RCMI2024

🕐 JANUARY 2024

REGISTRATION OPEN / EARLY BIRD RATES BEGIN *View the registration rates and other details* here.

ABSTRACT SUBMISSION PORTAL OPENS *Submit abstracts using the* **online form**.

🕐 FEBRUARY 22, 2024

EARLY BIRD REGISTRATION ENDS *Rates end at 11:59 PM EST. Payment must be received by the deadline for the* **discount to apply**.

ABSTRACT SUBMISSION DEADLINE *Submit abstracts using the* **online form**. *Portal will close at 11:59 PM EST.*

🕐 MARCH 14, 2024

ABSTRACT SELECTION NOTIFICATIONS *Submitting authors of selected abstract will be notified no later than 11:59 PM EST.*

🕐 MARCH 21, 2024

ABSTRACT PRESENTER RESPONSES DUE *Authors notified of acceptance must complete the response form by 3/21/2024. Form will close at 11:59 PM EDT. Abstracts Submitters who do not complete the response form will be removed from the conference and its corresponding materials.*

🕐 MARCH 29, 2024

LODGING DISCOUNT DEADLINE *Lodging reservations must be made by 5:00 PM EDT for the* **discounted group rates** *to apply.*

STANDARD REGISTRATION ENDS *Rates end at 11:59 PM EDT. Payment must be received by the deadline for the* **discount** *to apply.*

🕐 MARCH 30, 2024

LATE REGISTRATION BEGINS *Rates begin at 12:00 AM EDT. View the registration rates and other details* here.

🕐 APRIL 15, 2024

PRESENTATION DEADLINE *Identified speaker presentations are due. Slide presentations must be submitted prior to the conference.* **Presentations will NOT be accepted via email or on-site; neither will the use of personal computers nor storage devices be allowed.**

🕐 APRIL 28, 2024

PI/PD MEETING *PI/PDs from RCMI Institutions will meet Sunday evening.*

🕐 APRIL 29, 2024

CONFERENCE BEGINS *In-person convening at the Hyatt Regency Bethesda in Bethesda, Maryland.*

❑ **REGISTER** **Register to attend the RCMI2024 Conference!** When registering online for the conference, you have the opportunity to pay by Credit Card or Institution/Business Check (no personal checks accepted).
NOTE: If payment is not received by the respective discounted deadline, then your balance due will be adjusted according to the timeline and respective rates as posted online.

❑ **SECURE LODGING FOR CONFERENCE** **Make Your Reservation by March 29, 2024** to take advantage of this event's special rates.

❑ **PREPARE YOUR ABSTRACT** According to the guidelines, remember not to exceed 300 words. You may also reference page 3: Abstract Submission Tips, page 4: Abstract Submission Etiquette, page 6: Abstract Submission Format, and page 7: Abstract Grading Criteria.

❑ **SUBMIT YOUR ABSTRACT** **VERIFY! VERIFY!! VERIFY!!! No corrections will be allowed after submission.** Accepted abstracts will be listed in conference materials as submitted and approved by the Abstract Review Committee.
DO NOT submit your abstract more than once. All subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process. Abstracts must be submitted via the online form by 11:59PM EST on Thursday, February 22, 2024.

❑ **ACKNOWLEDGMENT OF RECEIPT** Within 30 minutes of submission, you will receive an email receipt from **Abstract Services** (posters@rcmiconf.com). After 30 minutes, if you have not received an email receipt (remember to check your filtered mail folder), please call (404) 559-6191.

❑ **COMPLETE REGISTRATION PAYMENT**
Early Bird Registration Rates end Thursday, February 22, 2024.
Standard Registration Rates apply from Friday, February 23, 2024 until Friday, March 29, 2024.
Late / On-site Registration Rates will apply beginning Saturday, March 30, 2024.

❑ **AWAIT SELECTION NOTIFICATION** Abstracts selected for poster presentation will receive notification emails no later than Thursday, March 14, 2024 at 11:59 PM EST. If you have not received an email detailing the status of your submission (remember to check your filtered mail folder), please call (404) 559-6191.

❑ **CONFIRM YOUR PRESENTATION** Submitters notified of acceptance must complete the response form no later than Thursday, March 21, 2024. The form will close at 11:59 PM EDT. Submitters who do not complete the response form will be removed from the conference and its corresponding materials.

TIP #1
Start early.

Drafting and finalizing your abstract can be an intense process. Don't wait to begin, because technical problems and unexpected events can occur. Those deadlines will pass before you know it!

TIP #2
Pay attention to the details.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.

TIP #3
Don't discount your fellow authors and advisors.

Your fellow authors should agree with your submitting the work for review — and be credited in your submission. An advisor can help improve your work's quality and originality before it goes through review.

TIP #4
Identify your target audience.

Seek to impact the conference attendees. The abstract reviewers are looking for relevant work that can benefit its attendees, so do some research to find out who the attendees are and why they're coming to the conference.

