



# THE 2010 POSTER EXHIBITION OF THE AHME/AODME EDUCATIONAL INSTITUTE

JW Marriott Hill Country Resort & Spa • San Antonio, TX  
April 21-24, 2010

## 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 Conference.
- AHME and AODME will not pay the expenses of presenters.

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

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 Friday, March 5, 2010. Notification of accepted posters will be made by Monday, March 29, 2010. Presenters of accepted posters will be eligible for early registration rates.

## **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
- Strategies for implementing and measuring the General Competencies
- Teaching materials and methods
- Outcomes measures on resident performance or program effectiveness
- Innovations in teaching methods
- Implementation of Medical Ethics in Teaching
- Dealing with faculty and resident stress
- 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 display the posters at the beginning of the Educational Institute on Wednesday, April 21, 2010 between 3:00 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 Welcome Reception on the evening of Wednesday, April 21, 2010 from 5:30 p.m. to 7:30 p.m. Presenters are to be at their posters during this time to answer questions during the judging.

Also during the Welcome Reception, conference attendees will be encouraged to stroll through the exhibit, view the posters, and discuss them with the authors if they are present. Conference attendees will be permitted to cast their ballot for their top three posters. The Viewers' Choice voting will close Thursday afternoon at 2:30 p.m. The Poster Committee and Viewer's Choice Awards will be announced during the morning break on Friday, April 23<sup>rd</sup> at 10:00 a.m.

- Please plan to arrive at the exhibit area at least 30 minutes early than the start of the Welcome Reception so that you have time to set up your poster before participants begin arriving at 5:30 p.m.
- One of the authors, or a member of their organization, should be present at the poster throughout the session to discuss the poster with 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 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