

**2024 MHSRS Call for Abstracts
Frequently Asked Questions (as of 24 Jun 24)**

Q. What are the dates and location for the 2024 MHSRS?

The dates and location for the 2024 MHSRS: Monday, August 26 – Thursday, August 29, 2024, at the Gaylord Palms Resort and Convention Center, Kissimmee FL.

Q. Are travel funds available to attend?

No.

There is no central funding to attend the MHSRS. All funding is local.

All speakers/speaker organizations are responsible for covering meeting costs to include travel, hotel, and registration.

Q. Are rental cars authorized for U.S Federal employees attending the 2024 MHSRS?

No.

Shuttles to and from the airport and to and from overflow hotels to the Gaylord are provided.

Q. Where can I obtain the MHSRS meeting approval letter?

The 2024 MHSRS approval letter is available through a link on the homepage of the MHSRS website https://mhsrs.health.mil/SiteCollectionDocuments/2024_MHSRS_Approval_Letter.pdf

Q. What is the vendor address for the SF-182?

The Bridge Group, LLC
62-1/2 Gertrude Place
Asheville, NC 28801
703.425.1186

GSA: GS07F0185V
TIN: 54-2015405
UEI: FW69LSBNV8S3
CAGE: 1VCN3
NAICS: 561920
SBA: P0413769

Q. What are the meeting registration fees for 2024 MHSRS?

There are two rates:

- \$450 per person – U.S. Active-Duty Military and G.S./equivalent civilian. This fee includes 9 meals. Also qualifying for this registration rate are Reservists and National Guard members and non-U.S. Active Duty and non-U.S. government civilian employees with the appropriate identification. One day registrations for \$300 are also available.
- \$750 per person – All others. This fee includes 9 meals. One day registrations for \$450 are also available.

The 9 meals are: 4 breakfasts, 4 lunches, and one dinner
 Monday – Breakfast, Lunch, Reception (Dinner)
 Tuesday, Wednesday, Thursday – Breakfast and Lunch

Note: Government personnel using the Defense Travel System (DTS) should adjust their per diem in DTS for the meals provided.

Q. When does registration for the 2024 MHSRS open? (new)

Meeting registration will open on 10 July 2024 at 1200 (noon) Eastern Standard Time. This later time is to accommodate our West Coast attendees.

Q. Do I register for the meeting through the MHSRS website (<https://mhsrs.health.mil/>)? (new)

No.

The MHSRS homepage is NOT the meeting registration website. Registration is managed by the MHSRS Support Contractor, The Bridge Group. To register for the 2024 MHSRS please go to www.mhsrs.net.

However, information on meeting registration will be posted on the MHSRS website and a mass message will be released before registration opens.

Q. Last year, I tried to register for the meeting using my Government Travel Charge Card (GTCC) and the charge was denied. What should I do for 2024?

In 2022 and 2023, there were issues with the CITI card accepting the meeting’s vendor code for those registering using their GTCC. To avoid registration issues this year, please contact your credit card manager now to ensure that your card does not have a block **on merchant code 7399** (Business Services) before registration opens. The link for hotel registration is sent only after the meeting registration fee is paid. Avoid delays in getting a hotel room by being proactive in addressing this matter as soon as possible.

Q. What is a registration token and how do I get one?

Some organizations do not allow personnel to put meeting registration fees on their GTCC or company credit card and require these fees to go through a central purchase card holder (GPC). As a result, we offer a registration token to those purchase card holders who are paying the registration fees for 5 or more people in their organization. For information about registration tokens, please visit

the meeting website at www.mhsrs.net/register or contact the registrar at MHSRS2024@anidealpartner.com.

Q. I am a contractor registering my boss, who is a federal government employee, for the meeting. The registration site (www.mhsrs.net) asks me to pick a CAC design to verify my status. Do I pick my CAC?

No.

Pick the CAC design of the person you are registering for. In this case, it would be your boss's government CAC. In doing this, you ensure that the correct room reservation link is sent to your boss.

Q. What are the hotel room rates at the Gaylord for MHSRS 2024? (new)

U.S. Federal Employee/Government Per Diem (Standard Room): \$107.00. Federal government employees are exempt from the nightly resort fee and from local and state taxes if a Florida tax exemption form is provided at hotel check-in. The \$107/night rate applies to U.S. Federal government employees only. You must present your government CAC card, PIV card, or equivalent, at the hotel registration desk for verification. This rate does **NOT** apply to state employees, FFRDC or ORISE personnel, or to non-U.S. military and civilian government employees.

For all others, the rate is \$249/night plus \$38/night resort fee plus taxes.

All room reservations will be audited on a regular basis. Ineligible attendees booking at the government rate will be automatically switched to the standard room rate if rooms are still available. If none are available, the reservation will be cancelled.

