conclusion**.

Part 5: Password

- Enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password, is required to submit documents.

Part 6: Comments

- Enter any (optional) comments that believe the peer review committee should be aware of.

Part 7: Attachments/Documents

IMPORTANT NOTE: Only one file upload per attachment type is allowed. New uploads replace previous uploads; they do not add to them. Therefore, please submit one complete document for each applicable file type.

Return to the Open Conference website using the submission ID and password to attach:

- Signature Form
 - Submit the current year's signature form that includes all author signatures. Signatures can be submitted on one single form or multiple combined forms.
 - The presenting author must register for, attend, and present at the conference. Funding should be confirmed in advance of submission.
 - Submission is a commitment from all authors to present accepted submissions at the conference.
- Patient Case Consent Form
 - Case studies/reports require consent of each participant(s) to publish the case, as well as participant de-identification within the submission. Submit a copy of the signed consent(s).
 - A generic, institution-specific, or ACC-RAC form may be submitted; however, consent(s) for other conferences/publications cannot be accepted.
- Ethics Documents
 - Human Subjects Research - Studies involving human subjects must be approved by proper ethics boards/committees. Questions should be directed to your institution's board/committee. Submit a copy of the signed approval, expedited review, or exemption letter from the ethics board/committee. For studies not involving human subjects, this document is not required.
 - Animal Research - Studies involving animals must be approved by proper Institutional Animal Care and Use Committees (IACUC) or country-specific equivalent committees. Questions should be directed to your institution's committee. Submit a copy of the signed approval, expedited review, or exemption letter from the IACUC or equivalent.
- Author Documents
 - Curriculum Vitae - Submit a current CV for the presenting author (only). Resumes and biosketches are not acceptable for CE consideration.
 - Current Licenses - Submit a current Doctor of Chiropractic license for the presenting author (only), if the presenting author is a licensed DC. Ensure the license reflects a valid expiration date; for some states, this constitutes a "wallet card" (i.e. Iowa) or screen shot from a licensing body (i.e. Canada) as opposed to an initial licensing document or diploma.
- PowerPoint
 - If ready to submit a presentation PowerPoint, attach it. However, note that PowerPoint files for accepted platform presentations are not due until **February 11, 2023**.

Process: Once all items are submitted, submissions will be evaluated after the submission deadline by a blinded peer review committee, and the results will be sent to the ACC-RAC planning committee for review and final decisions. If accepted, all presenters must register and attend the conference whether their work is accepted as a platform or poster.

Notification: Contact authors will be notified of peer review results in November. For accepted submissions, the presenting author is required to register for the conference no later than **December 10, 2022** and to present the work at the conference.

If you have questions or concerns about this process, please contact info@chircolleges.org.

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Scientific Submission Signature Form

due by **September 30, 2022**

INSTRUCTIONS: All authors must sign the signature form. If more space is needed, or if authors are at different locations, use additional pages and combine into one file to submit to <https://www.openconf.org/accrac2023>. This form is due by **September 30, 2022**.

By signing this form:

1. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, etc.). I/we understand that I/we are responsible to secure funding in advance of the submission and that lack of funding is not an acceptable rationale for withdrawing.
2. I/we understand that presentation of an accepted submission at the conference is required. Presenting authors of accepted submissions must register, attend, and be present at the scheduled session.
3. Submission is a commitment to present. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC-RAC annual conferences.
4. I/We confirm that each of us qualify as an author and presenter of this submission, am/are responsible for all of its content, and give permission for (1) its presentation if accepted to the ACC-RAC conference, (2) the publication of the *abstract* in the proceeding within the *Journal of Chiropractic Education*, and (3) am/are capable of presenting/defending all of its content
5. I/we confirm that appropriate ethics committee documents and/or patient consent to publish/present forms have been secured and are attached to the submission.
6. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
7. I/we will comply with the following due dates:
 - a. Forms and materials for all authors are due no later than **September 30, 2022**.
 - b. Presenters must register for the conference no later than **December 10, 2022**.
 - c. PowerPoint file is due no later than **February 11, 2023**.

Submission Title:			
	Name	Signature	Date
Presenter:			
Co-Author:			
Co-Author:			
Co-Author:			
Co-Author:			
Co-Author:			
Co-Author:			
Co-Author:			
Co-Author:			

Use multiple sheets for additional co-authors. Keep a copy of this completed form for your records.

Submit this form to <https://www.openconf.org/accrac2023> by **September 30, 2022**.

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ACC-RAC Patient Case Consent for Publication/Presentation

due by **September 30, 2022**

Title of Case Study/Series:	
Author(s) Names:	

As the patient in this case study/series, I hereby give my consent for clinical information relating to my case to be reported at the ACC-RAC conference, in conference proceedings, and/or published in a scientific journal.

I understand that my name, initials, and/or any protected health information such as my identification number, billing information, address, etc., will not be published and that efforts will be made to conceal my identity, but that anonymity cannot be guaranteed.

I understand that the material may be published in a journal, the website of a journal, and/or in products derived from the publication. As a result, I understand that the material may be seen by the general public.

Name of Patient:	
Signature of Patient:*	
Date Signed:	
* or person providing consent on behalf of the patient, if the patient is a minor, incapacitated, or deceased	
If you are not the patient, what is your relationship to the patient? (The person giving consent should be a substitute decision maker, legal guardian, or hold power of attorney for the patient.)	
Why is the patient unable to provide consent? (e.g., Is the patient a minor, incapacitated, deceased, etc.?)	

If images of the patient's face or distinctive body markings are to be published, the following section must also be signed in addition to the section above:

As the patient stated above, I give permission for images of my face or distinctive body markings to be published and recognize that I might therefore be identifiable even though my name and initials will not be published.

Signature of Patient:*	
Date Signed:	

* or person providing consent on behalf of the patient, if the patient is a minor, incapacitated, or deceased

Use one form per patient. Keep a copy of this completed form for your records.

Submit this form to <https://www.openconf.org/accrac2023> by **September 30, 2022**.