



**The Poster Exhibition of the
2019 AHME Institute**
Hyatt Regency Savannah
May 15-17, 2019 ♦ Savannah, GA

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 to ensure the judges are blinded to the authors.

1. Title the first document “Information Page – [title of your poster]” 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 “GME Innovation, PSQI, or Research Abstract – [title of your poster]” and include your abstract prepared according to the Guidelines below. Please do not include any author or institution 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.

Deadlines for submission of abstracts. All abstracts must be received by Friday, February 15, 2019. Notification of accepted posters will be made by Friday, March 1, 2019. 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 or institutions should **not** be noted in the text; reviews will be blinded. The text should be printed using 12 pt. Times New Roman typeface and can be single-spaced. The **text should not exceed one page**, with no more than one additional page for figures and/or tables.

What the text should include. A title that is short and succinct, as well as text that provides a brief description of the contents of the poster. Do not use tables and graphics on the abstract text page; however, you can include one separate page for these. These should be the abstract section subtitles:

1. 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 or the outcome of the study or project
5. Summary of conclusions and significance

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

- ◆ Institutional and Program Wellness Initiatives
- ◆ Topics in Gender Equity
- ◆ Experiences and lessons learned from CLER visits
- ◆ Innovations for NAS
- ◆ Solving single accreditation system challenges
- ◆ Leadership training
- ◆ Preparing residents to enter into the profession
- ◆ 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 difficult residents and/or faculty
- ◆ Strategies for resident remediation
- ◆ 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
- ◆ Educational tactics for the Transitional Year
- ◆ Dealing with challenges in the Transitional Year
- ◆ Innovations from the coordinator's office

GUIDELINES FOR PREPARING THE POSTER

All posters must be able to be presented on an individual 3' x 6' poster board easel or standing bulletin board. The total size of your poster may not exceed 3' x 6' and should be printed on sheets that can be Velcroed or pinned directly to the 3' x 6' 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 Wednesday, May 15, 2019 between 12:00 p.m. and 3:00 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 3:30 p.m. Refreshment Break on Wednesday, May 15, 2019 and the 10:00 a.m. Refreshment Break on Thursday, May 16, 2019. Presenters will be assigned one of these times prior to the Institute and are requested to stand at their posters 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 "Viewer's Choice" voting will close Thursday afternoon during the Refreshment Break at 3:00 p.m.

New this year is an exclusive Poster Showcase and Awards session from 3:30 to 4:30 p.m. on Thursday, May 16th. The Poster Showcase will allow you as a poster author to give a one-minute presentation on your material. One PowerPoint slide per poster will be needed as a summary for this presentation. The Poster Committee's awards and the Viewer's Choice awards will be announced at the conclusion of the session as well.

- ◆ Please plan to arrive at the exhibit area at least 15 minutes earlier than the start of your assigned judging time 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