2020
POSTER SUBMISSION INSTRUCTIONS

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Thank you for your interest in presenting a poster. This document contains detailed instructions on formatting your abstract, developing content for your abstract, and other pertinent information. **Read this document in its entirety.** Failure to follow the instructions provided in this document could result in your abstract not being selected for presentation.

SUBMISSION DEADLINE

August 3, 2020 at 11:59 p.m. (Pacific) – Abstracts must be complete and submitted by this date; no new submissions or edits will be accepted after this deadline. ASHP will not edit abstracts. Incomplete abstracts will be deleted from the system after this deadline.

Note: Encore presentations are permissible.

POSTER ABSTRACTS ARE CLASSIFIED AS ONE THE FOLLOWING:

- **D = Descriptive Reports:** Describes new, improved or innovative roles or services in pharmacy practice, or unusual clinical cases in one or a few patients that have not been formally evaluated but are of such importance that they must be brought to the attention of practitioners. Descriptive reports must contain detailed rationale of the project or case, and the importance of the report to pharmacy practice.
- **E = Evaluative Study Reports:** Describes original research, including clinical research on drug effects in humans, drug-use evaluations, and evaluations of innovative pharmacy services. Evaluative study reports must include scientific results and/or data to support the conclusions, and indicate that all clinical research represented in the abstract was approved by the appropriate ethics committee or institutional review board and, if appropriate, informed consent was obtained for all subjects.

GETTING STARTED

LOGIN – EMAIL ADDRESS & ACCESS KEY

To submit an abstract, you must create an account profile which includes your contact information, mailing address, and your access key.

- Do not delete or alter the email address that is shown on your profile.
- It is imperative that this email address is a working email address that is not spam-protected. If you have spam protection, you may not receive our emails.
- Your email address and the access key you create will be used as your login information for the poster submission site.
- The email that is used for logging into the poster abstract submission site must belong to the **primary author** – not an assistant or colleague.

PRIMARY AUTHOR

The person entering the information online is considered *the* primary author as well as the primary presenter. The primary author's name will *automatically* appear first on the citation and the abstract. Only the primary author's contact information will be printed on the published version of the abstract. **The primary author is responsible for verifying that all co-authors are aware of the content of the abstract and support the data**.

POSTER ABSTRACT TITLE

Be sure your title accurately and concisely reflects the abstract content. **IMPORTANT: Put the title of the abstract in the title field only. DO NOT include the title in any other fields**.

Format your title as follows:



- **Sentence case format only.**
- NO proprietary (brand) names in the title.
- Use capitalized letters only for acronyms or proper nouns (e.g. countries, etc.).
- Do not use "A," "An," or "The" as the first word in the title.

Title Format Examples

Incorrect: IMPLEMENTATION OF COMPUTERIZED PRESCRIBER ORDER ENTRY (CPOE) IN A SURGICAL UNIT: ONE YEAR LATER

Incorrect: implementation of computerized prescriber order entry (CPOE) in a surgical unit: One year later.

CORRECT: Implementation of computerized prescriber order entry (CPOE) in a surgical unit: one year later

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ONLINE SUBMISSION PROCESS

The online submission process consists of six (6) tasks. All six (6) tasks must be completed by the primary author to submit a poster abstract.

TASK 1: POSTER ABSTRACT CONTENT

Enter your poster abstract content details.

ABSTRACT CONTENT MUST:

- ✓ **Be complete at the time of submission**. Planned projects or descriptions of projects still being implemented will not be accepted.
- ✓ Contain **Purpose, Methods, Results and Conclusions.**
- ✓ **NOT** contain the statement "**details/results will be discussed**". Abstracts with this statement will not be accepted.
- ✓ Be supported by **scientific merit**. Methodology is consistent with sound research design; study designed in a manner likely to answer the research questions; research questions aligned with proposed data collection and conclusion.
- ✓ **Exhibit a balanced presentation**. Abstracts must be non-promotional in nature and free of commercial bias. Abstracts written in a manner that promotes a company, service or product will not be accepted.
- ✓ Support a topic of **relevance** and **importance** to our attendees.

