



## RESEARCH POSTER APPLICATION AND INSTRUCTIONS

**This application and supporting material must be emailed by  
8:00am, Friday, April 21, 2017**

Applications should be submitted by email to Shawn Blakely at shawn@njafp.org

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### RESEARCH POSTER SUBMISSION PACKAGE

#### CALL FOR POSTERS

A Call for Posters is being issued for presentation at the New Jersey Academy of Family Physicians 2017 Scientific Assembly. This event will provide an opportunity to exhibit a research project to approximately 200-250 family physicians attending this event. The research must be of interest and educational value to the specialty of family medicine and conducted by an NJAFP physician member, a New Jersey Family Medicine resident, or a New Jersey medical student.

*Those wishing to submit a poster for consideration must be registered to attend the 2017 Scientific Assembly.*  
Awards will be presented to **original completed research** in the physician and resident categories.

#### ELIGIBILITY

- Membership in NJAFP for the primary or secondary author
- Original clinical or educational research completed in the past 2 years
- Conducted by an NJAFP
  - Physician member
  - Resident member
  - Medical student attending one of New Jersey's allopathic medical schools  
*We define "student" and "resident" as the status of the investigator when most of the work was done.*
- Works that have been published prior to the Scientific Assembly are not eligible.

The subject of the poster presentation must be of value to family medicine and within the scope of family medicine. It may be based on course work or an extracurricular project. All poster projects must be completed at time of application. ***Entries may not be taken from previously published papers.***

Submission must meet the requirements of the applicant's local institutional review board (approval or waiver).

**Categories:** Entries will be accepted in the following categories:

**Research** – Summarize the results of a well-defined basic or clinical research project, including 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.

**Clinical Inquiry** – 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 family medicine in common everyday practice and include an evidence summary, recommendations from others, and clinical commentary. For a current list of AAFP resources visit <http://www.aafp.org/cme/faculty/resources.html#ebcme>.

**Community Project** – Describe personal experience working on a community-based initiative to improve the health of a specific population (e.g., providing adolescent AIDS education, working with school nurses to develop asthma action plans, establishing a health care for the homeless program, etc.). Student/Resident applicant(s) must have served in a leadership role in the planning and execution of the project. The description should include an evaluation of the project.

**Educational Program** – Describe an educational program or curricular innovation that has been evaluated for its impact on medical student or resident training. Student/Resident applicant(s) must have played a substantive role in the creation, implementation and/or evaluation of the target program. This may have been done in collaboration with faculty. An applicant(s) needs to state specifically the role they played in the program.

### **OBJECTIVE OF THE POSTER SESSIONS**

The purpose of the poster session is to stimulate interest in Family Medicine 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 physicians.

### **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 so as to protect the rights and welfare of your research subjects.

### **DISCLOSURE OF FINANCIAL SUPPORT**

If financial support has been provided for the preparation of the paper, it must be indicated on the application form. The AAFP, as well as the Accreditation Council for Continuing Medical Education (ACCME), requires all presenters to sign a disclosure statement indicating whether or not 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 2017 NJAFP Scientific Assembly. Decisions will be based upon the following criteria:

- Research valuable to Family Medicine
- Scientific merit of the project

Preference will be given to studies:

- That collect new research data
- That are directly applicable to Family Medicine
- Conducted in a family medicine setting

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.

Volunteer physician members of the NJAFP will review poster applications. Notification of acceptance for poster presentations will be sent by email by May 12, 2017. Winners of the completed research poster contest will be announced at the President's Gala.

### **GUIDELINES FOR SUBMISSION**

A typed, written summary of your research project **MUST** accompany the application form. The summary is limited to 1 page, doubled spaced, 12 point Times New Roman font with 1" margins. Do not include figures or tables. The summary should include the following information:

1. Title
2. Name(s) of Primary and Secondary Authors
3. Background and Hypothesis
4. Design, Subjects, Setting
5. Methods (include statistical analysis, measurement techniques, confounding factors)
6. Results
7. Discussion (include summary, study limitations, relevance of project to family medicine and conclusions)
8. References

The primary and secondary presenters must be the authors of the work on which the exhibit is based or the persons responsible for the content, arrangement, and presentation of the data on the poster. **All authors listed on the poster application form are required to submit a conflict of interest statement disclosing any financial support provided by proprietary entities.**

### **POSTER CONTENT**

Commercial product names are not permitted in the poster title or body of poster. Only generic names of drugs and other products may be used in 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. Company logos 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)."

The name of the sponsoring institution may appear as part of the address. The primary and/or secondary presenters must be the authors of the work on which the poster is based or the persons responsible for the content, arrangement and presentation of the data on the poster.