The above rates for the MHSRS room block expire on Monday, 29 July 2024. After that the rooms will be available at the market rate.

Q. Are overflow hotels available? (new)

Yes.

There are two 2024 MHSRS overflow hotels. Both are in Osceola County, the location of the meeting, and both will offer the \$107/night room rate. The links to hotel reservations for these hotels will be available on the registration email sent to registrants after the registration fee is paid. These hotels are located across the street from one another.

Delta Hotels Orlando Celebration, 2900 Parkway Blvd, Kissimmee, FL 34747
Melia Hotel Celebration, 225 Celebration Pl, Celebration, FL 34747

Q. Are complimentary shuttles available to and from the airport and the overflow hotels?

Yes

From the airport to the Gaylord and the overflow hotels: There will be a daily complimentary shuttle running from the airport to the Gaylord and the overflow hotels.

Back to the airport: All shuttles returning to the airport will depart from the Gaylord Main Transportation Lobby.

There will be a daily complementary shuttle running from the overflow hotels to the Gaylord. Schedules will be published when available.

Q. Have the abstract notifications been released?

Yes. Letters were released on 29 May 2024.

Abstract notification letters (accepted, not accepted) are sent to the abstract submitter and the presentation author. If you have not received your 2024 abstract notification, check your junk box first and then contact usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil.

Q. Can I place a QR code on my poster for readers to find additional information on the research? (new)

Yes.

Q. I was selected for an oral presentation at a breakout session, but I cannot attend. Can I send a substitute presenter?

Yes, if you were selected for an oral presentation at a breakout session or at the Scientific Plenary.

If you were selected for the Young Investigator Competition, no substitutions are allowed in this category.

If you will be unable to attend and will have a substitute presenter (1) make the change on the MHSRS website (<https://mhsrs.health.mil/SitePages/Home.aspx>) and (2) send an email to usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@health.mil with your MHSRS abstract number, the new presenter's full name and terminal degree, and a signed Conflict of Interest (COI) form from the new presenter. This form can be downloaded from: <https://mhsrs.health.mil/SiteCollectionDocuments/Disclosure-Form.pdf>

Q. Do substitute presenters need to submit a COI form?

Yes.

See answer to question above.

Q. Is there a specific length for my oral presentation? (revised)

Yes.

The standard presentation time is 15 minutes to include questions. Individual presentation times (e.g., 1300 – 1315) will be posted when all of the speaking schedules have been submitted.

Q. Is there a standardized slide template for oral presentations?

No.

Use your organizational template and utilize the wide format (16:9). All presentations must include a Disclaimer/Conflict of Interest slide. Contact speakers@MHSRS.net for a sample, if needed.

All presentations must also include an acknowledgement slide: Only the Speaker(s)/Presenter(s) should be listed on the title slide (and those are the same speakers who would have needed to submit a COI/Disclosure form for review). Individuals who may have contributed to the overall work but NOT the individual slide deck and presentation should be listed on a separate acknowledgement/thank you slide (and therefore do not require a COI form).

Before preparing and uploading your PPT slide, we highly recommend you visit the “How to Upload Your Slide Presentation” on this page to make sure the 5 criteria have been met:

<https://www.mhsrs.net/session-guidelines>

How do I load my slide presentation? (new)

The portal for uploading your PPT presentation is open. Please visit <https://www.mhsrs.net/session-guidelines> to make sure requirements for upload have been met and then follow the instructions on that page to upload your PPT.

All sessions receiving abstracts are considered for CE credit.

Q. When are the slide presentations due? (new)

Slides for presentations selected for oral talks need to be uploaded by Friday, July 26. Presentations by email will not be accepted. Please contact speakers@mhsrs.net with any questions.

Q. Why is the deadline to upload slide presentations so early? (new)

This is because the CE provider, before they will award CE credit for the session, reviews each individual slide presentation in conjunction with the presenter COI that was submitted with the abstract. For the number of slide presentations expected at the 2024 MHSRS, the CE provider needs ~4 weeks to review and request for presentation revisions, as needed. The goal is to know the CE credit status of as many of the 2024 sessions as possible before the meeting.

In addition, the meeting support contractor needs sufficient time to que up 500 individual slide presentations by day and by speaking order for each of the 72 sessions offered in 2024.

That said, we understand that many organizations require an extended clearance process before release of the presentation is authorized. Please submit your slide presentations as close to the 26 July deadline as possible.

Please contact speakers@mhsrs.net with any questions.

Q. I am the moderator of a grandfathered session that is not seeking CE credit. When are my slide presentation due? (new)

Slides for presentations selected for oral talks in the designated grandfathered sessions not seeking CE credit are due no later than Friday, August 16. Presentations by email will not be accepted. Please contact speakers@mhsrs.net with any questions.

