

TAPA's 34th Primary Care Conference

Poster Session Guidelines***

IMPORTANT INFORMATION

The Texas Academy of Physician Assistants is committed to presenting high quality posters that reflect the diversity of interests and talents of the physician assistant community. To achieve this goal, we must ask each participant to pay close attention to the guidelines. The primary reason abstracts are not accepted is because they do not adhere to all the guidelines. Accepted abstracts are selected for presentation as original research, case studies or clinical reports, and posters previously presented at medical or scientific conferences. Educational research from PA programs is encouraged. Literature reviews are not acceptable. Pharmaceutical or medical device trials sponsored by the manufacturer are generally discouraged unless the PA author has been an integral part of the research. Multiple submissions of similar abstracts from the same investigator are strongly discouraged.

GENERAL REQUIREMENTS

- All abstracts must be submitted by a PA student or a PA who is an active member of the TAPA and can claim authorship in the project. Authorship is defined as substantial participation, which includes involvement in the conception and design, or analysis and interpretation of data; drafting the article or revising it critically for important intellectual content; and final approval of the version to be published. Authorship is not acceptable if the author only provides encouragement, physical facilities, financial support, critiques, or editorial contributions.
- An individual may be the submitting author on up to two abstracts, but cannot be included as an author on more than three.
- Presenters **must** pay the registration fee for attendance at the annual conference. Authors of posters selected for presentation will be eligible to register for the annual conference at the Early Bird registration rate until **February 13. Student presenters are exempt from registration fees this year.** For more information on registration, contact Texas Academy of Physician Assistants, 401 W. 15th Street, Austin, TX 78701-1680, 800-280-7655/512-370-1534, fax 512-370-1626 or our website, www.tapa.org.
- Expenses associated with the submission, preparation, and presentation of posters are the responsibility of the presenter.

ABSTRACT GENERAL INFORMATION

- All author(s) must read the Disclosure Policy and Declaration Statements. Abstract submitters must disclose any known or potential conflicts of interest. Any source of funding must be disclosed at the time of on-line submission.
- PAs, PA faculty, and PA students are encouraged to present abstracts describing original research.
- Authors must submit abstracts electronically to Jennie Hocking no later than **Friday, November 7, 2008, 11:59 p.m. CST.**
- Selection for participation in the poster session will be based on quality of research and clarity of the abstract.
- Accepted abstracts will be published in the annual conference's Final Program.

ABSTRACT SUBMISSION AND FORMATTING GUIDELINES

- Authors must submit abstracts electronically. You may email them to Jennie Hocking at jennie.hocking@utsouthwestern.edu, 214-648-1712.
- All abstracts must be received by **Friday, November 7, 2008, 11:59 p.m. CST.** Abstracts received after this deadline will not be accepted. After completely filling out the submission form, attach the abstract by one of the following methods:
 - Type the abstract into the space provided.
 - Copy and paste the abstract from a word processing program.
 - Attach a Word document to the form.
- Only abstracts for papers that have not been published in a peer-reviewed journal may be submitted; however, research presented within the past year at another organization's poster session *is* allowed in the previously presented category.
- Abstract presentations are divided into the following four categories:
 - **Original Research** — report of study findings or other research project that has not been previously presented or published.
 - **Clinical Report/Case Studies** — clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques.