### **POSTER SIZE AND MATERIAL**

Poster dimensions are limited to 3.5' (vertical) x 6' (horizontal) or 1.5m x 2.43m. The NJAFP will provide push pins and a 4'w x 8'h bulletin/tack board. Authors are responsible for assembling and dismantling of 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 right hand 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 so as 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 make maximum 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 a minimum of 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 2017 NJAFP Scientific Assembly. Posters will be judged on the following criteria:

- Originality
- Quality and clarity
- Organization
- Creativity of presentation
- Scientific merit
- Relevance to family medicine

Prizes will be awarded in the following categories:

Practicing Physician <i>first place</i>	\$500	Practicing Physician <i>second place</i>	\$250
Resident <i>first place</i>	\$500	Resident <i>second place</i>	\$250

Student members receive certificates of merit.

**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.**

**Description:** Provide a 50-word description of your poster. The description should be brief, factual, and non-commercial. Description longer than 50 words will be edited at the discretion of the NJAFP. Include title and all authors (does not count toward 50 words). It is the responsibility of the author(s) to provide this brief description. Academy staff will not follow up to secure it.

**Poster Setup, Visitation and Staffing:** Posters may be set up on Friday afternoon, after 2:30pm. Posters must be setup by 6:00pm. Posters will be on display on Friday from time of setup until Saturday at 2:00pm. Staffing times are up to the poster authors. Judging will take place at any time between 3:30pm on Friday, June 10 to 2:00pm on Saturday, June 11. **DO NOT remove the poster before Saturday, 2:00pm** 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 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 from all liability, which may ensue from any cause whatsoever.

**Exhibitor Agreement:** By submission of your application for poster presentations at the 2017 NJAFP Scientific Assembly, you understand the terms as outlined in the application packet and you agree to abide by these terms. Your application and display space are subject to acceptance of the NJAFP.

**Poster Application Form**  
**Application MUST be typed. Hand-written applications WILL NOT be accepted.**  
**Please type in shaded fields.**

**Please make sure to complete ALL the fields. Incomplete applications will not be considered.**

**A. ELIGIBILITY**

Original clinical or educational research completed in the past 2-3 years and has been conducted or performed by a New Jersey Family Medicine resident, medical student attending one of New Jersey's allopathic medical schools or an NJAFP physician member. *Membership in NJAFP for the primary or secondary author is a prerequisite for submission.*

**B. POSTER CATEGORY (check appropriate category):**

- Research\*
- Clinical Inquiry
- Community Project
- Educational Program

**\* IRB: Is this an IRB-approved project?**  Yes  No

**If you answered YES you must provide a copy of the IRB approval letter with your application.**

**C. NAME OF POSTER (as you would like it to appear in the official printed program)**


**D. POSTER CATEGORY FOR JUDGING (check appropriate category, must match primary author's status):**

Physician  Resident  Student

**E. PRIMARY AND SECONDARY AUTHOR(S)**

Primary Author's Name, Professional Designation, Membership Number (if applicable):				
Primary Author's Status (check box for appropriate status):		Physician <input type="checkbox"/>	Resident <input type="checkbox"/>	Student <input type="checkbox"/>
Institution/affiliation:				
Mailing Address:				
Telephone:		Fax:		
E-Mail				

Co-author's Name, Professional Designation, Membership Number (if applicable):				
Primary Author's Status (check box for appropriate status):		Physician <input type="checkbox"/>	Resident <input type="checkbox"/>	Student <input type="checkbox"/>
Institution/affiliation:				
Mailing Address:				
Telephone:		Fax:		
E-Mail				

**F. ADDITIONAL POSTER PRESENTERS AND PROFESSIONAL DESIGNATION**

List names and professional designation of all others who contributed to the content of the exhibit.


**G. FINANCIAL SUPPORT (N/A or Name)**

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**H. 50 WORD DESCRIPTION**

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**I. AUTHORIZING SIGNATURE**

By submission of this application for poster exhibit space, I am verifying that I have read and understand the conditions and terms of the application and I agree to abide by these terms. I further understand that the application and booth assignment will be determined by the NJAFP. You agree that this abstract is an original work by the named author(s). NJAFP reserves the right to restrict any poster that, in the opinion of the NJAFP, is deemed promotional, commercial, or unethical. **Typing your name in the space below is equivalent to signing the application.**

Primary Author’s Name:	
Date:	

**This application and supporting material must be emailed by 8:00am, Monday April 24, 2017**

**Submit to:** Shawn Blakely at [shawn@njafp.org](mailto:shawn@njafp.org)

**Questions:** Email Shawn ([shawn@njafp.org](mailto:shawn@njafp.org)) or call the NJAFP office at 609.394.1711

**CHECKLIST OF REQUIRED MATERIALS:**

**(Please do NOT send your application without ALL the following materials. Incomplete applications will NOT be considered).**

- Signed application
- Disclosure form from **ALL** authors (download from [www.njafp.org/conference](http://www.njafp.org/conference))
- Copy of IRB Approval Letter (if applicable)
- 50-word description of research project