



AZVT SUBMISSION GUIDE

Dear AZVT Presenter,

In order to provide the RACE Committee with appropriate information regarding your credentials (including degrees and certifications/registry/licensure) and/or special qualifications or experience in the subject area, please **submit a Resume or comprehensive Curriculum Vitae (CV)**. This information will be submitted to AAVSB via CEBroker (<https://cebroker.com/>) and allows the RACE Committee to better evaluate the speakers to award RACE Continuing Education (CE) credits.

In addition, we need information about your presentation/poster topic. This includes the format you intend to submit (Abstract or Full Paper), the AZVT and RACE categories your submission falls under, an objective statement, and a description of your topic, or an abstract may be uploaded into the form.

AZVT Presenter Information: **This document serves as a Guide to the online submission GoogleForm.** Please provide the following information using the following link (<https://forms.gle/TML6AcfSKziU4LNT7>). There will be a place to upload your resume or CV directly into the GoogleForm.

Per the RACE Standards, 2021: “When submitting a program application, a CV or resume must be submitted for the program demonstrating a presenter’s qualifications to instruct on the specific subject matter to veterinarians and veterinary technicians.

Evidence of this qualification must be provided with the application by way of:

- a. A CV, or resume with credential information (such as degrees, diplomas, board certification, advanced degrees, current employment, affiliation, and any experience related to the subject matter)
- b. Any other evidence of special knowledge or experience in the subject area being presented, which can be demonstrated by a formal degree or significant time engaged in the field,
- c. Letters of reference (if the Presenter/Author does not meet the RACE Standards for the category submitted) that attest to the suitability of the presenter as a subject matter expert. They must be written within the past two years by two (2) individuals who are board certified specialists or with advanced academic credentials related to the subject matter.”

For further details, see RACE Standards, 2021, Section 7.04, p. 9-10.

Presenter Name

Organization/Affiliation

Contact Information (Phone and Email only)

First Time Presenter at AZVT? (Yes/No)

Relevant Financial Relationships/Conflict of Interest:

Per the RACE Standards, 2021: “While Programs may reference specific products or services and be promotional in nature, they must not be or appear to be primarily for generating sales of a product or service” Section 6.02, p. 9. If you have questions about this, please contact the RACE Program Administrator

Indicate whether or not you need to submit letters of reference (*this is not common*)

Note: If you are **NOT board certified, have advanced degrees and/or demonstrate evidence of special knowledge in the subject area being presented**, RACE requires “...letters of reference that attest to the suitability of the presenter as a subject matter expert. They must be written within that past two years by **two (2)** individuals who are board certified specialists or with advanced academic credentials related to the subject matter.” RACE Standards, 2021, Section 7.04c, p. 10.

Upload your resume or CV directly into the online Submission Form

For questions about this submission form, please contact the Program Committee (conferenceprogram@AZVT.org)



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The following information is provided as a reference when filling out the online submission form. Please complete the online submission form at <https://forms.gle/TML6AcfSKziU4LNT7>

Title of Presentation (*Concise but descriptive*)

Format of your Submission (*Select one*):

	Abstract Only	Abstract and Paper
Presentation	<input type="radio"/>	<input type="radio"/>
Poster	<input type="radio"/>	<input type="radio"/>

AZVT Topic Category for Presentation or Poster

(*Select ONE in the Submission Form online – this information provided for reference*):

Please note: If a topic has been presented several times in recent years, the Editorial Committee will ask you to rethink or reconsider how you are presenting your topic. They may request that you directly address the disease process and use a case as a supporting example, rather than discussing the case in detail. Refer to the Presentation Title History document on the Program Committee site (<https://azvt.org/Presentation-Info>) to see recent presentation/poster titles. If you have questions, please contact the Program Committee.

CASE STUDIES

The Case Studies section presents interesting, important, or unique medical cases. While one complicated medical case might provide your audience with valuable information regarding treatments and management, it may be that multiple cases could provide stronger evidence. Multiple cases may include conspecifics or it may be useful if a disease process occurred across species or enclosures.

It is recommended that you add a detailed discussion about the disease process, diagnostic methods, and all possible treatments (if applicable), as presenting these would benefit other members and offer possible options if those members are faced with a similar case.

