

IAAHPC 2019 Poster Guidelines

KEY DATES

December 1, 2018	Abstract Submission Open
June 1, 2019	Abstract Submission Closes
June 30, 2019	Poster Presenters selected and notified via email
Saturday, October 5, 2019	Poster presenters are required to be present at their poster to discuss content and answer questions during Saturday morning and afternoon Tea/Coffee breaks.
October 4-6, 2019	Display Period: Posters must be displayed for the entire three days of the conference. Early dismantling is not permitted.

ABSTRACTS

Poster Sessions are presented in a designated hall and allow attendees to view and discuss the specifics of an abstract with the author in a one-on-one or small group setting. These sessions will take place during the morning and afternoon Tea/Coffee breaks on Saturday.

ABSTRACT GUIDELINES

General Information - Poster Presentations

We invite practitioners, academicians, and researchers passionate about hospice, palliative care, multi-disciplinary teams, and end-of-life care to submit an abstract for poster presentation to the IAAHPC by the date listed above.

- Poster abstracts should contain original research or case reports/series with novel information that has not been previously published. They can include pearls of practice, novel approaches, highlight innovative work or techniques, or consist of other significant contributions or findings to practicing euthanasia, hospice, or palliative medicine that would be useful and interesting to conference attendees.
- If a poster has been presented elsewhere, but not published, you may provide a "reprinted with permission" statement.
- The abstract does not have to correlate with the theme of the conference.

- By submitting an abstract, the main author agrees, should the poster presentation be accepted, *that at least one of the authors must register and attend the conference to present the poster.*
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ABSTRACT SUBMISSION INSTRUCTIONS

All abstracts must be submitted through IAAHPC's online abstract system.

ABSTRACT FORMATTING GUIDELINES

Abstracts should include the following information assembled as follows:

- Title – brief and should clearly and objectively describe the study. Abbreviations may not be used in titles.
- Author(s) – include all authors (first name, last name, middle initial, organization/institution name, city, state/country). Do not include titles, degree, institutional appointments, street names or postal codes.
- Lead Presenter (primary contact) – Name, Email Address, and Phone Number
- Purpose - Short statement of the study's specific objective
- Summary of Background/objectives, Methods, Results and Conclusions. Tables or graphs can be included, limited to three. References should not be included.

The abstract must be submitted in Microsoft Word. It should not exceed 500 words (not including abstract title, author, and lead presenter).

ABSTRACT SELECTION

After abstracts have been reviewed, up to six (6) will be selected to be presented.

- Accepted abstracts must have at least one presenting author registered for the conference.
 - Presenters are required to be present on one full-day of the conference in order to answer any questions of attendees.
 - The posters will be displayed from Friday, October 5 to Sunday, October 7.
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ABSTRACT PRESENTATION REQUIREMENTS

- All abstract presenters must check in at the Registration Desk and note they are an abstract presenter when they arrive to be shown where to present their poster.

- **All posters must be on display by Friday, October 5 by 10:00 AM and cannot be removed until Sunday, October 7 after 12:00 PM. Please make your travel arrangements accordingly.** No early breakdown of the poster will be allowed.
 - If a poster board is not claimed by 3:00 PM on Sunday, October 7 it will be discarded.
 - Poster presenters must be at their poster on Saturday October 6 during the morning Tea/Coffee break from 9:50 to 10:20 AM and during the afternoon Tea/Coffee break from 3:50 to 4:20 PM.
 - All poster presenters must disclose conflicts of interest or perceived conflicts of interest on the poster.
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CREATION OF PRESENTATION

- For Poster presenters:
 - We strongly recommend your poster be rectangular to maximize the use of space. We also strongly recommend printing a poster no less than 36 inches high by 72 inches wide. This will allow the poster to be easily read at a distance of 6-8 feet.
 - It is recommended that posters be produced by a printer for a professional look.
 - Handouts are not required but if you prepare a handout, you are responsible for bringing copies to pass out to attendees. The conference committee will not be able to make copies for you.
- Abstract title, author(s), and institution/organization must be placed at the top of your slide or printed poster in large lettering (at least 2 inches high). The design and layout should be concise including clear headings (i.e. Background/objectives, Methods, Results and Conclusions) and should also include the abstract summary.
- Use large type size that can be easily read at a distance of 6-8 feet.
- The use of color, images, and graphs is strongly encouraged. Be sure graphs and charts can be easily read at a distance of 6-8 feet.

