

Call for FSHP Annual Meeting Posters 2010

Contributed papers are now being accepted for the FSHP 44th Annual Meeting, Seminar and Exhibit Program, to be held in Orlando, Florida, July 30-August 1, 2010. The poster session will be held Saturday, July 31, 2010 from 11:00 a.m. until 1:00 p.m. The deadline for receipt of all poster submissions is May 31, 2010 and any revisions must be received by June 18th. Please note that all deadlines will be strictly enforced and no abstract will be accepted after the due date of May 31st. 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 AT LEAST FOR THE DAY OF THE PRESENTATION. (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)

2. **Complete all sections of the cover sheet.** Be sure to:

- Please clearly mark 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.). **Research-in-progress reports** (without final results) are acceptable; however, posters with no results are not eligible for the FSHP Poster Awards.
- Clearly mark if this poster has been previously presented. NOTE: posters previously presented with full results are not eligible for the FSHP Poster Awards
- Complete the checklist at the bottom of the cover sheet.
- Obtain signatures of all authors.
- Complete the disclosure section.

2. An abstract must be prepared and submitted – Failure to follow the approved format may be reason for non-acceptance of your poster

➤ **Format of Abstract**

1. Type style should be 12-point Arial or 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
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 submission 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

3. How to Submit:

- a. Email one copy of the original abstract AND one scanned copy of the completed cover sheet (including signatures) in .pdf, format to Tamekia@fshp.org .
- b. Alternatively, mail one copy of the signed cover sheet and one copy of the original abstract to:
Annual Meeting Poster
c/o Florida Society of Health-System Pharmacists
2304 Killearn Center Blvd., Suite B
Tallahassee, FL 32309
NOTE: Abstracts must be received no later than May 31, 2010.
- c. Or fax to 850-906-9345

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.

Cover Sheet for Submitting Contributed Papers for Poster Presentation

44th Annual Meeting, and Exhibit Program
Orlando, Florida
July 30 - August 1, 2010

Email one copy of the original abstract AND one scanned copy of the completed cover sheet (including signatures) in .pdf, format to Tamekia@fshp.org. Alternatively, mail one copy of the signed cover sheet and one copy of the original abstract to:

Annual Meeting Poster
c/o Florida Society of Health-System Pharmacists
2304 Killearn Center Blvd., Suite B
Tallahassee, FL 32309
Or Fax to 850-906-9345

Submissions must be received no later than May 31, 2010.

CATEGORY: (check one only)

STUDENT

PHARMACIST/PHARMACY RESIDENT-NOTE: *If you hold a pharmacy degree, you will be placed in the pharmacists category regardless of your current status (i.e., post-baccalaureate Pharm.D.)*

POSTER TYPE: (check one only)

- ORIGINAL RESEARCH – *with results***
- INNOVATIVE PHARMACY PRACTICE – *with results***
- RESEARCH IN PROGRESS (*innovative practice OR original research without results*)**
NOTE: posters without results are not eligible for the FSHP Poster Award

ENCORE PRESENTATION: Was this poster previously presented at another scientific meeting?

NO

Yes (NOTE: posters previously presented with full results are not eligible for the FSHP Poster Award & the authors assume responsibility for compliance with other organizations' rules before submission to FSHP)

Type or print name and address of the corresponding author of this submission:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Type or print title of submission and name (s) of presenting author (s). (***Faculty signatures at bottom if this is a student submission***)

Title: _____

Authors: _____

The following materials are enclosed/attached:

1 Cover Sheet (with signatures of all authors)

1 Abstract

On behalf of all authors, please circle the answers to the following questions:

- YES NO** *By submitting this poster, I 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*
- YES NO** *Do 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: If Yes, specify author's name; company names and the nature of the relationships, e.g. shareholder, speakers' bureau, research support, etc.*
- YES NO** *Do you or any of the authors have authors' honoraria (Include author's name and the organization) : If Yes, please specify:*
- YES NO** *Will you or any of the authors receive funding for the study or project: If Yes, please specify here or on separate sheet:*

On behalf of all authors I agree to display the above disclosure on a panel on my poster board.

If you have no affiliation "nothing to disclose" must be displayed in the lower right corner of your poster board.

I have read and agree to the rules and instructions for Poster Submission listed in the Call for FSHP Annual Meeting Posters 2010.

Signatures of all authors: _____

Faculty Signature: _____