

**NATIONAL CONFERENCE ON EMS
ABSTRACT POSTER APPLICATION AND INSTRUCTIONS**

This application and supporting material must be time stamped before 8:00am on Friday, June 1, 2018. Applications submitted after this time will be disqualified.

Applications shall be submitted electronically at
<https://www.surveymonkey.com/r/2018abstractnatems>

ABSTRACT POSTER SUBMISSION PACKAGE

CALL FOR ABSTRACT POSTERS

A Call for Abstract Posters is being issued for presentation at the 2018 National Conference on EMS, Atlantic City, New Jersey. This event will provide an opportunity to exhibit an abstract poster to approximately 800 prehospital clinicians attending this event. The research must be of interest and educational value to the specialty of prehospital emergency care.

*Those wishing to submit an abstract poster for consideration must be registered to attend the
2018 National Conference on EMS in Atlantic City, New Jersey.*

ELIGIBILITY

Original abstracts must have been completed in the past three (3) years. The subject of the abstract must be of value to and within the scope of prehospital emergency care. It may be based on current practice or course work. All projects must be completed at time of application. *Entries may not be taken from previously published papers.*

Research involving human subjects must meet the requirements of an institutional review board (IRB) (approval or waiver) to ensure that the research is conducted in accordance with all federal, institutional, and ethical guidelines.

Works that have been published prior to the 2018 National Conference on EMS are not eligible.

Categories: Entries will be accepted in the following categories:

Research – Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. This area of research includes: mechanisms of human disease; therapeutic interventions; clinical trials; development of new technologies; analysis of existing datasets; epidemiologic and behavioral studies; outcomes research and health services research. You must include a hypothesis, dependent and independent variables, tests for measures of association, succinct discussion of data, etc. All work should be original. Projects may involve observational or interventional studies.

Quality Improvement-Patient Safety - Submissions can report on efforts to improve patient safety or outcomes measurement. Such efforts may be projects developed and initiated to promote patient safety and/or processes that have improved or created a safer environment for patients. Abstracts may also be submitted that relate to the use of outcome data, how to measure and convert data into information.

Clinical Inquiry/Vignette – Present a clinical scenario with discussion of an actual patient presentation or review current evidence-based recommendations for a clinical topic. A clinical case presentation must include an introduction, case description, and discussion of current practice guidelines for management of the patient. An evidence-based review need not be based on an actual patient presentation, but must provide a systematic review of the current best research evidence to answer a clinical question. The presentation should provide an evidence-based answer on a topic relevant to prehospital emergency care and include an evidence summary, recommendations from others, and clinical commentary.

Community Project – Describe personal experience working on a community-based initiative to improve the health or safety of a specific population (e.g., providing safety education, working with schools to prevent home exposure to childhood poisonings).

Educational Program – Describe an educational program or curricular innovation that has been evaluated for its impact on EMT or Paramedic training.

***** Awards will be presented to original completed research *****

OBJECTIVE OF THE ABSTRACT POSTER SESSIONS

The purpose of the poster session is to stimulate interest in prehospital emergency medical care research and to provide an opportunity for the program participants to become acquainted with your specific study quickly and easily. The Poster Session is also an opportunity to engage in networking with fellow clinicians.

ETHICAL CONSIDERATION

The material presented in the poster must be up-to-date and presented in an ethical manner. Comparisons of efficacy, contraindications, modes of administration, etc. between competitive products shall be fully presented. Editorial conclusions should be made with ethical restraint. If the poster deals with a pharmaceutical product, medical device or any product that is sold on the open market, the content of the poster must not be promotional. If applicable, please provide a copy of your letter of approval from your Institutional Review Board (IRB), confirming that you have designed your project to protect the rights and welfare of your research subjects.

DISCLOSURE OF FINANCIAL SUPPORT

If financial support was provided for the preparation of the paper, it must be indicated on the application form. The Accreditation Council for Continuing Medical Education (ACCME) requires all presenters to sign a disclosure statement indicating whether financial support was provided. The disclosure statement must be submitted with the application. Failure to disclose financial support will result in the application being disqualified.

