

**MAPPING THE FUTURE IN MEDICAL EDUCATION**  
**THE 2003 POSTER EXHIBITION OF THE**  
**AHME/AODME SPRING EDUCATIONAL INSTITUTE**  
May 14 to 18, 2003  
Las Vegas, Nevada

**GUIDELINES FOR PARTICIPATION**

**Who may participate.** All AHME and AODME members, and others involved in medical education, are invited to submit abstracts describing their posters. Please note the following:

- § All presenters for the poster session must be registered for the Institute. Deadlines and fees for early, regular pre-conference, and on-site registration apply.
- § AHME **will not** pay the expenses of presenters.

**How to submit your abstract.** All abstracts must be submitted electronically by disk or e-mail attachment. For submission instructions please contact Laurel Humbert in the AHME office: (412) 244-9302 or email <laurelmeetings@cs.com >.

**Deadlines for submission of abstracts.** Any presenter who plans to attend the Institute just for the poster session and wishes to take advantage of March 1<sup>st</sup> early registration, your abstract must be received by February 15, 2002. You will be notified by February 28 if your poster has been accepted for presentation. If your abstract is received after February 15<sup>th</sup>, you will be notified by April 5<sup>th</sup> if your poster has been accepted. **YOUR ABSTRACT MUST BE RECEIVED BY APRIL 1, 2002**, to be considered for the poster presentation,

**GUIDELINES FOR PREPARING THE ABSTRACT**

**How to prepare your abstract.** For uniform formatting, your abstract should be printed on an 8\_ x 11" page format with 1" margins around. The text should be printed using 12 pt. Times New Roman typeface. The text should not exceed one page with no more than one additional page for figures and/or tables.

The exact title of the poster should be centered at the top of the abstract page in boldface up to 15 pt. maximum size. The authors and/or sponsoring organization should be centered below the title in 12 pt. type.

**What the text should include.** In addition to the title and authors, the text should provide a brief description of the contents of the poster. The description should include the following and each section should be subtitled:

1. Description of the problem or issue addressed
2. Rationale or pertinence to medical education
3. Description of the educational method or innovation
4. Summary of conclusions or implications

**Topics for submission.** Posters selected for presentation should address at least one of the following topics. Poster presentations may not be used to market products or services.

1. Contemporary Issues
  - a. Strategies for complying with the duty hour regulations
  - b. Meeting physician supply challenges
  - c. Confidentiality and privacy -- training for and implementation of HIPPA
2. Compliance with the General Competencies
  - a. Strategies for implementing the General Competencies
  - b. Teaching materials and methods
  - c. Outcomes measures: resident performance or program effectiveness
3. Curriculum Development
  - a. New topics/content
  - b. New ways of presenting content
4. Innovations in Teaching Methods
  - a. Technology: video conferencing, Interactive classroom, etc.
  - b. Faculty development: resident teacher, ambulatory, etc.
  - c. GME and CME enduring materials: interactive formats, graphics, animation
5. Internet/web Applications
  - a. Information and communications for teachers and learners
  - b. On-line teaching modules and systems
  - c. Access to medical expert databases and reference materials
6. Consortia and Other Cooperative Educational Ventures Between Institutions
7. Medical Education Administration
  - a. New organizational approaches
  - b. Information systems
  - c. Staff development
8. Implementation of Medical Economics Models in Teaching
  - a. Best practices
  - b. Patient population assessment and care improvement
9. Application of new computer technology -- hardware and software
  - a. PDAs and other hardware
  - b. Use of software for medical education administration and record keeping
  - c. Use of software for GME and CME teaching

## **GUIDELINES FOR PREPARING THE POSTER**

All posters must be able to stand on individual easels using a 4' high and 4' wide poster board that will be provided. The total size of your poster may not exceed the 4' x 4' poster board size.

The poster may be mounted on rigid material or unmounted sheets that can be pinned directly to the 4' x 4' poster board

- \_ The poster header should include the title of the presentation, the authors, and their institutional affiliation.
- \_ Keep text and figure legends short, but do not omit them.
- \_ Remember that illustrations must be readable from distances of three feet or more. You are strongly encouraged to use a typeface that is at least 1/4" high. Use **Bold Type** to ensure legibility. If you use smaller type, especially standard typewriter print, it will be extremely difficult to read the poster in its original or photo-reproduction form.

## **THIS IS A SAMPLE OF 3 INCH BOLD TYPE**

- \_ It is not always necessary to use expensive media services to develop an effective poster. A high quality poster can be prepared using a letter-quality printer in conjunction with an enlarging copy machine. You may wish to use press-on or rub-on letters. These materials are available at art stores, cost little and require little artistic talent. Regardless of how you prepare the lettering, it is of paramount importance that you enlarge the type to the proper size. Remember, in preparing your poster, the thought that you put into the preparation is more valuable than the money you spend.
- \_ Charts, drawings, and illustrations should be similar to those you would use in making slides. Try to keep everything as simple as possible avoiding "arty" or overly ornate presentation. Block lettering can be useful here to add emphasis and clarity. Captions should be brief; labels few but clear. Simple use of color can add emphasis effectively.
- \_ Your poster should be self-explanatory. The viewer should be able to follow the main theme easily.
- \_ Do not write or paint on the poster board.

## **GUIDELINES FOR THE POSTER EXHIBITION**

The Spring Institute Poster Exhibition to be held during the Welcome Reception on Thursday, May 15, 5:30 pm to 7:00 pm. The location will be listed in the final program that you will receive at registration. Participants will be encouraged to stroll through the exhibit, view the posters, and discuss them with the authors if they are present .

- \_ Please plan to arrive at the exhibit area at least 30 minutes early so that you have time to set up your poster before participants begin arriving at 5:30 pm.
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- \_ One of the authors or other member of your organization should be present at the poster throughout the session to discuss the poster with participants and answer any questions they may have. Having a partner with you is handy for providing a supply of refreshments and munchies.
- \_ You may remove your poster as soon as the session is over at 7:00 pm. If this is not possible, please arrange with AHME staff to have your poster removed and set aside for you.

In order to provide conference participants with another opportunity to view the posters, we would like you to consider having your poster set up in the main breaks area all day Friday and, if possible, to be present during the breaks throughout the day to discuss the presentation. Your participation in the Friday exhibition is optional but would be appreciated.