



# Instructions for Abstract Submissions for POSTERS

2012 ASHP National Residency Preceptors Conference  
Washington Hilton Hotel, Washington DC  
August 16-18, 2012



American Society of  
Health-System Pharmacists®

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## DEADLINE: 11:59 pm EST MONDAY, JUNE 4, 2012

To submit your abstract, visit [http://www.ashp.org/get\\_involved](http://www.ashp.org/get_involved)

### SELECTION CRITERIA

- All professional poster submissions will undergo a blinded peer-review process.
- Relevance, importance of topic to conference attendees, scientific merit (where applicable), and study design will be evaluated. It is important that your abstract is well-written and meets the stated guidelines.
- Abstracts will be evaluated only on the data submitted.
- Abstracts will be non-promotional in nature and without commercial bias. Abstracts that are written in a manner that promotes a company, service, or product will not be considered.

Increase the chance of your proposal being accepted by submitting on one of the following topics:

- Residency Training Capacity
- Resitrak™
- Preceptor Training Logs
- Role and Scope of the "Residency Coordinator"
- More Efficient Recruitment
- Customized Plans
- Evaluating Preceptors
- Innovative Funding
- "Pass Thru" Documentation
- "Upselling" to Hospital Administration
- Mentoring New Preceptors
- Innovative Preceptors Development
- Non-traditional PharmDs

### NOTIFICATION

You will be notified via email whether your submission was accepted for presentation on or before **July 6, 2012**.

### MEETING REGISTRATION

Presenting a poster is a voluntary effort and ASHP cannot pay expenses for your participation. If your submission is accepted **you are responsible for your own meeting registration fee and travel**. All presenters must be registered for the meeting.

## SUBMITTING YOUR ABSTRACT

Submissions will be accepted online only at [http://www.ashp.org/get\\_involved](http://www.ashp.org/get_involved). The presentation itself must not differ from the original accepted title and abstract content.

You will be asked to complete the following items:

### 1. PRIMARY AND SECONDARY AUTHORS

- The person entering the information must be the Primary Author and will be responsible for providing the required information for all authors. We define the "Primary Author" as the leading author of the abstract and the one whose name appears first on the abstract.
- The Primary Author's name will automatically appear first on the citation and the abstract, and it is their contact information that will be printed on the published version of the abstract.
- A Primary Author or entity may submit as many abstracts as they wish; however, ASHP reserves the right to limit the number of accepted abstracts from any one author or entity.
- It is understood that an author of the paper (preferably the Primary Author) will be at the meeting to present the poster.

### 2. TITLE OF PRESENTATION (Limit: 25 words)

- Please be sure your title accurately and concisely reflects the abstract content.
- Capitalize only the first letter of the first word in the title; all other words must be in lower-case letters.
- Do not use "A," "An," or "The" as the first word in the title.

### 3. ABSTRACT

The abstract must have: Purpose, Methods, Results, and Conclusion.

**Purpose** (Limit: 100 words)

**Methods** (Limit: 200 words)

**Results** (Limit: 200 words)

**Conclusions** (Limit: 100 words)

- The abstract must contain a detailed description of the project or case and the importance of the report to pharmacy practice.
- The work described must be complete. Planned projects or descriptions of projects still being implemented will not be accepted.
- Write content in paragraph form (no bullets).
- Do not include graphs, tables, or illustrations in the abstract.
- Do not include the title or authors in the body of the abstract.

Once complete, your submission will be emailed to you. You will be notified via email whether your submission was accepted on or before **July 6, 2012**. Thank you for your interest in the ASHP National Residency Preceptors Conference. Good luck!