

**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 15, 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 7, 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 on-site nor 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 15, 2024.
- ❑ **ACKNOWLEDGMENT OF RECEIPT** Within 30 minutes of submission, you will receive an email receipt from **Abstract Services** ([posters@rcmicconf.com](mailto:posters@rcmicconf.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 15, 2024.  
**Standard Registration Rates** apply from Friday, February 16, 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 7, 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.

**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.

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**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

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**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

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**03 Capacity Building**

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

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**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

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**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

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**06 Health and Healthcare Policy Research**

- 01 Health Economics
- 02 Health Policy

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**07 Health-Related Technology Application**

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

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**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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovation and Contribution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity and Completeness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**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.

**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@rcmicnf.com](mailto:posters@rcmicnf.com)