

Abstracts Review Working Group Roles and Responsibilities

Purpose

The Abstracts Working Group is responsible for reviewing, scoring, and selecting abstract submissions for AFHTO's Annual Conference. The group ensures a fair, high-quality, and transparent process that curates engaging sessions aligned with the needs and priorities of team-based primary care in Ontario

Key Responsibilities

- Review and score assigned abstracts using AFHTO's evaluation criteria
- Participate in virtual meeting(s) to finalize recommendations for the conference program.
- Recommend abstracts for inclusion as sessions or posters in the conference program.
- Ensure alignment with the conference goals.
- Provide subject-matter insight to help shape a strong conference program
- Maintain confidentiality of all submissions and deliberations.
- Declare any conflicts of interest and recuse from related reviews.

Time Commitment

Estimated time commitment is 6-10 hours between May – August includes:

- Orientation session.
- Independent review and scoring of abstracts during the review period.
- Participation in virtual meeting(s) for recommendations.

Support Provided

- Orientation and scoring guidance
- Access to all materials and evaluation tools