SELECTION CRITERIA AND REVIEW PROCESS

All poster applications will be reviewed for presentation at the 2018 National Conference on EMS in Atlantic City, New Jersey. Decisions will be based upon the following criteria:

All categories

- Value/Applicability to prehospital emergency care

Research/Quality Improvement

- Project description
- Objectives/purpose
- Methodology
- Presenters' role in project
- Results
- Conclusions/discussion

Clinical Inquiry

- Introduction
- Case description
- Discussion of practice guidelines
- Conclusions/discussion
- References (Reference page may be in addition)

Community Project and Educational Program

- Project/program description
- Objectives/purpose
- Methodology
- Presenters' role in project/program
- Results
- Conclusions/discussion

No application will be accepted if it is determined that the purpose, findings, and/or conclusions are promotional in nature. If financial support has been provided for the preparation of the poster, it must be indicated on the disclosure form.

Notification of acceptance for poster presentations will be sent by email by August 1, 2018. Winners of the competition will be announced at the EMS Awards Dinner on October 5, 2018.

GUIDELINES FOR SUBMISSION

Submissions must be submitted online at <https://www.surveymonkey.com/r/2018abstractnatems>

You must include:

1. Title of Poster
2. Name(s) of Primary Authors
3. Name(s) of Secondary Authors
4. Background and Hypothesis
5. Design, Subjects, Setting
6. Methods/Scientific Merit
7. Results
8. Discussion (include summary, study limitations, relevance of project to prehospital emergency care and conclusions)
9. References

Posters will be on display and presented during the National Conference on EMS in Atlantic City, New Jersey on Thursday and Friday, October 4-5, 2018. The primary or secondary author must be present during the judging of the abstract (see below for further details).

ABSTRACT POSTER CONTENT

Commercial product names are not permitted in the poster title or body of the poster. Only generic names of drugs and other products may be used in the abstract poster presentation. The first use of the generic name may be marked by an asterisk with the trade name as a footnote at the bottom of the poster, in type not exceeding one-quarter inch in height. All generic designations of competitive products shall be used with equal emphasis on height, weight, color, and typeface of lettering. **Logos from companies considered to be commercial entities may not be used in any part of the poster.**

A credit line indicating any financial support must be included as a footnote in type not exceeding one-quarter inch in height at the bottom of the poster. This line must read "Financial support for this poster was provided by (supporting company)".

POSTER SIZE AND MATERIAL

Poster dimensions are limited to 3.5' wide x 7' high' (horizontal). Posters that exceed this size will be excluded from judging. Conference staff will provide push pins and a 4'w x 8'h poster/tack board. Authors are responsible for assembling and dismantling the poster display, plus any costs for shipping the display. **Posters left on-site at the end of the presentation period will be discarded.**

DISPLAY FORMAT

As a general rule, six to eight individual panels are recommended for your poster. Each panel should be prepared on heavyweight paper or lightweight cardboard, so it can be attached to the tack board with push pins.

The poster should include the title of the presentation and the names of the authors. Lettering should be not less than one-inch in height. Your audience will be standing from three to six feet away from the poster and the lettering should be easily legible from that distance.

Each individual panel in the display must be clearly numbered in the upper righthand corner so that viewers can quickly determine the sequence to follow in viewing the individual panels in each presentation. Your poster should be self-explanatory without the need for an accompanying handout. If you choose to provide a handout, label it clearly with the title of your presentation.

POSTER DESIGN TIPS

An effective poster presentation can be more useful to its authors than an oral presentation. There is the opportunity for one-on-one discussion with viewers, and the resulting feedback can be quite valuable.

Do not try to include everything in a poster presentation that you would include in an oral presentation. Your viewers will have multiple distractions as they pass by your poster and so your poster should visually stimulate interest in your research project, present enough information for viewers to understand the methods, results and significance of your work; and facilitate conversations and networking among program participants.

An effective poster presentation is not simply a journal article hung on a wall. It should be a highlighted synopsis enabling the viewer to move quickly through the analysis of the topic. Resist the temptation to reproduce full pages of typed material. Viewers will be more intrigued by *crisp* phrases and *brief* lists. Full pages of text are unlikely to be read in their entirety, and the crucial point of your presentation may be overlooked in an overabundance of words. Present your data in chart form to pique the interest of passersby who might then wish to stop and discuss your work in more detail.

