12th Annual International Scientific Conference on Mindfulness
*Integrating Mindfulness-Based Approaches and Interventions into Medicine, Health Care, and the Larger Society*

April 2–6, 2014
Norwood, Massachusetts * Four Points by Sheraton

An international gathering of mindfulness meditation-oriented clinicians, researchers, and educators presenting scientific findings, clinical topics, symposia, and training institutes critical to the development of mindfulness-based interventions.

Hosted by
The Center for Mindfulness in Medicine, Health Care, and Society
University of Massachusetts Medical School

Call for Papers and Presentations for:

Research papers
Research posters
Presentation Dialogues
Workshops
Conference Institutes
Breakfast Roundtables

Electronic submission process is available at
http://www.umassmed.edu/cfm/conference/
**Please note that there is a 300 word (2000 character limit) for abstracts submitted for Presentation Dialogues, Research Posters, Research Forums, Institutes, and Workshops.**

General Instructions

Careful review of these guidelines is recommended. Only submissions meeting the following criteria will be considered.

1. All presenters must register for the conference, once their abstract is accepted. Instructions will be sent on how to register upon acceptance.
2. All submissions must be sent electronically via the electronic submission process available at www.umassmed.edu/cfm/conference
3. We will not accept faxed or mailed submissions.
4. All Submissions must be received by October 4, 2013.
5. Submissions must explicitly follow the directions for the proposed category.
6. Presentations are limited to a maximum of three presenters.
7. Acknowledgement of receipt of submissions will be e-mailed after you complete your submission.
8. A Research Committee will review all Research Forum and Research Poster submissions. A designated Conference Committee will review all other submissions. All presentations will be evaluated on the following criteria:
   - Originality
   - Quality and clarity
   - Organization
   - Appropriateness
   - Relevance
   - Creativity
   - Successful implementation
   - Adherence to abstract and learning objectives guidelines
9. Initial submissions should not include any personally identifying data in the abstract itself for blinding purposes. Should your submission be accepted, you will have the opportunity to include institution affiliations and authors to your abstract.
10. All submissions must be in English; all presentations must be in English.
11. All submissions must include at least three (3) learning objectives using the guideline for Writing Behavioral Learning Objectives below.
12. Provide a current and complete e-mail address for the primary presenter. In addition, please provide an email address for all other authors/presenters.
13. You are encouraged to submit your material early.
14. Each corresponding author will receive an e-mail confirmation of the submitted materials.
15. Notification of acceptance or rejection of your presentation will be sent to you via e-mail by November, 2013.
16. Windows-based laptop computers will be available for your presentation. Presenters wishing to use a Macintosh computer should bring their own Mac laptop as well as a VGA-compatible video adapter.
17. All presentations should be sent electronically to the coordinator prior to your arrival.

For other questions, contact:
Jean Baril, Conference Coordinator, at 508.856.5493
Address: Center for Mindfulness in Medicine, Health Care, and Society
University of Massachusetts Medical School
Chang Building
55 Lake Avenue North
Worcester, MA 01655
**Writing Behavioral Learning Objectives**

Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity.

Learning objectives must be *observable and measurable.*

Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors.

**Verbs to consider when writing learning objectives:**
- list, describe, recite, write
- compute, discuss, explain, predict
- apply, demonstrate, prepare, use
- analyze, design, select, utilize
- compile, create, plan, revise
- assess, compare, rate, critique

**Verbs to avoid when writing learning objectives**
- know, understand
- learn, appreciate
- become aware of, become familiar with

Example of a well-written learning objective:

**This workshop is designed to help you:**
1. Summarize basic hypnosis theory and technique;
2. Observe demonstrations of hypnotic technique and phenomena
3. Recognize differences between acute and chronic pain
SUBMISSION CATEGORIES

Research Forums

Purpose: A format for presentation and discussion of completed original research.

We encourage mindfulness research submissions including, but not limited to, the following designs: mindfulness-based pilot studies, observational studies, clinical trials, experimental studies, case series, and qualitative research. Research settings and subjects may include: patients, community members, caregivers, laboratory settings, and mindfulness research in educational, corporate and law settings.

Time: 60 minutes. 45 minutes for presentation of data, 15 minutes for discussion.

Submission requires:

1. 300 word (2000 character limit) abstract, structured using the following headings:
   - **Objective**: Brief statement of the **objective/purpose** of the study or studies
   - **Methods**: State the **methods** used, including type and number of subjects, study design, measures, statistical analyses or other evaluation methods, and other pertinent information
   - **Results**: Summarize the **results** in sufficient detail to support your conclusions. Include results of statistical tests and significance level as appropriate.
   - **Conclusions**: State the **conclusions** reached. Stating "Results will be discussed" is not acceptable.

