



TRANSITION TO RESIDENCY

Conversations Across the Medical Education Continuum

MAY 4-6, 2017 • NEW ORLEANS MARRIOTT, LOUISIANA



Proposal Submission Instructions

- 1) Visit <http://www.NRMPConference/submit.html>, and review the instructions.
- 2) Click on SUMBIT A PROPOSAL button in right menu bar to be directed to <https://cme.ucsd.edu/abstracts/logon.aspx>
- 3) Select REGISTER under New Submitters and register with the site. Fields in red are required. You may select your own password. Please make note of it should you need to return to the site and make edits to your submission at a later date.
- 4) Select "Transition to Residency...." from the list of conference options.
- 5) Click on NEW to enter a new abstract/proposal.
- 6) Follow instructions for entering your proposal information. Note that submissions are limited to 300 words.
- 7) Enter your proposal authors/speakers. Each submission must identify all proposed speakers, their titles, and academic affiliations. Be sure to indicate the primary presenter and point of contact for the submission.
- 8) Enter disclosure information for the primary presenter.
- 9) Under Conference Information, select the session/topic that best represents your submission.
- 10) Under Presentation Preference, select ORAL. Submissions not selected for a breakout session might be considered for a poster session, but that determination will be made by the review committee on a case-by-case basis.
- 11) Attest to the Declaration statement and click the SUBMIT button on the bottom of the page. You will see a confirmation page indicating that your submission was successful and that a confirmation email has been issued. Ensure your receipt of an email from the Office of Continuing Medical Education at UC San Diego, the contracted conference management services provider.
- 12) Thank you for your submission!