Q. I was selected for a poster presentation. How do I find out the date and time of my session?

Refer to your notification letter for the name of the breakout session under which your poster session was selected, which Poster Session (1, 2, or 3) it will be presented at, and the date and time of that poster session. The list of breakout session topics per poster session can be accessed through the homepage of the MHSRS website. Poster board numbers are not available at this time.

Q. As a poster presenter, do I need to register? Is there a discount?

Yes.

You need to register and pay the published fee. There is no discount for poster presenters or students.

Q. What size should my poster be?

The maximum poster size is 4 feet tall by 6 feet wide.

Poster presenters must bring their poster with them. The organizers will not print out the posters. There is no standard template for the posters, but they should be structured as – Introduction, Materials and Materials, Results, Discussion and Conclusion.

Q. I have multiple posters in the same poster topic area. Can my posters be placed side by side? (new)

Placement of posters by the same author in a particular topic area (e.g., Prolonged Care) is done as part of the quality control review before the poster board numbers are assigned. For any other request concerning multiple posters by the same author, we do our best to accommodate but make no promises.

Q. I was selected for a poster presentation. Can I ship my poster to the Gaylord?

Yes, but the hotel charges a fee to pick it up. The meeting organizers will not pick up your poster for you.

The address is:

(Guest Name)

(Arrival date)

Gaylord Palms Resort & Convention Center

6000 W Osceola Pkwy

Kissimmee, FL 34746

Q. When do I need to load my poster by? (new)

Load your poster in pdf format through your account on the MHSRS website (<https://mhsrs.health.mil/SitePages/Home.aspx>) before you leave for the 2024 meeting. Your account on the MHSRS website is the same account that you initially submitted your abstract. After you upload your pdf, please check the upload to ensure that it is not corrupted.

Q. What is my responsibility for organizational clearances for my presentation (poster and/or slide)?

Attendees are responsible for obtaining all required organization clearances (e.g., Public Affairs Operational Security) for their oral presentation slides or posters. DoD attendees: All information must be formally cleared for public disclosure.

Q. Is it possible to make edits to my accepted abstract after the notification letter is received?

Yes.

The system is open to make changes to your accepted abstract. Only the original submitter of the abstract can make these changes by entering their personal portal on the MHSRS site (<https://mhsrs.health.mil/SitePages/Home.aspx>). Changes include minor text changes, change of presenter, adding a disclaimer, presenter name change, abstract withdrawal.

Q. Will you be publishing the accepted abstracts on the MHSRS website?

Yes.

We will be publishing abstracts whose authors have given us permission to publish. These can be accessed at <https://mhsrs.health.mil/SitePages/Home.aspx> approximately 3-4 weeks after the notification letters are released.

Q. I want to apply to be an exhibitor at the 2024 MHSRS. Who do I contact?

Contact the meeting support contractor's sales team at sales@mhsrs.net

Q. What is the process for becoming an exhibitor?

- Contact the sales team for an application.
- Complete the application and submit to the sales team.
- After the application is reviewed, the sales team will contact you to sign a contract for your booth space for the size desired. Booth locations will be assigned in priority order. When assigning booth locations, the sales team gives priority to being a past exhibitor and the date the contract was signed.
- After the contract is signed and the invoice paid, register your exhibit personnel individually once registration opens. Note: The link to register for a hotel room is provided when registration is complete.
- The sales team will contact you with your booth location for MHSRS 2024.

Q. What are the MHSRS exhibit booth rates for 2024?

The basic booth size is 10 ft by 10 ft.

Rate for Government/Military: \$4,175 for the basic booth

- Symposium registration fees are not included in this price.

Non-Government/Industry: \$4,375 for the basic booth

- Symposium registration fees are not included in this price.

Q. What is included in the exhibit booth fees?

Each booth includes:

- Carpet, 8' backwall drape, 3' side-rail drape, 6' skirted table, two chairs, booth ID sign.

Note: Exhibit fees do NOT include freight handling, electrical service, and other ancillary booth services.

Q. Are exhibit hall personnel registration fees including in the exhibit booth fees?

No.

New for 2024 – To offer more flexibility to our exhibitors, registration is no longer included as part of the booth fees. All exhibit hall personnel will register for the meeting and pay individually on the MHSRS registration website.

Exhibitor meeting registration fees are:

- U.S. Federal government exhibitors:
 - Full registration - \$450 per person. This fee includes 9 meals.
 - One day registration - \$300. This fee includes 2 meals (breakfast and lunch)
- All other exhibitors:
 - Full registration - \$750 per person. This fee includes 9 meals.
 - One day registration - \$450. This fee includes 2 meals (breakfast and lunch)

Q. Will there be a 2024 MHSRS Supplement to Military Medicine?

Yes.

The intent to submit email to all submitters of accepted abstracts will be released soon.