TIP #5
Support the conference theme and objectives.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.

TIP #6
Keep it short.

Don't lose the abstract reviewers in any unnecessary details! Include just the information that adequately explains the purpose, methods, outcomes, and significance of your work.

DOs & DON'Ts

- ✓ **Limit your abstract word count** to 300 (not including title, authors, affiliations, or mention of grant support).

- ✓ **Single space** all typing.

- ✓ **Define all abbreviations** the first time they appear in the abstract.

- ✓ **Proofread the abstract carefully** before submitting. No corrections will be allowed, and accepted abstracts will be printed in conference materials as submitted and approved by the Scientific and Review Committees.

- ✕ **Do not** use tables, charts or formulas.

- ✕ **Do not** include references or credits.

- ✕ **Do not** add space between paragraphs.

- ✕ **Do not** submit abstracts of published papers.

- ✕ **Do not** submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process.

Abstracts are categorized in broad thematic areas related to collaborations on minority health, health disparities, and health equity. Please note that reviewers have the authority to reassign categories as necessary, thus lengthening the review process. Therefore, it is important that you review the following categories before submitting your abstract to ensure optimal results.

01   Basic and Applied Minority Health and Health Disparities Research

- 01   Cancer Health Disparities
- 02   Cardiovascular and Cerebrovascular Diseases
- 03   Diabetes / Obesity / Metabolic Syndromes
- 04   Gene-Environment Interactions
- 05   HIV and AIDS
- 06   Infectious and Immunological Diseases (non-HIV)
- 07   Microbiome
- 08   Nanotechnologies
- 09   Neuroscience and Mental Health
- 10   Oral Health
- 11   Pulmonary Diseases

02   Behavioral and Social Determinants of Health

- 01   Behavioral and Mental Health
- 02   Occupational Health
- 03   Pain Management
- 04   Social Determinants of Health
- 05   Suicide
- 06   Violence and Crime

03   Capacity Building

- 01   Education and Training
- 02   Institutional Readiness
- 03   Investigator Development
- 04   Mentoring and Professional Development
- 05   Programmatic Efforts

04   Clinical, Community, or Translational Minority Health and Health Disparities Research

- 01   Clinical and Translational Science Research
- 02   Community-Based Participatory Research Addressing Minority Health and Health Disparities
- 03   Complementary and Alternative Medicine
- 04   Environmental Science
- 05   Pharmaceutical Sciences / Pharmacokinetics / Drug Discovery and Delivery
- 06   Public Health Preparedness for Natural Disasters

05   Data Science / Big Data

- 01   Artificial Intelligence / Machine Learning
- 02   Biomedical Informatics
- 03   Computational Biology
- 04   Electronic Health Records
- 05   Genomics
- 06   Precision Medicine
- 07   Proteomics

06   Health and Healthcare Policy Research

- 01   Health Economics
- 02   Health Policy

07   Health-Related Technology Application

- 01   Health-Related Technology Application in Minority and Health Disparities
- 02   SBIR / STTR Grants and Health Disparities Research

08   Research in Special Population Sub-Groups

- 01   Aging Research
- 02   Child and Adolescent Health
- 03   Global Health
- 04   Homeless Populations - People Experiencing Homelessness
- 05   Immigrant / Migrant Populations
- 06   Incarcerated Populations
- 07   Indigenous Populations
- 08   Men's Health
- 09   People with Disabilities
- 10   Rural Health
- 11   Sexual and Gender Minorities
- 12   Women's Health

All abstracts MUST be organized using the following format:

TITLE *(uppercase)* must be a maximum of 60 characters, spaces and punctuation included.

AUTHORS *(mixed cases)* who have significantly contributed to the work should be listed. The recommended limit is 10 authors.

- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: PB Tchounwou; CG Yedjou; ET Brown; CS Rogers; RW McMurray

AFFILIATIONS *(capitalized)*

- List institution(s) where work was performed. Include author initials following affiliation.
- Example: Jackson State University (PBT, CGY, ETB, CSR); University of Mississippi Medical Center (RWM)

PURPOSE *(header in uppercase)*

- Explain the importance of the research or activity to include hypothesis, objectives, goals, and purpose.

METHODS *(header in uppercase)*

- Briefly explain the procedure and strategy used to gather the information presented.

RESULTS / EXPECTED RESULTS *(header in uppercase)*

- What did you find when you performed the analysis of the information presented? Remember, tables and charts are NOT allowed.

DISCUSSION / CONCLUSION *(header in uppercase)*

- How does the result address the purpose/hypothesis?
- How do the reported findings contribute to the knowledge in the respective field?

GRANT SUPPORT *(list only in the grant support field)*

- Authors are encouraged to acknowledge grant support for work where applicable.

> **Note:** A policy/special technologies & methodologies abstract should contain a brief description of the problem/issue to be considered, the key factors underlying the issue, and the recommendations for moving forward.