CLINICAL PATHOLOGY

The Clinical Pathology section generally presents laboratory methods and research; these may include innovative research projects, comparison of different laboratory methods, or a detailed description of diagnostics used in identifying and managing disease processes. Reviews of laboratory methods are also useful and appreciated.

It is recommended that you add a robust literature review, being sure to address how the test method works and, if applicable, alternate or previous methods that can also be used. If the laboratory method was developed and/or conducted at your institution, be sure to provide a detailed materials and methods section such that others could follow behind you and repeat what you were able to accomplish.

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HOSPITAL PROCEDURES

The Hospital Procedures section highlights non-laboratory methods that are used in practice. These have included the construction of a unique apparatus to accommodate certain animals for diagnostics and imaging, radiology techniques, pharmacy management, and innovative medical management techniques for a particular species.

Of course, you should discuss why the method, technique, or apparatus was necessary. It is also recommended that you add a detailed literature or source review to describe how you developed the method, technique, or apparatus. Be sure to provide a detailed materials and methods/description section such that others could follow behind you and repeat what you were able to accomplish.

INNOVATIONS AND UPDATES

The Innovations and Updates section is unique in that it can encompass a variety of topics. An innovative technique that does not fit under any of the other categories would be appropriate in this category. Topics could include mental health, student management, field research, etc.

Any topic that is being updated or the presentation of a full research study following a trial study from a previous conference would also fall under this category. AZVT Grant recipients must present as a requirement for receiving the grant, and those presentations could be placed here as well.

As with the other sections, it is recommended that you add an explanation for why this topic is important and include relevant literature or resources to support your position. The description section may take a variety of forms, but it is always important to provide your readers with concrete information that they can use in their own practices.

POSTERS

Poster presentations will fall under one of the above categories and will be edited under the same deadlines as presentations. If quite a number of posters are submitted, a new Poster Section Chair may be selected to evaluate poster submissions separately.

The content of the material presented on posters is not subject to editorial review; however, if you would like to have the contents of your poster edited, please contact either your Section Chair or the Editor-in-Chief to request this. An example Poster Template is available on the Program Committee site (<https://azvt.org/Presentation-Info>).

Poster printing and delivery to the conference is up to the presenter. You may also want to consider providing a brief, one-page handout with a synopsis of your poster information for attendees to take home with them. Be sure to provide your contact information!

Please keep in mind that for any of these categories, the Editorial Committee may evaluate the scientific and medical merit of the medical decisions that were made for case studies, or the scientific and medical merit for your research methodology in clinical research or for procedures or treatments that are being reported. References that back up the laboratory methods or hospital procedures or treatments would be valuable to include. The RACE Committee will also be evaluating the content and merit of your submission.

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RACE Categories (*Select ONE in the Submission Form online – this information provided for reference*):

Medical Program

From the RACE Standards, 2021, Section 3.01: *“Medical Programs include all conventional medical and surgical topics that are evidence-based, including the science of diagnosis, treatment, and prevention of disease as it relates directly to patients. It also includes topics in veterinary science that are not specifically clinical in nature but consider the comprehensive range of the practice of veterinary medicine and veterinary technology. This includes, but is not limited to, topics related to One Health and public veterinary practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship, and in-service training for publicly employed veterinary medical professionals.*

This category also includes medical and surgical subject matter that is case-based, anecdotal and/or undergoing scientific investigation. This includes some topics considered alternative and/or complementary veterinary medicine. Programs discussing topics considered alternative and/or complementary are acceptable if designed for an audience of veterinary professionals.” (p. 6)

Non-Medical Program (Practice Management / Professional Development / Professional Wellness)

From the RACE Standards, 2021, Section 3.02: *“Non-Medical programs include those that serve the public interest by helping make veterinary medical professionals more competent and capable in the delivery of veterinary services, but that are not necessarily scientific or clinical in nature. This includes, but is not limited to, practice management, business management, regulatory compliance, jurisprudence, medical records, software management, and the art of veterinary practice, communication, and veterinary ethics. Programs in professional wellness may include, but are not limited to, mental health, depression, compassion fatigue, burnout, and suicide ideation.”* (p. 6)



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Objective Statement

(Requirement for RACE. Only ONE statement please.)