Organization: Design your poster to highlight the major points of your research and to stimulate feedback from viewers. Major components of an effective poster presentation include:

1. Statement of the problem
2. Materials and methods
3. Results
4. Conclusion and/or recommendations.

Typically, one panel each is required for the problem, methods, and conclusion. As many as three to four panels may be used showing graphs or figures depicting results.

Another suggested format includes:

1. Research objective
2. Study design
3. Population studied
4. Principal findings
5. Conclusions

6. Implications for policy, delivery or practice
7. Primary funding source. Use the format best suited to your study.

Graphics: Remember that the presentation is primarily a visual one so *maximize* use of figures, graphs, diagrams, and flow charts on the panels used.

- Use graphs to clarify and emphasize the key relationships between figures. Be sure graphs are precise, clearly labeled and placed near the companion text.
- Select the type of chart that best illustrates your point. For example, pie charts compare relative parts that make up a whole, and line charts are ideal for depicting trends over time.
- If using tables, make sure columns are not too narrow, too numerous, or too long. They should be easily read. Use number tables only when simpler visuals like graphs or charts won't suffice.
- Charts/tables are best read when they can be comprehended in one-minute per page viewing time.
- Additional Design Tips
 - Do not use more than four rows and columns per table
 - Do not use more than three components being graphed
 - Do not use double Y-axis graphs

Arrangement: Design the flow of information from left to right. Number each panel of your poster so sequence for viewing is clear to viewer. Be sure connection of ideas and progression of thought is clear from one panel of the poster to another.

Use minimum text. As a general rule, the total length of text for a poster presentation should not exceed 25 lines. Use lists or phrases instead of complete sentences when possible. An abstract panel is not a necessary component of any type of poster presentation and is specifically discouraged. Use lines, frames, contrasting colors or arrows to call attention to important points.

Lettering: Select a clean and simple font and use it consistently throughout the poster. Use both upper and lower-case letters, especially in the body of your presentation. Make lettering large enough to read from at least three to four feet.

Color: Use color to attract interest and to dramatize similarities and differences.

ADDITIONAL INFORMATION

AWARDS: Accepted posters will be displayed at the 2018 National Conference on EMS, Atlantic City, New Jersey. Posters will be judged on the following criteria:

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| • Originality | • Creativity of presentation |
| • Quality and clarity | • Scientific merit |
| • Organization | • Relevance to prehospital emergency care |

Prizes will be awarded in the categories described above.

All poster applicants who plan to be on-site are required to register for the conference and pay the registration fee. Please advise co-presenters of this policy. At least one poster author should be on-site to answer any questions the attendees and/or judges have about the poster during the presentation and judging.

Poster Setup, Visitation and Staffing: Posters may be set up on Thursday morning beginning at 9am. All posters must be in place by 12:00pm. Posters will be on display on Thursday from at 12:00pm until 2:00pm on Friday.

Posters will be judged during the following hours: Thursday, October 4th 12:40pm to 2:15pm and 5:00pm to 6:30pm and Friday, October 5th from 7:00am to 8:00am and 10:40am to 11:10am. The primary or secondary author must be present at the time of judging. **DO NOT remove the poster before 11:10am on Friday** or your poster may not be judged. The person staffing the poster session is responsible for the set-up and removal of the poster, as well as packaging and arranging for shipment (if needed) of the poster after the session. **Posters left at the end of the day Saturday will be discarded.**

Liability: It is agreed that presenters shall indemnify and hold harmless the NJAFP or NJDOH from all liability, which may ensue from any cause whatsoever.

Exhibitor Agreement: By submission of your application for poster presentations at the 2018 National Conference on EMS, Atlantic City, New Jersey, you understand the terms as outlined in the application and you agree to abide by these terms. Your application and display space are subject to acceptance by OEMS.

To submit your abstract, go to: <https://www.surveymonkey.com/r/2018abstractnatems>.

Questions: Contact Terry Clancy, PhD, NRP at Terry.Clancy@doh.nj.gov.