All abstracts will be reviewed using the following categories:

RELEVANCE AND ADHERENCE to the conference objective: to share new and innovative approaches toward eliminating health disparities, developing the next generation of health disparities researchers, and extending the reach and visibility of the RCMI community by engaging NIMHD and NIH grantees with research interests in health disparities.

INNOVATION AND CONTRIBUTION to knowledge base, and to science/society.

CLARITY AND COMPLETENESS of the content including overall quality, purpose and objective, theoretical and/or applied focus, research/activity method, findings, and potential practical application.

ORGANIZATION of the abstract content, as stated in the submission guidelines (page 6).

RESEARCH DESIGN – sufficient information about the data collection and analysis procedures (if applicable).

RESULTS – discussion of results in the case where the study has not yet been carried out. Are there predictions about the expected direction of the findings? Are the results likely to be of value to the field?

Abstract Scoring

Reviewers should assign a score of 1-5 for each part of the ranking criteria presented below **(whereas "5" is excellent and "1" is very poor)**. The best overall score is therefore 30 and the worst score is 6.

Please utilize the grid below to rank the abstract:

	1 Very Poor	2 Poor	3 Acceptable	4 Very Good	5 Excellent
Relevance and Adherence	○	○	○	○	○
Innovation and Contribution	○	○	○	○	○
Clarity and Completeness	○	○	○	○	○
Organization	○	○	○	○	○
Research Design	○	○	○	○	○
Results	○	○	○	○	○

Revised: February 27, 2024 9:43 AM

NEED *to* KNOW

Poster presentations will occur during designated Poster Sessions on April 29 – May 1, 2024. Poster presenters must register and pay to attend the RCMI2024 Conference by Thursday, March 21, 2024 in order to have their work included in conference materials.

ON-SITE POSTER PRESENTATION

POSTER SIZE: An 6'x4' poster board will be furnished for all participants to display their posters. The mounting surface area is 5'10" wide by 3'10" tall, please do not exceed this dimension.

SET-UP & DISMANTLE: The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Please bring your own push pins to mount your poster. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

PRESENTING AUTHORS: The presenting author must be available at the poster display during their designated Poster session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be no audio-visual equipment for poster presentations, as space does not permit.

For all inquiries, contact Abstract Services:

1Joshua Group, LLC
1513 East Cleveland Avenue; Bldg. 100-B, Ste. 202
Atlanta, GA 30344-6947
404.559.6191
posters@rcmiconf.com

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended font sizes are summarized below:

Title	90
Heading	60
Subheading	30
Text	18

|	
Title	90
Heading	60
Subheading	30
Text	18

BACKGROUND: Elaborate background images call attention to the background—not your science. Images and patterns will cause your material to be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors. Colors used on graphs should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with gray are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off-white or beige is easier on the eyes.

LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.
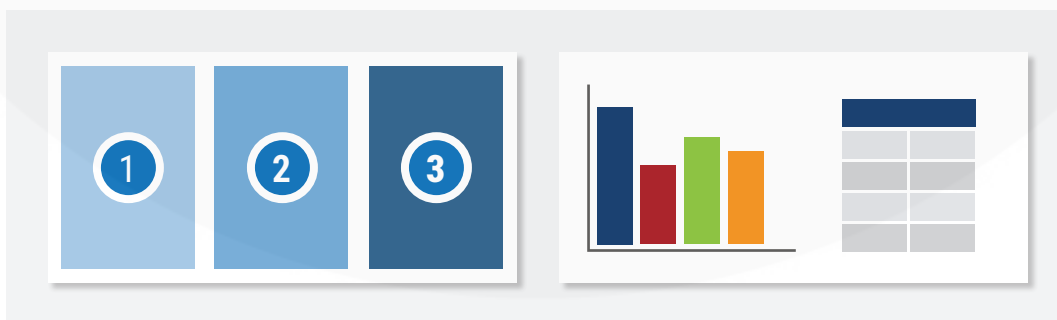
Can multiple people present my abstract?

All presenters must have a **paid registration** to participate in the conference.

When do I present my poster Presentation?

Those persons assigned to **Poster Session 1** will present on:

April 29, 2024 from **4:30 PM – 6:30 PM** EDT **_and_ April 30, 2024** from **7:00 AM – 8:00 AM** EDT.

Those persons assigned to **Poster Session 2** will present on:

April 30, 2024 from **7:00 PM – 9:00 PM** EDT **_and_ May 1, 2024** from **7:00 AM – 8:00 AM** EDT.

Can I make corrections to my abstract?

To ensure the integrity of your abstract and data, abstracts are published as submitted. You are welcome to share updates during your poster presentation.

Are scholarships available?

Each participant must register and pay for the conference before the abstract is confirmed for presentation. Participants are responsible for their own registration fees and any expenses related to travel, parking, and other incidental charges.

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