

Submission Rules & Format Guidelines  
for  
**P O S T E R S**



2015 ASHP National Pharmacy Preceptors Conference  
Washington Hilton Hotel, Washington DC  
August 20-22, 2015

Educational Services Division  
American Society of Health-System Pharmacists  
7272 Wisconsin Avenue  
Bethesda, Maryland 20814  
Telephone: 301-664-8789  
[educserv@ashp.org](mailto:educserv@ashp.org)

Revised: 2 25 15

**DEADLINE: 11:59 pm (Pacific) Monday, JUNE 1, 2015**

## SELECTION CRITERIA

- All poster submissions will undergo a blinded peer-review process.
- Relevance, importance of topic to conference attendees, scientific merit (where applicable), and study design will be evaluated. It is important that your abstract is well-written and meets the stated guidelines.
- Projects must be complete at the time of submission.
- Abstracts must be non-promotional in nature and without commercial bias. Abstracts that are written in a manner that promotes a company, service, or product may not be considered.

## SUGGESTED TOPICS

Include, but are not limited to:

- Unique ways to challenge **superstar** residents
- **Generational differences** in teaching and learning; specifics for the **Millennial Generation**
- Training residents to become preceptors
- Teambuilding
- **Remediating** poor performers, managing behavioral issues, etc.
- **Social media**
- Precepting in ambulatory & community settings (e.g. rounding in a nonacademic environment)
- Integrating students/residents into precepting
- Teaching & learning certificate programs
- How to incorporate students into daily workflow
- **Designing** rotations for specialty programs
- **Creative ways** to meet **individual** learning styles
- Creating a **layered learning model**
- Precepting student research projects
- Conducting journal clubs
- **Student contributions** to patient care

## SUBMITTING YOUR ABSTRACT

Submissions will be accepted online only at [http://www.ashp.org/get\\_involved](http://www.ashp.org/get_involved). The presentation itself must not differ from the original accepted title and abstract content.

You will be asked to complete the following items:

### 1. PRIMARY AND SECONDARY AUTHORS

- The person entering the information must be the Primary Author and will be responsible for providing the required information for all authors. We define the "Primary Author" as the leading author of the abstract and the one whose name appears first on the abstract.
- The Primary Author's name will automatically appear first on the citation and the abstract, and it is their contact information that will be printed on the published version of the abstract.
- A Primary Author or entity may submit as many abstracts as they wish; however, ASHP reserves the right to limit the number of accepted abstracts from any one author or entity.
- It is understood that an author of the paper (preferably the Primary Author) will be at the meeting to present the poster.

### 2. TITLE OF PRESENTATION (Limit: 25 words)

- Please be sure your title accurately and concisely reflects the abstract content.
- Capitalize only the first letter of the first word in the title; all other words must be in lower-case letters.
- Do not use "A," "An," or "The" as the first word in the title.

### 3. ABSTRACT

The abstract must have: Purpose, Methods, Results, and Conclusion.

**Purpose** (Limit: 100 words)

**Methods** (Limit: 200 words)

**Results** (Limit: 200 words)

**Conclusions** (Limit: 100 words)

- The abstract must contain a detailed description of the project or case and the importance of the report to pharmacy practice.
- The work described must be complete. Planned projects or descriptions of projects still being implemented will not be accepted.
- Write content in paragraph form (no bullets).
- Do not include graphs, tables, or illustrations in the abstract.
- Do not include the title or authors in the body of the abstract.

## NOTIFICATION

You will receive an email notification regarding the status of your submission by Aug 1.

## MEETING REGISTRATION & CANCELLATIONS

Presenting a poster is a voluntary effort and ASHP cannot pay expenses for your participation. If your submission is accepted **you are responsible for your own meeting registration fee and travel**. All presenters must be registered for the meeting.

Written notification is required for all submission withdrawals. Only the Primary Author may withdraw a submission. Send your withdrawal request to: [educserv@ashp.org](mailto:educserv@ashp.org). Please include your full name and presentation title in your request.

## CONTACT INFORMATION

### CONTACT US

If you have any questions regarding your submission, please send an email to [educserv@ashp.org](mailto:educserv@ashp.org). Please include your name and title of submission. ASHP will provide information only to the Primary Author.

Thank you for your interest in ASHP. Good Luck!