



## 2025 ASHP Leaders Conference – Poster Submission FAQ

Your most common questions, answered.

### About Submissions

#### **Q: Who can submit a poster?**

A: Poster submissions are open to pharmacists, pharmacy residents, students, technicians, and other health-system professionals. Please refer to the eligibility criteria in the Call for Submissions for full details.

#### **Q: What types of posters are accepted?**

A: Posters must be submitted under one of the following categories:

- Case Report
- Descriptive Report
- Evaluative Study
- Research-in-Progress

Descriptions of each category can be found on the submission site.

#### **Q: Can I submit more than one poster?**

A: Yes. Individuals may submit multiple posters. However, at least one author — either the primary author or a co-author — must be present onsite to present the poster and engage with attendees.

### Important Dates & Deadlines

#### **Q: When is the submission deadline?**

A: All submissions must be completed by the posted deadline listed on the submission site. Late submissions are not accepted.

#### **Q: When will I be notified of acceptance?**

A: Acceptance notifications will be sent by email from posters@ashp.org. For the 2025 Leaders Conference, notifications are expected to be sent around mid-August. Please ensure your contact information is current and check your spam or junk folder.

### If Accepted

#### **Q: Will ASHP cover my travel or registration expenses if my poster is accepted?**



A: No. All expenses related to travel, registration, and poster production are the responsibility of the presenter. ASHP is unable to provide financial support for poster presenters.

**Q: Do I need to register for the meeting if I'm presenting a poster?**

A: Yes. All poster presenters must register for the meeting. While there is no firm deadline, we strongly recommend registering early to take advantage of early bird pricing. Details will be provided after acceptance.

**Q: Will I receive a certificate or letter of participation?**

A: Certificates of participation are available upon request following the conclusion of the meeting. Additional information will be provided later.

### **Poster Formatting**

**Q: What are the size requirements for my poster?**

A: Posters must not exceed 42" tall by 90" wide. A 4' x 8' poster board will be provided. Detailed poster specifications will be included in your acceptance materials.

**Q: Do I need to print and bring my poster?**

A: Yes. Poster presenters are responsible for printing and bringing their posters to the meeting. ASHP does not provide onsite printing services.

**Q: Are digital posters required?**

A: For this meeting, only printed posters are required. Digital uploads are not part of the poster process unless otherwise noted in your acceptance materials.

### **Co-Authors & Onsite Presentation**

**Q: Who needs to be present onsite to present the poster?**

A: At least one author must be present to staff the poster board during the scheduled presentation time. ASHP does not ask who will present; we assume the primary author will be onsite unless otherwise coordinated among the authors.

**Q: Who receives communication about the submission?**

A: All official communication will be sent to the primary author listed in the submission. It is the responsibility of the primary author to coordinate with any co-authors.



### **? Still Have Questions?**

**Q: If my question isn't listed here, then what should I do?**

A: Contact the ASHP National Meetings Education team at [posters@ashp.org](mailto:posters@ashp.org) or refer to your acceptance email and the Poster Presenter Handbook for further guidance.