

Southern Society of General Internal Medicine Meeting

1. **Select your case/research**
 - a. This can be an unusual disease or an unusual presentation of a common disease, or it can be a presentation of your original research.
 - b. Identify a faculty sponsor to help with your case
 - c. Generally ask the attending who cared for the patient first. If they decline, you can ask any other faculty (Gen Med faculty are happy to help & most attend the conference)

2. **Write up your case**
 - a. Guidelines for word limit, format etc can be found on the SGIM website: <http://www.sgim.org/index.cfm?pageId=414>. Click on the “call for submissions” link. The guidelines are different for cases & research.
 - b. Examples of previously submitted cases can be accessed on the UAB GIM website at: <http://www.uab.edu/gim/research/default.html>.
 - c. You want to be succinct in outlining the details of the case, and you want to have clear teaching objectives
 - d. Allow your faculty sponsor to review the case and your teaching points

3. **Submit your case**
 - a. Submit by October 1st deadline.
 - b. You will submit by emailing the case to the appropriate CMR

4. **Case Selection**
 - a. A group of Gen Med faculty will review the cases, and 10 will be selected for further review and submission to SSGIM (mid October).
 - b. After the top 10 are selected, you will be asked to revise your abstract again and then submit it to SSGIM.
 - c. EACH RESIDENT IS THEN RESPONSIBLE TO SUBMIT HIS/HER OWN ABSTRACT TO SSGIM BY OCTOBER 15TH. Please indicate no “preference” when asked if you want to submit a poster or oral presentation.
 - d. A committee of SSGIM representatives will review all cases/research and select the best for oral presentations or posters. Of those selected for orals, some may be selected for the plenary session. This is the special session for the best cases. The winner of the plenary session will be sent to represent the Southern region at National SGIM.

5. **Travel Preparation and Expenses**
 - a. The Division of GIM will cover expenses, up to a total of \$500/resident. The expense includes: abstract submission, poster printing, roundtrip airfare or driving costs, and the cost of one night’s stay (if you pair up with someone else going, you will get 2 nights hotel cost covered). The division invites all residents to one group dinner.
 - b. You will be notified by SSGIM & the CMRs if your case is selected for the conference.
 - c. You will need to register online to formally accept your invitation to present at the conference. The CMRs can assist with this if you have problems.
 - d. You should immediately reserve a hotel room at this time too (New Orleans Intercontinental), so as to get the special rate. See www.sgim.org/southern.cfm for more info.
 - e. Service coverage – You will be responsible for finding someone to cover your work responsibilities while you are gone. The program does not have the man power to provide coverage for everyone. So, think ahead. Let the clinic chief know if your presentation may interfere with clinic. Your clinic can be rescheduled if we have advanced notice. Find out what your call schedule would be so you can plan appropriately.

6. Further case preparation

a. Once notified of your selection to present, you will need to begin work on your oral presentation or poster. Further guideline for this can be found at:

<http://www.uab.edu/gim/research/default.html>

b. There will be several sessions set up for you to practice presenting in front of each other & GIM faculty!!