- **Previously Presented** — abstracts that have been presented at another national or international medical meeting, scientific session, etc.
 - **Educational Research** — may be original research done in PA education, a unique curricular innovation, results of a grant funded project, poster from an APAP/PAEA meeting, etc.
- Abstracts should be informative and include the following sections in the abstract:
 - **Purpose:** a brief statement explaining why the abstract was done, preferably limited to one sentence.
 - **Methods:** materials, methods, and any analytical procedures used, preferably limited to two sentences.
 - **Results:** need to be presented in sufficient detail to support the conclusions. It is inadequate to state: “The results will be discussed” or “The data will be presented.”
 - **Conclusions:** the authors’ opinion about the meaning of the study.
 - **With the exception of the abstracts submitted in the Student Research Gallery, all abstracts submitted without final conclusions or results will be disqualified.**
- Titles should be brief and clearly indicate the content of the abstract. Capitalize the first letter of each word, except prepositions. No abbreviations should be used in the title.
 - Only standard abbreviations will be accepted. Special or unusual abbreviations should be placed in parentheses after the full word appears the first time. Arabic numerals should be used to indicate numbers, except when used in the beginning of a paragraph. Non-proprietary (generic) names of drugs should be used.
 - The abstract text should not exceed 500 words (not including the title and author information). Type size must be no less than 10 point.
 - Abstracts that include tables, graphs, algorithms, pictures, or references will not be accepted.
 - Accepted abstracts will be printed as submitted. **Changes to abstracts will not be accepted after on-line submission.** Abstracts should be edited and carefully reviewed prior to submission. A common reason abstracts are not accepted is significant typographical or grammatical errors.
 - The submitting author of the abstract will receive all correspondence from the TAPA office.

STUDENT RESEARCH GUIDELINES

These guidelines should be followed in addition to those listed under Abstract Submission and Formatting Guidelines.

- Students may submit abstracts for consideration to include original research, clinical reports/case studies, and previously presented posters.

- All student submissions must meet the following criteria:
 - Abstract submissions must be original work by PA student author(s), originating from research projects and/or assignments in physician assistant education courses.
 - A faculty member must serve as one of the co-authors.
 - The primary and submitting authors with the exception of the faculty mentor must be students at the time of abstract submission.
 - Original research projects should be complete at the time of submission; however, well-designed research studies will be considered without the completion of the Results or Conclusions sections. In this case, the selection will be based on the quality of the study design and the question(s) being asked. If available, the anticipated results and outcomes should be adequately addressed in the abstract.
 - Clinical reports/case studies highlighting unusual cases or innovative approaches to clinical problems/techniques and previously presented posters may be submitted for the Student Gallery. The information must originate from research projects or assignments in physician assistant education courses.
 - **Literature reviews are not accepted.**

- Abstracts should be informative and include the following sections in the abstract:
 - **Purpose:** a brief statement explaining why the abstract was done.
 - **Methods:** materials, methods, and any analytical procedures used.
 - **Results:** should be presented in sufficient detail to support the conclusions. If results are not yet available, then anticipated results should be included.
 - **Conclusions:** the authors' opinion about the meaning of the study even if results are not yet available.

PA EDUCATION GUIDELINES

These guidelines should be followed in addition to those listed under Abstract Submission and Formatting Guidelines.

- Abstracts will be peer-reviewed by PA educators and PAs familiar with PA education.
- PA education abstracts will be evaluated based on their overall quality, the level of innovation, inclusion of measurable outcomes, and value to other PA educators.
- Posters that were previously presented at a PAEA Educational Forum can be submitted for the TAPA poster session. Authors should follow the submission guidelines.

ABSTRACT ACKNOWLEDGEMENT

- After you have successfully completed the submission application, you will receive an e-mail notification confirming receipt of your abstract. If you have not received confirmation within 24 hours, please contact Jennie Hocking at 214-648-1712.