Please complete the following statement with measurable outcomes: **“At the conclusion of my presentation/poster, participants will be able to describe / summarize / identify/ etc...”**

You MUST include an Objective Statement in order to meet the requirements of the AZVT RACE application.

To help you write measurable objectives, please refer to the following. This information comes from The American Society for Clinical Laboratory Science (ASCLS) Professional Acknowledgement for Continuing Education (PACE) Provider Application and Manual, 2019, Appendix 19:

Avoid non-measurable verbs: amplify, appreciate, be acquainted with, be aware, be(come) familiar with, explore, gain insight, improve, increase, know, learn, realize, understand.

The following verbs will help to write good learning objectives. This chart is based on Bloom’s Revised Taxonomy

<u>REMEMBERING</u>	<u>UNDERSTANDING</u>	<u>APPLYING</u>	<u>ANALYSING</u>	<u>EVALUATING</u>	<u>CREATING</u>
Cite	Arrange	Adapt	Analyze	Appraise	Arrange
Choose	Associate	Apply	Appraise	Approve	Assemble
Define	Clarify	Calculate	Audit	Argue	Build
Draw	Classify	Catalogue	Break down	Assess	Combine
Label	Convert	Chart	Calculate	Choose	Compile
List	Demonstrate	Choose	Categorize	Conclude	Compose
Locate	Describe	Classify	Certify	Confirm	Conceive
Match	Diagram	Compute	Compare	Criticize	Construct
Memorize	Draw	Construct	Contrast	Critique	Create
Name	Discuss	Consolidate	Correlate	Debate	Design
Recall	Estimate	Demonstrate	Criticize	Decide	Devise
Recite	Explain	Develop	Deduce	Defend	Discover
Recognize	Express	Employ	Defend	Diagnose	Draft
Record	Generalize	Extend	Detect	Discuss	Forecast
Repeat	Identify	Extrapolate	Diagram	Estimate	Formulate
Reproduce	Interpret	Generalize	Differentiate	Evaluate	Generate
Select	Locate	Illustrate	Discriminate	Judge	Integrate
State	Outline	Infer	Distinguish	Justify	Invent
Tell	Paraphrase	Interpolate	Examine	Prioritize	Make
Write	Relate	Interpret	Identify	Prove	Manage
	Report	Make	Infer	Rank	Organize
	Restate	Manipulate	Inspect	Rate	Plan
	Review	Modify	Investigate	Recommend	Predict
	Sort	Order	Question	Research	Prepare
	Summarize	Predict	Reason	Resolve	Propose
	Transfer	Prepare	Separate	Revise	Reorder
	Translate	Produce	Solve	Rule on	Reorganize
	Visualize	Relate	Subdivide	Select	Set up
		Show	Survey	Support	Structure
		Sketch	Take apart	Validate	Synthesize
		Solve	Test	Verify	
		Submit	Uncover	Weigh	
		Tabulate	Verify		
		Transcribe			
		Use			

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Submission Topic Description or Abstract Submission

This form has been designed to help you organize the required aspects of an abstract and a full paper. You may use this form to help guide you through the required content of an abstract and full paper.

If you would prefer to submit an abstract instead of filling out each section below, please **upload your abstract directly into the online Submission Form**.

If you do not submit an abstract you must fill out each section below. These are provided here for reference as you prepare your submission. Please keep the responses concise but clear – remember that abstracts may be a maximum of 300 words (Note: If there are plans to publish in another journal, ONLY an abstract may be submitted and the maximum word count is 250 words).

This information will be used by the Editorial Committee to evaluate your submission - so the more details you can provide, the better.

**Non-Scientific Papers: Topic is a case study, hospital procedure or an innovation that is not experimental.*

**Scientific Papers: Topic falls under “research” or if you conducted experiments.*

Introduction: *(Brief description of what you did and why)*

Description:

Non-Scientific Papers – Description – brief description of what you did, how you did it, etc.

Scientific Papers - Materials and Methods

Results/Findings:

Non-Scientific Papers – Findings – brief description of the outcome or findings

Scientific Papers – Results

*Please **DO NOT** put “will be discussed...” – Any tests or results should be complete at the time the topic is submitted.*

Conclusion: *(Brief wrap up of your project, case, experiment, procedure, etc.)*