

# WAPA Poster Session Guidelines

for WAPA Spring 2019 CME Conference, April 3-5

Submissions are encouraged in any of the following categories:

- **Case Study:** a clinical case report
- **Original Research:** clinical, educational, or scientific research on a topic that is relevant to PA practice or education
- **Evidence-Based Literature Review:** an evidence-based review of the literature on a topic or clinical question relevant to PA practice
- **Educational or Professional Innovation:** description of an innovation in PA practice or education
- **Community Outreach:** description of a service project led by PAs

## Process and Timeline

- Call for posters to be announced at the WAPA Fall CME Conference.
- Abstract submissions will be due electronically on January 31, 2019 at midnight.
- Abstracts will be reviewed in a blinded process by the WAPA CME Committee's Subcommittee for Poster Peer Review, consisting of PA faculty members from each program in WI. Reviewers will not review abstracts from their own institution or practice. Reviewers will receive abstracts to review via email on Feb 8, 2019 and have 2 weeks to review.
- Total number of posters accepted will be dependent on the number of displays available at the venue. The top scores across categories will be accepted. Student submissions will be scored separately using the same criteria, with the number of student submissions capped at 75% of the total posters accepted unless there are insufficient numbers of acceptable non-student submissions.
- Poster acceptance emails will be sent out on March 1, 2019. Presenters will have one week to confirm their attendance and date of arrival at the conference.
- Posters presentations will be on Friday, April 5.
- Presenters are responsible for printing their posters, size TBA. WAPA will provide the display boards and push pins.

## Abstract Submission Guidelines

There are separate guidelines for each category of submission (below), but the following criteria apply to all abstracts.

- Submit as a Microsoft word document in size 12 font.
- *Maximum* of 500 words, excluding references and author contact information.
- Images, graphs, and charts should not be submitted with the abstract.

- Submissions will be considered from any PA or from any WAPA member. PA students who are WAPA members may submit abstracts, but must have a PA faculty member or certified PA listed as second author.
- Previously presented posters will be considered, but preference will be given to posters that have not yet been published or presented.
- Abstracts that do not contain all the required information will not be reviewed.

## **Abstract Guidelines for Each Category**

### **Case Study**

1. Category of submission at top of page (Case Study)
2. Author names, affiliations, and corresponding author contact information
3. Note if the primary author is a student
4. Note if this work has been previously presented
5. Title of poster
6. Introduction/Background/Purpose
7. Clinical Evaluation
8. Differential Diagnosis
9. Treatment
10. Conclusion
11. 3-5 References, if applicable

### **Original Research**

1. Category of submission at top of page (Original Research)
2. Author names, affiliations, and corresponding author contact information
3. Note if the primary author is a student
4. Note if this work has been previously presented
5. Title of poster
6. Introduction/Background
7. Purpose/Research Question
8. Methods
9. Results: *please note that original research must have at least preliminary results at the time of submission.*
10. Discussion
11. Conclusion
12. 3-5 References (max of 5 to be submitted with the abstract)

### **Evidence-Based Literature Review**

1. Category of submission at top of page (Evidence-Based Literature Review)
2. Author names, affiliations, and corresponding author contact information
3. Note if the primary author is a student

4. Note if this work has been previously presented
5. Title of poster
6. Introduction/Background
7. Purpose/Clinical Question
8. Methods
9. Results
10. Discussion
11. Conclusion
12. 3-5 References (max of 5 to be submitted with the abstract)

### **Educational or Professional Innovation**

1. Category of submission at top of page (Educational or Professional Innovation)
2. Author names, affiliations, and corresponding author contact information
3. Note if the primary author is a student
4. Note if this work has been previously presented
5. Title of poster
6. Introduction/Background/Purpose
7. Design or methods of the innovation
8. Research evidence for the innovation
9. Impact/Effect of the innovation
10. 3-5 References (max of 5 to be submitted with the abstract)

### **Community Outreach**

1. Category of submission at top of page (Community Outreach)
2. Author names, affiliations, and corresponding author contact information
3. Note if the primary author is a student
4. Note if this work has been previously presented
5. Title of poster
6. Introduction/Background/Purpose
7. Goals of the project
8. Description of outreach activities
9. Accomplishments/Impact
10. Significance to the Profession/Community
11. 3-5 References (max of 5 to be submitted with the abstract)

### **Poster Presentation Guidelines**

- Poster size requirements TBA.
- Posters must be free of plagiarism, adhere to HIPAA regulations, and specify IRB approval if applicable.

- Presenters are responsible for printing, transporting, posting, and removing the poster. WAPA will provide the display boards.
- The poster must be on display on Friday, April 5 from 8:00 am – 1:00 pm in the Exhibit Hall. (Authors are welcome to hang their posters earlier if the boards are available.) The lead author should be present to stand by the poster for a one-hour period (exact time TBD) on April 5.
- Presenters should be registered for the conference (at least the one-day rate for Friday, April 5).

### Peer Review Scoring

Please score each criterion on a scale of 1-5; do not leave any blank. Please use whole numbers.

5 = very good; information clear and comprehensive

3-4 = acceptable; adequate information included

1-2 = poor; inadequate details

0 = unacceptable; could not be reviewed due to missing information

**Total points possible: 50**

Criterion	Score
Introduction/background/purpose (including research questions, if applicable) are clearly and concisely identified.	/5
Methods, clinical evaluation, or project description are clearly described. <i>For original research submissions, this includes research design, setting, sample, and data analysis methods used.</i>	/5
Methods/research design, clinical evaluation, or project description are appropriate for the stated topic, problem, or question.	/5
Results of the research or outcomes of the project/case are clearly presented. <i>For original research, at least preliminary results must be given.</i>	/5
<i>For case study:</i> a differential diagnosis and treatment plan are clearly presented. <i>For original research:</i> discussion contextualizes results in relation to other literature. <i>For evidence-based review:</i> discussion synthesizes/integrates results and their relevance to practice. <i>For innovation:</i> research evidence is provided to support the innovation. <i>For community outreach:</i> the significance to the profession and/or community is clearly presented.	/5
A clear conclusion is presented that is supported by the results or outcomes.	/5
Overall, the abstract provides a clear and concise description of the case, research, or project.	/5
Abstract submission guidelines were followed, including word limit (500), required sections, and references if applicable (review submission guidelines for the applicable category before scoring this section).	/5

This work adds to current knowledge on this topic.	/5
The topic is interesting and relevant to PAs in Wisconsin.	/5
<b>Overall Score</b>	<b>/50</b>

Is the lead author a student? \_\_\_\_\_

Has this work been previously published or presented? \_\_\_\_\_

Overall, do you think that this submission is acceptable for presentation? If not, please briefly explain why.

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