



NADIO

National Association of Designated Institutional Officials

Serving the GME Community

National Association of Designated Institutional Officials (NADIO)

2025 By DIOs for DIOs Annual Meeting

Abstract Submission Guidelines

Call for Submissions Open: April 14, 2025

Submissions Deadline 5/26/25 by 11:59 pm ET

GENERAL INFORMATION

DIOs and ADIOs are invited to submit workshop and poster proposals for the [2025 NADIO Annual Meeting](#). We will hold four 75-minute workshop sessions on December 8 and December 9, 2025.

Workshops:

Workshop proposals should include interactive elements that engage participants, whether through experiential activities, group planning, or tools they can take back to implement at their home institutions. We encourage creative and innovative submissions that speak to current and emerging needs within the DIO community. Cross-institutional collaboration is highly encouraged.

Posters:

Poster abstracts may focus on innovative practices, research, program implementation, or data relevant to the GME community. We encourage a range of poster topics, including quality improvement initiatives, DEI efforts, educational innovations, or institutional best practices.

Accepted posters will be presented during a live poster session on **Sunday, December 7, 2025**. Presenters must be available to stand by their posters and engage with attendees during the designated session time.

Poster Guidelines:

- Please do not exceed the 4 feet by 8 feet space allocated. Further instructions on mounting and location will be sent to accepted presenters.
- Posters must include the project title, authors, institutional affiliation (listed separately from the abstract body), objectives, methods, results (if applicable), and conclusions.
- While creative and visual appeal is encouraged, posters should maintain accessibility standards (e.g., legible fonts, high contrast).
- Presenters may also include QR codes to link to supplemental materials or project resources.

Submission and Review Process:

The submission review process utilizes a standardized scoring rubric and shielded grading system. All workshop submissions and poster abstracts are blinded to reviewers. Therefore, authors should be cautious in using institutional references in the body of the submission. Demographic information collected from the submitting author will not be considered in the review process.

Decisions regarding abstract selection will be emailed at the end of June. Accepted abstracts will be selected for live poster presentations at the posters sessions held on **Sunday, December 7, 2025**, during the meeting. Abstracts are published exactly as submitted and cannot be edited before publication on the NADIO meeting website.

WORKSHOP PROPOSAL CATEGORIES

As you consider your workshop proposal, we're particularly interested in the following topic areas:

- GME finances
- Special reviews
- Responding to ACGME survey data
- Institutional self-study and 10-year site visits
- Onboarding new program directors
- Legal issues in GME
- The role of AI in GME
- ADIO roles and professional development
- Integrating the DIO into hospital leadership
- Non-physician DIO perspectives
- Faculty development strategies
- GMEC minute documentation
- Monitoring and managing APE action items
- Annual Program Evaluations (APEs)

We welcome both practical, skill-based workshops and strategic, discussion-driven sessions.

ABSTRACT PREPARATION

Abstract Title

The title should be brief, but long enough to clearly identify the nature of the study. Use uppercase for the first letters of nouns, pronouns, verbs, adjectives, and adverbs. Use lowercase for conjunctions, coordinating prepositions, and articles. Do not put author names or affiliations within the title.

Abstract Body

The body of an abstract may not exceed 2,600 characters including spaces. Word count does not include the author information or title (only body). Abstracts must be entered single-spaced with no indents or bullets. Do not put author names or affiliations within the body section. For best results enter the abstract as plain text and use the formatting and special character tools available within the program. Please check your abstract carefully for typographical errors, and grammatical errors such as misspellings and poor hyphenation. Such errors become glaringly obvious in the published abstract.

The body of the abstract should be organized as follows:

- Workshop plan – how the time will be spent including participatory activities
- Learning objectives – 2-3 learning objectives for the participants
- Workshop description

- Workshop innovation – what makes the workshop innovative for the topic
- Target audience
- Workshop deliverables – what participants can take home with them, i.e. templates, ideas, action plans, etc.

ABSTRACT CONFIRMATION / NOTIFICATION

Abstract Confirmation

A confirmation of your submission including a copy of your abstract will be sent to the email address belonging to the NADIO account used to create the abstract. Please review the abstract to ensure its accuracy. If you do not receive confirmation upon submission, please check your spam folder. If you still have not received a confirmation email, please contact the NADIO National Office at info@nadiogme.org.

Abstract Notification

Only the individual submitting the abstract will be notified of the decision. If accepted, your abstract will be accepted for a live poster presentation. If accepted, the submitting author will be required to confirm acceptance and notify presenting author(s).

Registration

All presenters of accepted abstracts are required to register and attend the meeting.

ABSTRACT PORTAL

To begin the submission process, please visit <https://abstracts.nadiogme.org>. Login with your existing account or create an account.

NADIO Members or Account Holder: If you are a member of NADIO, OR if you have already created an account, select the "Log In" button and enter your existing credentials.

Non-Members or Those Without an Account: If you do not have an account, click the "Create Account" button before logging in. After creating your account, you will be sent an email with instructions on how to create your username and password. Return to <https://abstracts.nadiogme.org> and login using your newly created username and password.

Once in the system, select "Create new abstract" to begin. Once in the system, you will have the ability to save your progress and return to the portal.

FREQUENTLY ASKED QUESTIONS

Can I submit more than one abstract?

Multiple abstracts may be submitted, but you must complete or log out of one abstract before you can begin another. You may not enter multiple abstracts simultaneously.

Can I submit an abstract if it has already been presented at another national meeting?

Yes

How do I save my information if I can't complete the abstract in one sitting?

As soon as you have created your abstract in the submission portal, the program is ready to save your abstract information. Information is saved as you complete each step and use the button at the bottom of each screen.

What if I forget my password?

You can reset your password from the submission portal login-in page by selecting "Having trouble logging in?" and entering the email address associated with your NADIO account. If you need help accessing an abstract you have

begun but not completed, please email info@nadiome.org with the last name of the Main Author and the abstract title. Please note that there may be a delay in responding to such inquiries.

What if I find an error in my submitted abstract?

If you find an error prior to the submission deadline, please email info@nadiome.org with the last name of the Main Author and the Abstract ID in the subject line. We will "unsubmit" your abstract so that you can correct it and resubmit it before the deadline. If you find an error after the deadline, please email info@nadiome.org with 'ABSTRACT CORRECTION' and the abstract ID in the subject line and we will review your situation with you.

I don't know which version of my abstract was submitted and I can't find my confirmation email.

You can retrieve a copy of your submitted abstract by logging in to the abstract submission portal with your NADIO account and then select the Print or Email option after clicking on the link with your abstract title.

How will the author's information appear?

For abstracts with more than one author, if the Institution, City, State and Country are the same, that information will appear once at the end of all the listed names. Any consecutive identical information will appear only once. Do not include authors names in the body of an abstract.