



## **TSHP Research & Education Foundation Poster Session and Competition**

### **GENERAL REQUIREMENTS**

1. All presenting author(s) must be paid annual seminar registrants, at a minimum, on poster presentation day (Friday).
2. At minimum, one author on the poster must be available for consultation and a seminar badge must be worn during the official poster presentation.
3. The author(s) must comply with the submission information, abstract, and poster requirements to be eligible for the award:  
Primary author of the poster must be a current TSHP member.
  - Abstract and posters previously submitted at other conferences such as the ASHP Midyear Clinical Meeting are not eligible for the award. However, they may be displayed during the seminar if requirements have been followed and space is available. If previously submitted to other conferences and information has been revised, the abstract and poster will be considered eligible for the award.
  - The Alcalde Conference presentations are eligible for the award if requirements have been met and the information has not been previously submitted to another conference.
  - If the submission information reflects the poster was previously submitted to another professional meeting and the poster contains new information, the previous conference poster must be e-mailed to TSHP with the submission information and abstract if the poster is to be considered eligible for the award.
4. Posters submitted for competition will receive priority status and will be displayed if accepted by the Poster Committee. Posters submitted for "display only" will ONLY be allowed on a "space available" basis. Display only posters will not be accepted until all posters submitted for judging have been received.
5. The Poster Review Committee, in collaboration with the primary author, reserves the right to determine the final poster category. Posters submitted by residents, fellows, post-graduates, students and technicians will be considered in their respective category, regardless of the topic. The practitioner category is divided into three subcategories based upon information provided.
6. Submission Information, abstract, and poster must be submitted in accordance with requirements.
7. Expenses (including travel and registration) associated with participation in the poster competition are the sole responsibility of the participant.
8. The Poster Review Committee in collaboration with the TSHP R&E Foundation reserves the right to modify requirements as necessary.

(Continue to next page for formatting requirements)



## SUBMISSION INFORMATION & ABSTRACT REQUIREMENTS

1. Posters and abstracts must be completed and submitted no later than the posted deadline for the poster to be considered. New submissions or edits to previously submitted documents will not be accepted after this time.
2. To submit, complete the Poster Competition Application. The online form will be available via a link at the top of this page during open application times.
3. You will receive a confirmation of the submission by email. The applicant is responsible for assuring the submission information and the abstract comply with the requirements.
4. Abstracts are required to be submitted with a PDF version of the final poster. Abstracts will be available online for downloading prior to the Seminar.
5. **Abstract Format:** TSHP will not correct mistakes and therefore the applicant should proofread for errors prior to submitting the information. Click [here](#) to view an abstract example. Abstract requirements include the following:

- Left justify all text,
- Do not use tabs, indent or special formatting such as bullets and numbering,
- Do not include graphs, tables or illustrations, and
- Background, Objective(s), Methods or Procedures, Results and Conclusion(s) have a total **maximum word count of 250**.

The following information must be included in the abstract and will be included in the Seminar App:

- Title of Proposed Poster
  - Primary Author (first & middle initial followed by last name) followed by secondary author(s) (first & middle initial followed by last name) – do not include degrees or certifications
  - Primary author contact information – how seminar registrants may contact you following the seminar
  - Institution, City, State
  - Poster Category
  - Seminar, place and date of previously presented poster
  - Background – brief description of the initial problem or situation including the rationale for the study or report
  - Objective(s) – the purpose and/or the goals intended
  - Method(s) or Procedure(s) – scientific methodology or needs assessment, development, implementation and follow-up
  - Result(s) – summary of results. If research is in progress and not complete, include preliminary results.
  - Conclusion(s) – consistent with objective(s) and result(s). Information should be included as it relates to past, present and future of pharmacy.
  - Disclosure(s) – information for each author should be provided even if the author(s) have nothing to disclose.
6. **Poster Format** (for judging): PDF versions of the final poster will be reviewed by the Poster Review Committee to determine if the subject matter is appropriate for display at the seminar and for purposes of determining winning entries.



7. TSHP will notify the applicant by e-mail of acceptance and provide additional information related to the poster display requirements.
8. The information you provide on author(s) is utilized by the Poster Review Committee to contact the primary author should abstract clarification be needed to determine the poster category, and for communicating with the primary author pre- and post-seminar.

## POSTER PRESENTATION REQUIREMENTS

1. The final poster presentation should not differ from the abstract that was submitted and must be in Adobe PDF format.
2. The final poster presentation must be submitted with the application no later than the posted deadline for the poster to be eligible for the award. Edits to documents will not be accepted after this time.
3. The applicant is responsible for assuring the submission information complies with the requirements. Posters will be peer reviewed prior to the seminar based upon the following criteria:
  - Merit of work (methodology, data & information, soundness of conclusions/observations)
  - Originality
  - Significance to pharmacy
  - Quality (presentation format and professional appearance)
4. Posters must be on display by 4:00 PM on Friday of the TSHP Annual Seminar to be eligible for an award.
5. **Poster Size Requirement:** Posters display must fit into a 44" width by 42" height display space (2 posters per board side/face). Poster boards will not include push pins, please bring your own materials to hang your poster.

## POSTER TEMPLATE AND RECOMMENDED SIZE

Please print your poster in one of the following sizes: ([http://www.makesigns.com/SciPosters\\_Templates.aspx](http://www.makesigns.com/SciPosters_Templates.aspx)):

- 36 x 42
- 42 x 42