For tutorials on creating scientific posters, visit <https://www.makesigns.com/tutorials>. They provide helpful videos on planning and writing your content, software options, free templates, design and layout, poster sizes, choosing fonts and colors, and adding images and graphs.

CONFLICT OF INTEREST

A disclosure of conflict of interest* must be included on the poster. It should be placed either on the top or the bottom of the poster and state:

In relation to this presentation, I declare the following, real or perceived conflicts of interest:
(description of the conflict of interest)

OR

In relation to this presentation, I declare that there are no conflicts of interest.

**A conflict of interest is any situation in which a presenter or immediate family members have interests, which may cause a conflict with the current presentation. Conflicts of interest do not preclude the delivery of the presentation but should be explicitly declared. These may include financial interests (e.g. owning stocks of a related company, having received honoraria, consultancy fees), research interests (research support by grants or otherwise), organizational interests and gifts.*

Tips on Preparing a Poster Presentation

Plan

- Size –The recommended poster size is 48” wide x 36” high; the maximum poster size is 96” wide by 36” high.
- Text – amount of copy, font type and size
- Images and graphics

Assemble

- PowerPoint or Publisher software
- Proof, edit, re-proof, re-edit

Print

- Check campus and local printing service rates/experience
- Printing charges range from \$8-12 per square foot depending on paper selection
- Plan for a 1-2 week turnaround time
- Ask about preferred submission methods and accepted file types (e.g., pdf, tiff, ppt)
- Specify the date your poster is needed, its finished size and paper type
- Get the most out of your effort by using your poster in other venues

Display Options

- Paper or canvas roll
- Poster board

Selecting Poster Content

- Background
- Hypothesis/program or project objectives
- Research design/program or project description
- Results/evaluation
- Conclusion(s)
- Future plans
- References

Present a clinical scenario with discussion of an actual patient presentation or review current evidence-based recommendations for a clinical topic.

Clinical case presentation

- Introduction
- Case description
- Discussion of current practice guidelines for management of the patient

Evidence-based review

- Evidence summary
- Recommendations from others

- Clinical commentary

Tips on Constructing Your Poster

Be consistent

- Keep consistent margins
- Keep line spacing consistent
- Keep color, style and thickness of borders the same
- Keep shading consistent

Limit text

- Put details in a handout (presenter is responsible for bringing all printed copies)
- Goal: 20% text, 40% graphics, 40% space

Make sure ideas flow from panel to panel logically (consider numbering panels)

Use charts and graphs to illustrate data (avoid large tables of raw data)

Use high resolution photographs (web images often won't work)

Pick 2-3 fonts

- Headings – Good Old Style, Bold, Shadowed, Garnet, Centered
- Body Text – Verdana, Black, Left Justified
- Labels – Arial, Black, Left Justified

Pick 2-3 colors

- Consider school or institutional colors
- Use the same principles for contrast that you might use for a PowerPoint presentation
- Conserve on ink by limiting solid color backgrounds and using white or light colors

Test readability

- Title on banner should be able to be read from 20 ft
- Body text should be able to be read from 6 ft
- Suggested font sizes (will vary slightly depending on font style)
 - o Title of poster: 96-120 pt
 - o Author(s) and institution: 60-72 pt
 - o Headings: 60-72 pt
 - o Body Text: 32-48 pt
 - o Labels: 20-32 pt
- Do not use all capital letters