ABSTRACT FORMAT:

- **Correctly** format your title.
- **Word Limits** – your entire abstract should be approximately 400 - 625 words.
- **DO NOT** use special functions such as tabs, underlines, trademarks, superscript, subscript, bold, or italics.
- Use standard abbreviations.
- **DO NOT include** graphs, tables, or illustrations in your abstract.
- Spell out all pharmaceutical **acronyms**.
- Do not include the title or authors in the body of the abstract.
- **Abstracts in outline form will be rejected**.
- **Poster Type** – Your abstract must be a **Descriptive or Evaluative Study Report.**

Word Limits

Title	**~ 25 words or less**
Purpose	**~ 100 words**
Methods	**~ 225 words**
Results	**~ 200 words**
Conclusion	**~ 100 words**

Total ~ 625 words max

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TASK 2: PRIMARY AUTHOR

Review the primary author's information and make necessary edits. Click the **Continue** button to save your changes. Click the **Save Primary Author** button to move to the next task.

Remember:

- **Do not use ALL CAPS or ALL lowercase letters when entering your name**
- Include a period after your middle initial
- Do not place degrees in the "Last Name" field
- Add degrees in the credentials field only

TASK 3: AFFIRMATION OF CONTENT

The primary author must affirm the content of the submission on behalf of all authors listed on the abstract. Affirmation indicates that all co-authors are aware of the content and the primary author or one of the co-authors will present the poster during the time assigned if the abstract submission is accepted.

TASK 4: CO-AUTHORS

Each submission may have to up to **five (5) authors**, the primary author and **four (4) additional authors**. It is the responsibility of the primary author to ensure all authors are included and in the order they will appear on the abstract, citation, and on the poster display. The primary author is welcome to include **more than five (5) authors** on the actual poster presentation. **ASHP will not add "forgotten" authors or make changes to the order of the authors.**

TASK 5: FINANCIAL RELATIONSHIP DISCLOSURE

Only the financial relationships of the primary author must be disclosed. An individual has a relevant financial relationship if he or she (or spouse/domestic partner) has a financial relationship in any amount occurring in the last 12 months with a commercial interest whose products or services are discussed in the activity content over which the individual has control.

TASK 6: CONFLICT OF INTEREST AGREEMENT

The primary author must complete and sign the conflict of interest agreement terms for their submission. This includes agreeing to display the disclosures on the poster display.

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CONFIRMATION & PROPOSAL ID NUMBER

After all the submission tasks are completed (shown with a green check mark) **you must save your submission before you can submit it**. Click the Submit button to submit the abstract.

You will automatically get a confirmation email with your submission details. Please save it for your records. **Proposal ID Number:** Your Proposal ID will appear on the screen with the list of tasks you completed as well as in your email confirmation. Save this number for your records.

INCOMPLETE SUBMISSIONS

Incomplete submissions will be deleted from our online system (***i.e. missing required elements, etc.***).

NOTIFICATIONS

After **September 1**, you will receive an email notification indicating that your poster abstract has been accepted or rejected. All correspondence including confirmations, reminders, and accept/reject notifications will be sent to the **primary author's email address only**. It is the primary author's responsibility to notify the co-authors of the status of the submission. Notification emails will come from posters@ashp.org.

MEETING REGISTRATIONS and CANCELLATIONS

MEETING REGISTRATION

Presenting a poster at our meeting is a voluntary effort and ASHP cannot pay expenses for your participation. If your submission is accepted you, are responsible for your own meeting registration fee and travel. All presenters must be registered for the meeting, at least for the day of your poster presentation.

WITHDRAWALS/CANCELLATIONS

Written notification is required for all submission withdrawals. Only the primary author may withdraw a submission. Send your withdrawal request to: posters@ashp.org. Include your full name, presentation title, and proposal ID number in all correspondence.

Due to early publication deadlines, if you withdraw after receiving your acceptance notice we cannot guarantee that your presentation citation and/or abstract will not appear in print, on the ASHP Website, or electronic media.

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CONTACT INFORMATION

If you have any questions regarding your submission, please send an email to posters@ashp.org. Please include your name, title of submission, and your abstract submission number. ASHP will provide information to the primary author only.

Thank you for your interest in presenting a poster at the ASHP Conference for Pharmacy Leaders.

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