2. Provide three learning objectives based on program objectives for continuing education requirements.

3. Submissions may not include charts, graphs, tables, or references

4. All presenters must register. General registration fees are waived however, fees must be paid if planning to attend any pre or post conference days.

Note: Please indicate "Paper Only" if a poster presentation is unacceptable.

Research Posters

Purpose: To provide an opportunity for one-on-one discussion of investigators' completed research in an informal setting. We encourage mindfulness research submissions including, but not limited to, the following designs: mindfulness-based pilot studies, observational studies, clinical trials, experimental studies, case series, and qualitative research. Research settings and subjects may include: patients, community members, caregivers, laboratory settings, and mindfulness research in educational, corporate and law settings. All content and methods will be considered.

Time: Investigator staffs poster for 2 hours; posters will also be displayed during the conference.

Submission requires:

1. 300 word (2000 character limit) abstract, structured using the headings below:
   - **Objective**: Brief statement of the **objective/purpose** of the study
   - **Methods**: State the **methods** used, including type and number of subjects, study design, measures, statistical analyses or other evaluation methods, and other pertinent information
   - **Results**: Summarize the **results** in sufficient detail to support your conclusions. Include results of statistical tests and significance level as appropriate.
   - **Conclusions**: State the **conclusions** reached. Stating "Results will be discussed" is not acceptable.
2. Submissions may not include charts, graphs, tables, or references
3. All presenters must register for and pay the registration fees

Presentation-Dialogue
**Purpose:** To provide a structured forum for presenting and discussing mindfulness-based curriculum or teaching, faculty/teacher development or administrative ideas.

**Time:** 60 minutes– 30 minutes for presentation, 30 minutes of discussion.

**Submission requires:**

a) 300 word (2000 character limit) abstract using sample format below:
   - Brief statement of educational goals and **objectives**
   - a rational of importance to participants
   - a description of the actual content of the proposed session
   - a description of how the participants will be involved;
   - an outline of the session that includes time allotted for each element of the presentation.
   - Provide three learning objectives based on program objectives for continuing education requirements.

b) Submissions may not include charts, graphs, tables, or references

c) All presenters must register. General registration fees are waived however, fees must be paid if planning to attend any pre or post conference days.

Workshops
**Purpose:** To provide a focused, small-group educational experience directed toward the understanding and acquisition of specific competencies, skills, and methods.

**Time:** Three hours

**Submission** requires a summary abstract of no more than 300 words (2000 character limit including title and corresponding authors). Please include the following:
- A succinct, clear description of “who” will benefit from attending;
- A crisp, direct, unambiguous title – “what”;
- A clear, detailed description of skills to be developed and acquired – “why”;
- A description of the format in terms of pedagogical methods –ie. interactive, lecture, role-play etc., how the participants will be involved.
- Provide three learning objectives based on program objectives for continuing education requirements.

Workshop presenters will be expected to provide and distribute handouts, bibliographic lists, and/or other suitable aids.

Note: General registration will be waived for Workshop presenters
**Conference Institutes**

**Purpose:** To provide a focused, educational experience directed toward the understanding and acquisition of specific competencies, skills, theoretical foundations, and methods.

**Time:** 6 hours per day

**Note:** We will consider single and multiple-day Conference Institutes

**Submission** requires a summary abstract of no more than 300 words (2000 character limit including title and corresponding authors). Please include the following:

- A succinct, clear description of “who” will benefit from attending;
- A crisp, direct, unambiguous title – “what”;
- A clear, detailed description of skills to be developed and acquired – “why”;
- A description of the format in terms of pedagogical methods – example: interactive, small group, role-play etc., how the participants will be involved.
- Provide three learning objectives based on program objectives for continuing education requirements.

All applications for Conference Institutes will be reviewed and acceptance will be determined by the appropriateness of the session, the quality of the submission, and the space available.

Conference Institute presenters will be expected to provide and distribute handouts, bibliographic lists, and/or other suitable aids.

**Note:** General registration will be waived for Conference Institute presenters.

Honorarium will be awarded for Conference Institutes

**Your submission may also be considered for a half-day Institute.**

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**Breakfast Roundtables**

**Purpose:** To provide an informal setting for sharing your experiences and ideas.

**Time:** 45 minutes (during breakfast)

**Attendance:** Limited to 10 (table size)

**Submission:** On-line submission of 125 word abstract