

Clinical Case Poster Forum Guidelines

Eligibility

- All osteopathic medical students, residents, and faculty in Arizona.

General

- One entry per person
- Do not need to register for the AOMA Convention in order to participate in the Poster Forum.
- You may register for the AOMA Convention if you plan to attend the Continuing Medical Education Lectures.
- No more than two people can present a poster.

Categories

- Original research
- Case study
- Performance/population health improvement project

Clinical Case Poster Abstract Guidelines

- **APPLICATION, ABSTRACT, AND IRB SUBMISSION APPROVAL LETTER** submitted via email to Kristen Strong at kristen@az-osteo.org by midnight **FRIDAY, February 15, 2019**.

Abstract must be submitted in the following format titles included. The abstract needs to be submitted in word format and no more than 350 words (excluding title, authors, and affiliations):

- **Title**
 - Should be engaging, specific, and descriptive
- **Authors and Affiliations**
 - Most involved is listed first
 - Names must be listed properly with proper designation. **DO NOT PUT** Dr. Last name (Dr. Smith). List as first, last, designation (DO, MD, PhD, MS-I, etc) i.e. John Smith, DO. The information needs to be correct for publication. If not listed correctly will be sent back for correction.
 - Only include affiliations relevant to the project
- **Objectives**
 - Clear purpose for presenting the case
- **Introduction/Background**
 - Concise and relevant information to the topic
 - Highlight the importance of the topic
- **Case Description**
 - Identifiable clinical concept

- Brief clinical course
- **Conclusion/Results**
 - Review the main conclusions of the case
 - Highlight clear take-home points brought up by the case

Institutional Review Board (IRB) Approval

- IRB approval should be obtained before you start your project. Must submit proof of IRB submittal with abstract. Will have to turn in IRB approval before being allowed to present.
- **ALL** entries are required to be approved by your respective institution's Institutional Review Board (IRB).
- A letter indicating this approval **MUST** be included with your submission
- If project is IRB exempt, a letter from the sponsoring institution's IRB confirming exemption **MUST** be included with your submission.

Acceptance or Rejection

- Lead author will be notified of their acceptance or rejection by **MONDAY, February 25, 2019** If abstract is accepted, you will be asked to present at the poster forum on Saturday, April 13, 2019.
 - Posters must be emailed to kristen@az-osteo.org by **MONDAY, March 18, 2019**.
 - Poster must be in PDF or PowerPoint format

Poster size

- **MAXIMUM** of 54" wide and 36" high in landscape format
- AOMA will provide mounting boards to display your poster
- Posters will be measured, if they are larger than the maximum size they will be disqualified.

Poster Display

- If space permits posters will be displayed throughout the AOMA Convention.

AOMA has established an account with Make Signs (aka Graphicsland) to print posters for the 2019 AOMA Case and Poster Forum.

AOMA will pay for printing and shipping of a poster ordered from Make Signs for the Forum. Maximum amount to be paid by AOMA for printing and shipping is \$60. Any charges over \$60 are to be paid by the poster author(s).

To ensure delivery in time for the Forum, your poster must be ordered no later than **12 NOON CENTRAL TIME ON Tuesday, April 2, 2019**. All posters will be mailed to AOMA.



**AOMA (ARIZONA OSTEOPATHIC MEDICAL ASSOCIATION) ANNUAL CONVENTION
POSTER ORDER INSTRUCTIONS**

****Orders MUST be submitted by NOON CT on 4/2/19 to be included in the group shipment being delivered to Scottsdale Hilton Resort & Villas****

Check out our free poster templates at https://www.makesigns.com/SciPosters_Templates.aspx!
If you need assistance creating your poster, we also offer tutorials at <https://www.makesigns.com/tutorials/>.

If you have any questions during the checkout process, please feel free to contact our customer service department at 1-800-347-2744, support@makesigns.com or Chat online.

1. Use this link to place your order: <https://www.makesigns.com/conference/5329/aoma-arizona-osteopathic-medical-association-annual-convention>
2. Click **UPLOAD MY POSTER FILE**.
3. Choose **PRODUCT** – Select **Paper Scientific Poster** from drop down menu.
4. Choose **PAPER TYPE** – Select **Matte or Glossy Paper Scientific Poster** from drop down menu.
5. Choose **SIZE** – Select a poster size from drop down menu (the drop down menu will only contain sizes that are proportional to the file size you uploaded). **Posters CANNOT exceed 54”W x 36”H.**
6. **SPECIAL INSTRUCTIONS** – Enter any special instructions you may have pertaining to your poster/order.
7. Click **ADD TO CART**.
8. You may check the “**Send me a digital proof before printing**” box (below the “check out with PayPal” button) if you would like to receive a proof before your poster is printed.
9. Click **CHECKOUT NOW**.
10. If you already have an account, you may enter your email address/password and click **LOG IN**. If you do not have an account, simply enter your email address and click **CHECKOUT AS GUEST**.
11. **SHIPPING:** “**My order is part of a group or I am picking up at a conference**” will be pre-selected. “**AOMA (ARIZONA OSTEOPATHIC MEDICAL ASSOCIATION) Annual Convention**” will also be pre-selected in the Group/Conference drop down menu.
12. Click **CONTINUE TO ORDER DETAILS**.
13. **ORDER:** Enter any additional special instructions you may have; enter contact information; check boxes that apply under “Other Information”.
14. Click **SUBMIT ORDER**.

Our customer service representatives will process your order as soon as it is received and apply the AOMA PO on file for payment. **AOMA will NOT pay for posters larger than 54”W x 36”H, fabric posters, accessories or late orders.**

If you choose to print the poster yourself and not use Make Signs, AOMA will reimburse you up to \$60. Submit your receipt along with your mailing address to Kristen Strong at kristen@az-oste.org. The deadline to submit for reimbursement is April 30, 2019.

If you choose to print the poster yourself and not use Make Signs, you will be responsible for getting your poster to AOMA.

- Posters must be dropped off or mailed to the AOMA office 5150 N. 16th St., Ste. A122, Phoenix, AZ 85016 or the Hilton Scottsdale Resort & Villas Attn: Kristen Strong/AOMA 6333 N. Scottsdale Rd., Scottsdale, AZ 85250.
 - If mailing or dropping off at the **AOMA office** it must be received by **Friday, April 5, 2019**. If mailing or dropping off at the **Hilton Scottsdale Resort & Villas** it must be received by Tuesday, April 9, 2019.

Virtual Presentations

- There is the ability to present your poster virtually.
- Please indicate on application form if you would like to present your poster virtually.
- Virtual presentations will be done using Zoom Video Conferencing <https://zoom.us/>. You will receive an email with a link to download Zoom and your scheduled time to present.
- Must have an electronic device with camera for the judges to see you.
- Virtual presentation date(s) will be determined as we get closer to the event.
- Virtual presenters will need to mail or drop off a poster to be displayed. (see Poster Display above)

Judging

- Members of the AOMA Professional Education Committee will review all poster abstracts received by the deadline.
- If your poster is accepted, to be eligible to win a prize you or a designated alternate must present your poster in person or virtually during the AOMA 96th Annual Convention on **Saturday, April 13, 2019**.
- Judging is on a numerical scale based on the following:
 - Format
 - Mechanics
 - Style
 - Results/conclusions
 - Completeness of research/reference materials.
- Faculty must present their own posters. Faculty will only be judged if there are three (3) or more entries.
- The top three poster submissions in each category will be chosen and lead authors/investigators will be asked to attend the AOMA Awards Luncheon on Sunday, April 14, 2019 (time to be determined) at the Hilton Scottsdale Resort & Villas.
 - Student winners will be presented a monetary award and plaque.
 - Resident winners will be presented with a plaque.
 - Faculty, if judged, will receive a certificate.
- The winning posters may be published in the AOMA Digest, unless the author(s) specifies otherwise.
- All posters and abstracts will be displayed on the AOMA website unless the author(s) specifies otherwise.

*******IMPORTANT DATES*******

FEBRUARY 15, 2019 (FRIDAY)

- Poster abstracts, application and IRB are due

FEBRUARY 25, 2019 (MONDAY)

- Notification of acceptance or rejection to all authors

MARCH 18, 2019 (MONDAY)

- Poster submission due

APRIL 2, 2019 (TUESDAY) BY 12 NOON CENTRAL TIME

- If using makesigns.com for poster printing, poster must be submitted to ensure delivery.

APRIL 5, 2019 (FRIDAY)

- Poster delivered to AOMA office (if not using makesigns.com)

APRIL 9, 2019 (TUESDAY)

- Poster delivered to Hilton (if not using makesigns.com)

APRIL 13, 2019 (SATURDAY)

Time To be Determined

- Poster Presentation and Judging

APRIL 14, 2019 (SUNDAY)

- Winners will be announced at the Awards Luncheon time to be determined

Clinical Case Study Poster Guidelines

Posters should follow and address the following sections, in order

√	Order	Section
<input type="checkbox"/>	1	Title
<input type="checkbox"/>	2	Authors and Affiliations
<input type="checkbox"/>	3	Introduction
<input type="checkbox"/>	4	Case Description
<input type="checkbox"/>	5	Conclusions and Results
<input type="checkbox"/>	6	Acknowledgement/Disclosures
<input type="checkbox"/>	7	References
<input type="checkbox"/>	8	Graphic Elements

- **Title**
- **Authors and Affiliations**
 - Full names with professional designation and institutional/medical facility affiliations of all authors relevant to the project located below the poster title. Names must be listed properly with proper designation. DO NOT PUT Dr. Last name (Dr. Smith). List as first, last, designation (DO, MD, PhD, MS-I, etc) i.e. John Smith, DO. The information needs to be correct for publication. If not listed correctly will be sent back for correction.
- **Introduction**
 - A concise literature review of the topic with a focus on background of the research
 - Be organized to transition from the general to specific in current scientific knowledge involving the research area.
 - A brief summary of your research, and why this topic merits reporting.
 - The last sentences of the introduction should be a statement of objectives and/or hypotheses.
- **Case Description**
 - Describe significant aspects of the history, physical exam – including osteopathic findings, laboratory, and ancillary testing.
 - Provide details on the patient's clinical course.
 - Avoid including information that could identify patient.

- **Conclusion and Results**
 - Demonstrate your clear understanding of the pathology, work-up, differential diagnosis, and treatment.
 - Explore possible osteopathic findings/somatic dysfunctions relevant to the case, as well as potential osteopathic diagnosis and treatments that could be involved with the disease/disorder.
 - Include a brief summary in the discussion, reviewing the main conclusions of the case.

- **Acknowledgments / Disclosures**
 - Acknowledge and disclose anyone who significantly aided in the process of conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting and/or revising the poster.

- **References**
 - Must be included in standard scientific format.
 - All references to be in format described in the AMA Manual of Style, 10th ed., 2007 and URLs to online publications also to be included (if examples needed please email Kristen@az-osteo.org).

- **Graphic Elements**
 - All tables, images, graphs, and figures should be appropriately cited and labeled properly with a corresponding description.
 - All patient information should be removed from or blacked out.

If you have any further questions, contact Kristen Strong at kristen@az-osteo.org or 602-714-6574.