



2017 NCSM Resolution Submission Procedures

National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

What's new with NCSM Resolutions in 2017?

- Requirements for authors
- How resolutions are evaluated
- How many resolutions can be submitted
- How resolutions are submitted
- When resolutions can be submitted

Key Dates

- Early Submission Open Date/Time: June 26 at 8:00 a.m. CDT
- Early Submission Close Date/Time: July 10 at 5:00 p.m. CDT (*or when 20 complete resolutions have been submitted, whichever is first*)
- Onsite Submission Open Date/Time: July 27 at 3:00 p.m. CDT
- Onsite Submission Close Date/Time: July 27 at 6:00 p.m. CDT (*only the first 25 complete resolution submissions will be forwarded to a reference committee; all others may be evaluated by AAFP staff for feedback only*)

How to get started

- Review this Submission Policy Document
- Find a sample resolution and start your resolution submission online at www.aafp.org/nc/resolutions

Student Resolution Author Requirements

- All authors must be students. No resident authors should be listed on a NCSM Resolution.
- All authors must be members of the AAFP and include their correct member ID number on the Resolution.
- The primary author must be in attendance at National Conference and the reference committee where their resolution is assigned. (This information will be posted online and in the NC mobile app the morning of July 28.)
- A student may serve as a primary or secondary author on a maximum of 3 resolutions.
- The author's resolution may not be forwarded to a reference committee if these requirements are not met.

Resolution Assessment

To assess the merits of a proposed resolution, authors are asked to consider and acknowledge the following questions:

1. What strategic priority /priorities of the AAFP does this resolution address? (More information about these priorities can be found at <http://www.aafp.org/about/the-aafp/vision.html>)
 - a. Payment Reform
 - b. Practice Transformation
 - c. Workforce
 - d. Clinical Expertise
2. Can this issue be addressed via the National Conference survey (e.g. suggestions about food choices, speakers, logistics)? If yes, please do not submit a resolution but provide your suggestion in your National Conference evaluation or a AAFP staff member.
3. How many residents, students, family physicians or others are affected by this recommendation? Please do your best to explain.
4. Does this recommendation have financial implications for the AAFP (e.g. costs associated with research, meetings, production, travel, staff time)? Please do your best to explain.
5. Has this recommendation already been addressed by the NCSM? If so, what year and what action was taken? (Past actions of the NCSM can be found at <http://www.aafp.org/events/national-conference/congresses/resolutions.html>)

Resolution Submission Cap

- A total of no more than 45 resolutions may be submitted to the 2017 NCSM.
 - Up to 20 resolutions will be accepted via the online portal as early submissions
 - If 20 early resolution submissions are received, up to 25 more resolutions will be accepted onsite at National Conference via the online portal
 - If less than 20 early resolutions are received, the remaining balance to reach 45 total submissions will be allowed (i.e. if 15 early submissions are received, a total of up to 30 resolutions will be accepted onsite)

Student Resolution Submissions

- All resolutions must be submitted via online portal found at www.aafp.org/nc/resolutions.
 - Only in the event of a technical malfunction, as determined by AAFP staff, will resolutions be accepted in an alternate format
- A total of no more than 45 resolutions will be accepted for the 2017 NCSM in one of two ways:
 - Up to 20 resolutions will be accepted via the online portal as early submissions
 - Open date: June 26 at 8:00 a.m. CDT
 - Close date: July 10 at 5:00 p.m. CDT or when 20 complete resolutions have been submitted, whichever is first
 - If the cap has been met, the online portal will close and authors will need to wait and submit their resolution onsite.

- Up to 25 resolutions, or balance needed to total no more than 45 resolutions, will be accepted via the online portal onsite at National Conference.
 - Open date: July 27 at 3:00 p.m. CDT
 - Close date: July 27 at 6:00 p.m. (only the first 25 complete resolution submissions will be forwarded to a reference committee; all others may be evaluated by AAFP staff for feedback only)
 - Submissions may be submitted through the author's personal computer or a computer in the Congress Business Office (Room 2505).
- Once a resolution has been submitted, no edits may be made (before or onsite at National Conference).
 - If new information or collaborators are identified and authors would like to amend its submission, a new resolution must be written and submitted online before the deadline and/or cap has been met.
 - Submission would also count towards the submission cap.
 - The primary author of the original resolution can request that their resolution be withdrawn. See the "Withdrawing a Submission" bullet below.

Late Submissions

- After the submission cap and/or submission time deadline has been met, any proposed resolution would be considered late and must follow the protocol outlined in Section II.J.3 of the NCSM Rules of Order:
 - Late Resolutions. Any resolution proposed from the floor to the final Business Session, having not first been discussed in a reference committee, or any resolution submitted to the Chair after the published deadline, will be deemed late.
 - a. In order to be introduced to the Congress, a late resolution must:
 1. Be submitted in (typed) writing to the Chair in duplicate.
 2. Have obtained a two-thirds vote for discussion by the Congress in order to be brought to the floor.
 - b. Late resolutions shall be considered in the order received, except that the Chair reserves the right to determine the order of business based on the importance of the issues and the amount of time available for discussion.

Withdrawing a Submission

- At any time prior to the submission deadline, a resolution primary author may request via email to akennedy@aafp.org or in person to AAFP staff in the Congress Business Office (Room 2505) that his/her resolution be withdrawn from consideration. At the discretion of the AAFP staff, this may or may not result in the allowance of a different (not necessarily by the same author) resolution to be submitted in its place under the cap.