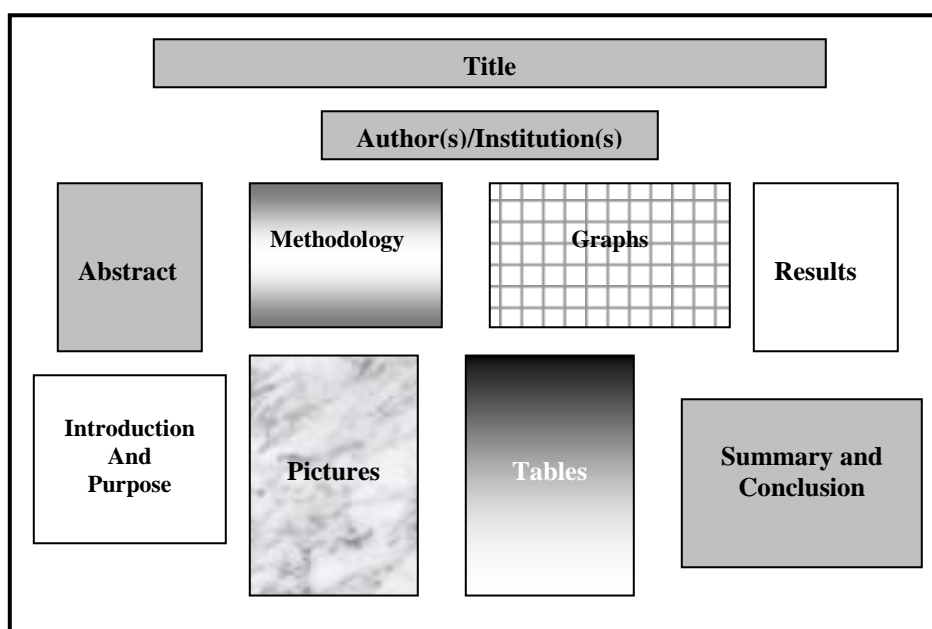
POSTER GUIDELINES

- The typical poster surface provided is 4 feet high and 8 feet wide. A sample layout has been provided below.
- A copy of the abstract, as submitted for the session, should be posted in the upper left-hand corner under the title and author(s).
- Prepare a title label that lists the title and authors for the top of the presentation. Lettering for the title must be at least 1.5 inches high (150 font pitch), but not to exceed 2 inches (200 font pitch). The title should be short and attract attention.
- The poster presentation must include the following sections: Introduction and Purpose, Methodology, Results, and Summary and Conclusions. All lettering for the headings of these sections must be in bold type and at least 1.5 inches high.
- Material should be typed on a bulletin (large type) typewriter or printed in a large font. Rub-on or press-on letters are also acceptable. Avoid script fonts that are difficult to read. Use a pitch of no less than 16 for your text, since most viewers will be standing a few feet away from your poster.
- A popular technique is to produce a single sheet poster using PowerPoint. When creating a single sheet, the dimensions of the poster should be slightly

less than 4 feet by 8 feet to account for the 2-inch metal frame surrounding the poster surface and variations in its size.

- All illustrations (graphs, pictures, figures, tables) should be large enough for easy observation. Matte finish on graphs or pictures gives better visibility due to reduction of glare. All figures and tables should have brief captions.
- Authors are responsible for the transportation of their presentations. Consider constructing your poster in several small sections for easier transport and placement on the board. Roll poster materials in a large mailing tube or place in a large portfolio for travel to the meeting. **Do not mail posters to the conference headquarters.**
- See the **Frequently Asked Questions** page for more information and resources on designing and presenting posters.

SAMPLE POSTER PRESENTATION



ABSTRACT TIMELINE

- 🕒 November 7 Abstracts deadline; all abstracts must be received by 11:59 p.m., CST
- 🕒 November 10 Abstracts distributed to reviewers
- 🕒 November 17 Abstract reviews completed
- 🕒 November 20 Letters of notification sent to authors
- 🕒 November 28 Deadline for authors to confirm participation
- 🕒 February 13 Deadline for authors to get early registration rate

- ⊕ February 28 Poster setup and presentation
- ⊖ February 28 Poster removal

NOTIFICATION

- Decisions regarding acceptance will be made in **November**. The submitting author will be notified by mail of the final results. Authors of accepted abstracts are required to make their own travel arrangements to present and discuss their research at the annual conference. **Reminder:** Presenting authors must register for the conference by **February 13, 2008** in order to benefit from the “early bird” registration rate. Nonmembers will have to pay the nonmember rate.

ATTENDANCE POLICY

- Authors of accepted posters should plan to be present at their posters for discussion at the specified time during the annual conference. Authors are also encouraged to attend and participate in the other annual conference activities. If your poster includes more than one author, at least one of the presenters at the conference *must* be a PA student or PA and a current member of TAPA.

CONTINUING MEDICAL EDUCATION ELIGIBILITY

- Clinical and professional research is eligible for Category II (Elective) CME toward NCCPA certificate maintenance.
- Category II (Elective) CME is earned on an hour-per-hour basis.

***Guidelines are adapted from those used and generously shared by the AAPA.