



**The 2012 Poster Exhibition of the  
AHME Educational Institute  
The Marriott Harbor Beach ♦ May 16-19, 2012  
Fort Lauderdale, FL**

**GUIDELINES FOR PARTICIPATION**

**Who may participate?** All AHME members and others involved in medical education are invited to submit abstracts describing their posters.

**How to submit your abstract.** Submitting a poster abstract requires emailing two separate Word documents to [sandi@ahme.org](mailto:sandi@ahme.org) to ensure the judges are blinded to the authors.

1. Title the first document "Information Page" and include the following:

- ♦ Contact Information for Primary Author:
  - First Name, Last Name, and Credentials
  - Institution Name
  - Street Address
  - City, State, Zip code
  - Phone Number
  - Fax Number
  - Email Address
- ♦ Contact Information as follows for each subsequent author:
  - First Name, Last Name, and Credentials
  - Institution Name
  - City and State
  - Phone Number
  - Email Address

2. Title the second document "Poster Abstract" and include your abstract prepared according to the Guidelines below. Please do not include any author names in the text of the abstract as reviews by the poster committee are blinded.

For questions or additional information, please contact Sandi Parsons at the AHME office at (724) 864-7321 or [sandi@ahme.org](mailto:sandi@ahme.org).

**Deadlines for submission of abstracts.** All abstracts must be received by Tuesday, February 28, 2012. Notification of accepted posters will be made by Wednesday, March 7<sup>th</sup>, 2012. Presenters of accepted posters will be eligible for early registration rates. Please note the following:

- ♦ All presenters for the poster session must be registered for the Conference
- ♦ AHME will not pay the expenses of presenters

## **GUIDELINES FOR PREPARING THE ABSTRACT**

**How to prepare your abstract.** Your abstract must fit on an 8½" x 11" page with 1" margins around. Authors' names should **not** be noted in the text; reviews will be blinded. The text should be printed using 12 pt. Times New Roman typeface and should be doubled-spaced. The **text should not exceed one page**, with no more than one additional page for figures and/or tables. Failure to meet these requirements will result in elimination from consideration.

**What the text should include.** The title should be short and succinct. The text should provide a brief description of the contents of the poster. Do not use tables and graphics in the abstract. The description should include the following and each section should be subtitled:

1. The objective of the study or a description of the problem or issue addressed
2. Rationale or relevance to medical education
3. Description of the educational innovation or method used
4. Results of the outcome of the study or project
5. Summary of conclusions or implications

**Topics for submission.** Posters selected for presentation should specifically address methods for dealing with challenges in hospital-based medical education. Suggested topics might be:

- ◆ Leadership training
- ◆ Preparing residents to enter into the profession
- ◆ Innovations to comply with the new ACGME requirements for duty hours and supervision
- ◆ Strategies to teach and evaluate resident supervision
- ◆ Teaching materials and methods
- ◆ Outcomes measures on resident performance or program effectiveness
- ◆ Implementation of Medical Ethics in Teaching
- ◆ Dealing with faculty and resident stress
- ◆ Successful interviewing and resident selection techniques
- ◆ Program Evaluation
- ◆ Development and implementation of research curriculum
- ◆ Integration of resident education and patient safety
- ◆ Effective resident orientation strategies
- ◆ Evaluation, measurement and remediation of professionalism

## **GUIDELINES FOR PREPARING THE POSTER**

All posters must be able to stand on individual easels using a 3' high and 6' wide poster board that will be provided. The total size of your poster may not exceed the 3' x 6' poster board size. The poster should be printed on sheets that can be Velcroed directly to the 3' x 6' poster board

- ◆ The poster header should include the title of the presentation, the authors' names, 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 very difficult to read the poster in its original or photo-reproduction form.

# **This is a sample of 1/4 inch bold type**

- ◆ Charts, drawings, and illustrations should be similar to those you would use in making slides. Try to keep everything as simple as possible. 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. Posters are intended to clearly illustrate/summarize the data results of the study or project. Do not include the abstract in the poster.
- ◆ Do not write or paint on the actual poster board provided at the meeting.

## **GUIDELINES FOR THE POSTER EXHIBITION**

You will need to set up your poster on Thursday, May 17, 2012 between 8:00 a.m. and 5:00 p.m. The location will be listed in the final program that you will receive at registration.

The poster committee will judge the posters during the Reception on the evening of Thursday, May 17, 2012 from 5:30 p.m. to 7:00 p.m. Presenters are requested to stand at their posters during this time to answer questions during the judging.

Conference attendees will be encouraged to stroll through the exhibit, review the posters, and discuss them with the authors if they are present. Meeting attendees will be permitted to cast their ballot for the top three posters. This "Viewers' Choice" voting will close Friday morning during the Refreshment Break at 10:00 a.m. The Poster Committee and Viewers' Choice awards will be announced during the Annual Business Meeting Luncheon on Friday, May 18, 2012 at 11:30 a.m.

- ◆ Please plan to arrive at the exhibit area at least 30 minutes earlier than the start of the Reception on Thursday, May 17, 2012 so that you can prepare yourself and your poster before judges and conference participants begin arriving.
- ◆ One of the authors, or a member of their organization, should be present at the poster throughout the session to discuss the poster with the participants and to answer any questions they may have
- ◆ In order to provide conference participants another opportunity to view the posters, we ask that the posters remain on display for the duration of the conference after the judging. If possible, please be present during the refreshment breaks to discuss your poster.
- ◆ The poster committee will judge on the following criteria:
  - a. Originality of concept
  - b. Overall appearance
  - c. Organization and flow
  - d. Content and clarity
  - e. Significance of findings
  - f. Oral discussion and handling of questions