IAAHPC 2023 Poster Session Guidelines

KEY DATES:

February 1st, 2023	Poster Abstract Submission Open
September 15th, 2023	Poster Abstract Submission Closes
September 29th-October 1st, 2023	<u>Display Period</u>: Posters must be displayed for the entire three days of the conference. Early dismantling is not permitted. At least one author of the poster is requested to attend the conference.
September 30th, 2023	Presenters must be with their poster during the morning break (10:30am-11:30am) to answer questions. Poster awards (with cash prizes) will be announced at the evening event.

ABSTRACTS:

Poster Sessions are presented in a designated area and allow attendees to view and discuss the specifics of an abstract with the author in a rotating one-on-one or small group setting. This session will take place during the morning break on Saturday, September 30th from 10:30am-11:30am.

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. There is a $75 honorarium per poster presented at the conference.

- 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.*

ABSTRACT SUBMISSION INSTRUCTIONS:
All abstracts must be submitted by emailing to stephanie@iaahpc.org prior to the August 15th deadline. Once selected, we will need a complete W9 to send your honorarium.

ABSTRACT FORMATTING GUIDELINES:
Abstracts should include the following information assembled as follows:
- <u>Title</u> – brief and should clearly and objectively describe the study. Abbreviations may not be used in titles.
- <u>Author(s)</u> – include all authors (first name, last name, middle initial, organization/institution name, city, state/country). Do not include titles, degrees, institutional appointments, street names or postal codes.
- <u>Lead Presenter</u> (primary contact) – Name, Email Address, and Phone Number
- <u>Purpose</u> - Short statement of the study's specific objective
- <u>Summary of Background/objectives, Methods, Results and Conclusions</u>. 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 250 words (not including abstract title, author, and lead presenter).

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, September 29th by 10:00 AM and cannot be removed until Sunday, October 1st after 11:00 AM. Please make your travel arrangements accordingly. If you are attending Thursday's sessions, you are welcome to display early.** No early breakdown of the poster will be allowed.
- If a poster board is not claimed by 3:00 PM on Sunday, October 1st it will be discarded.
- Poster presenters must be at their poster on Saturday, September 30th during the morning break from 10:30 to 11:30 AM to answer participant questions and network.
- All poster presenters must disclose conflicts of interest or perceived conflicts of interest on the poster.

CREATION OF PRESENTATION:
- For Poster presenters:

- o We strongly recommend your poster be 36" x 48" in size and horizontal orientation to maximize the use of space.

- o It is recommended that posters be produced by a printer for a professional look. There is a [FedEx store](#) located 0.25 miles (a 5-6 minute walk) from the Omni Fort Worth if you would prefer to print on site and not travel with your poster.

  - ▪ FedEx Store
    - ▪ usa0725@fedex.com
    - ▪ (817) 348-8899

    - ▪ Poster Order Form **(recommended: foam mounted, 36 x 48)**

  - ▪ Other printers include (please note if printing on fabric or paper, it will need to be mounted to foam core for display):
    - ▪ [Staples](#) (1660 S University Dr, Fort Worth, TX 76107 is 3 miles from Omni)
    - ▪ https://scientificposterprinting.com
    - ▪ Vistaprint
    - ▪ https://www.posterpresentations.com/index.html

- o Posters will be displayed on an easel so need to have backing material if not printed on foam core.

- o 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 a 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 if one exists. 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)."

*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.

RECOGNITION:
Participants will review all posters participating in the session and will vote to award ribbons and prizes to the 1st, 2nd, and 3rd place posters.

EXAMPLES: