

CALL FOR FSHP ANNUAL MEETING POSTERS 2019

Contributed papers are now being accepted for the FSHP 52nd Annual Meeting, Seminar and Exhibit Program, to be held in Orlando, Florida, August 3-5, 2018. The poster session will be held Saturday, August 4, 2018 from 9:00 a.m. until 11:30 a.m. The deadline for receipt of all poster submissions is **May 29, 2019** and any revisions must be received by **June 21st**. Please note that all deadlines will be strictly enforced, and no abstract will be accepted after the due date of **May 29th**. All of the information needed to submit work for your presentation is detailed below. Previous presentation of your poster at another scientific meeting does not preclude your participation in the FSHP poster session, unless that organization's rules prohibit encore presentations. It is the corresponding author's responsibility to ensure compliance with other organizations' rules before submitting such a poster to FSHP.

Withdrawal of posters after submission is discouraged. Because of early publication deadlines, if you withdraw after receiving your acceptance notice, FSHP cannot guarantee that your poster and/or abstract will not appear on the FSHP Website, and/or in other print or electronic media.

MEETING REGISTRATION

Participation in the FSHP Poster Session is a voluntary effort, and FSHP is unable to pay expenses for your participation. If your submission is accepted for presentation at the meeting you are responsible for your own meeting registration fee and travel to the meeting.

ALL PRESENTERS MUST BE REGISTERED AT THE MEETING THE DAY OF THE PRESENTATION.

NOTE THAT ONE OF THE AUTHORS OF THE POSTER MUST BE IN ATTENDANCE FOR THE POSTER TO BE ELIGIBLE FOR JUDGING (PLEASE SEE ANNUAL MEETING REGISTRATION BROCHURE FOR RATES) POSTER PRESENTER'S BADGES WILL BE CHECKED DURING SET-UP.

INSTRUCTIONS FOR PREPARING POSTERS

The following guidelines must be adhered to when posters are prepared:

1. The FSHP poster session is intended to *showcase original research* (e.g., meta-analysis, retrospective or prospective trials conducted by the authors), or *innovative pharmacy practices* (i.e., descriptive reports of improved or innovative roles or services in pharmacy practice). NOTE: Posters that lack a scientific methodology (e.g., descriptive summaries of previously published literature) are not considered *original research* for the FSHP Poster Session.

Criteria for acceptance/rejection:

1. Relevance and importance of the topic to our attendees
 2. Scientific merit (for original research)
 3. Adherence to abstract/poster guidelines
 4. Presentation balance (lack of bias)
 5. *Literature Reviews will not be accepted.*
2. Pharmacist and Student posters presentation applications must be submitted electronically via the FSHP website
 - **Please clearly indicate if you are a student or a pharmacist/resident (*this is very important for the category placement of poster*).** NOTE: If you hold a pharmacy degree, you will be placed in the pharmacist's category regardless of your current status (i.e. post-baccalaureate Pharm.D.).
 - For Pharmacist submissions complete the **online submission form**
 - For Student submissions complete the **Student Cover Sheet and submit via online submission form**
 - **Research-in-progress reports** (without final results) are acceptable; however, posters with no results are not eligible for the FSHP Poster Awards.
 - Complete the **disclosure** section
 3. An abstract must be prepared and submitted – **Failure to follow the approved format will result in rejection of your abstract**

➤ **Format of Abstract**

1. Type style should be 12-point Times New Roman font.
2. Leave 1 ½ inch margins all around the copy. Double-space all copy.
3. For all submissions, the entire abstract must be limited to 400 words (excluding authors and title)
4. Short, specific titles are desirable. Avoid the use of "A", "An", or "The" as the first word of the title. Type the title in the following format: Start only the first word in the title with a capital letter, followed by all lower-case letter, except in the case of a proper name or special notation.

5. The name(s) of the author(s) should be listed last name first, first initial, middle initial; do not include titles or degrees. **Underline the name of the presenting author.** A complete mailing address, including country of residence, is required. If multiple authors are listed, place an asterisk (*) after the name of one person who can be contacted at the address shown. Example: Cephalosporin formulary management at a university teaching hospital Visconti, J.A. and Smeenk, D.A., * Ohio State Univ. Hosp., 410 W. 10th Ave, Columbus, OH 43210, USA
6. Use standard abbreviations. Special symbols, such as Greek letters, must be spelled out. Do not include graphs, tables, or illustrations in the abstract. Avoid the use of trademarks, subscript, and superscripts in the abstract.
7. Proofread your copy carefully.

➤ **Content of Abstract- Original Research Poster**

Abstracts must be formatted in six separate paragraphs; each paragraph (except the first) should have a three-space indentation. For abstracts of posters, the paragraphs correspond to:

1. The title of the submission and name and address of the author (s)
2. Rationale of the study
3. Objective (s) of the study
4. Methods used in the study
5. Results of the study, including treatment of data and identification of any statistical analysis used. RESEARCH IN PROGRESS posters (without results) must contain a plan for analysis of data.
6. Conclusion, which should be consistent with the study objectives and results

➤ **Content of Abstract- Innovative Practice Poster**

Abstracts should contain in five separate paragraphs:

1. The title of the submission and name and address of the author (s)
2. Purpose
3. Methods (Literature reviews should include databases searched and search terms, selection criteria for articles chosen or rejected).
4. Results, if known (NOTE: posters without results are not eligible for the FSHP Poster Award)
5. Conclusion, which should be consistent with the study objectives and results

PLEASE NOTE: *By submitting this abstract, the authors certify that the research was approved by the appropriate ethics committee or institutional review board and, if appropriate, informed consent was obtained for all subjects.*

➤ **Poster Disclosure Agreement:**

- A potential conflict of interest is considered to exist if an author has a financial interest in or is affiliated with commercial organizations that may have a direct or indirect interest in the subject matter of the presentation. A "financial interest" is defined as: being a shareholder in the organization, or having research supported or honoraria paid by the organization. An "affiliation" is defined as a position on an advisory committee or some other role of benefit to the sponsoring organization. This does not apply to non-profit health-systems unless you are working for a commercial entity within the non-profit.
- The intent of this disclosure is not to prevent an author with a potential conflict of interest from making a presentation, but to let the audience know about the relationship before the presentation. It is intended that any conflict may be openly identified so that with the full disclosure of the facts, the attendees may form their own judgments about the presentation.
- **Please indicate disclosures on behalf of all authors on the online submission questionnaire form AND in the lower right corner of your poster board. If you have no affiliation "nothing to disclose" must be displayed in the lower right corner of your poster board**

➤ **Affiliation**

Indicate if you or any of the authors have current or recent (**within the last 12 months**) **affiliation or financial interest** in an external commercial organization that relates to this presentation

4. How to Submit:

a. **Complete the online submission form:**

- **Upload the poster Abstract in the format discussed above**
 - **NOTE: Abstracts must be received no later than May 29, 2019.**

b. **A copy of the final poster should be uploaded by July 12, 2019. Authors of posters that are accepted will receive a link to upload final posters.**

Guidelines adapted (in part) from those issued by the American Society of Health-System Pharmacists' Professional Poster Format and Submission Rules 2009 ASHP Midyear Clinical Meeting.

STUDENT COVER SHEET FOR SUBMITTING CONTRIBUTED PAPERS FOR POSTER PRESENTATION

**53rd Annual Meeting and Exhibit Program
Orlando, Florida
August 2-4, 2019**

STUDENTS ONLY: This completed form along with the faculty member's original signature should be scanned then uploaded along with your poster abstract to the FSHP website.

Submissions must be received no later than **May 29, 2019.**

A copy of your final poster must be uploaded and submitted no later than **July 12, 2019 to be eligible for judging.** (Do not submit until your abstract has been accepted. You will be notified when your abstract has been approved.)

STUDENT POSTER TYPE: (check one only)

- ORIGINAL RESEARCH – with results**
- INNOVATIVE PHARMACY PRACTICE – with results**
- RESEARCH IN PROGRESS (*innovative practice OR original research without FINAL results*)**

NOTE: posters without any results are not eligible for the FSHP Poster Award

Name of submitting author: _____

List the names of all coauthors: _____

Signature of submitting author: _____

FOR FACULTY:

Faculty Acknowledgment: I have worked with the authors of this abstract/poster and have reviewed the materials being submitted. I give my permission for this student to proceed with the submission process and I understand that my name or that of my Institution may be included in the presentation and that this abstract/poster may be used on FSHP Social Media/Website.

I have worked with the authors of this abstract/poster and have reviewed the materials being submitted to **ensure they have met the required poster guidelines.**

Faculty Signature: _____

Student posters will not be accepted without a faculty signature