

**THE RICHARD J. KREJSA, DO, FACOFP DIST.
2016 POSTER PRESENTATIONS**

**PUERTO RICO CONVENTION CENTER
SAN JUAN, PUERTO RICO**

The ACOFP Osteopathic Clinical Research (OCR) Committee would like to invite you to participate in The Richard J. Krejsa, DO, FACOFP *dist.* 2016 Poster Presentations during the ACOFP 53rd Annual Convention & Scientific Seminars at Puerto Rico Convention Center in San Juan, Puerto Rico on April 6-9, 2016. The Committee encourages the diverse involvement in Students, Residents and Practicing Physicians.

INSTRUCTIONS FOR SUBMISSION OF ABSTRACTS

Read the instructions below before you begin laying out your Abstract. The highest degree of the Authors must be listed on the application. Please include a statement confirming that the study has been approved by the institution's Institutional Review Board (IRB). This is required for posters and papers involving research with human subjects and is expected at major conferences and journals. Your submission will be rejected if the IRB statement is not included.

The OCR Committee will review abstracts as they are submitted. If submitted by November 15, you will be notified within two (2) weeks of submission if the abstract is acceptable, not acceptable or rejected. If the abstract is not accepted, you will be given an opportunity to make changes as suggested by the Committee and resubmit for this year's poster session. If submitted after November 15, the abstract will either be accepted or rejected with no opportunity to revise. Applications and abstracts are DUE NOVEMBER 30, 2015 and there will be NO late abstracts accepted.

All Abstracts are to be submitted as "*camera ready*" text for the publication in Osteopathic Family Physician News, ACOFP's monthly journal. Abstracts which do not meet the requirements stated below will not be accepted. All approved Abstracts will be presented in a poster format.

CRITERIA FOR EVALUATING ABSTRACTS

Below you will find the criteria for the evaluation of Abstracts:

- The information presented in the Abstract must be original, not a duplicate, and not published previously.
- Each Abstract must contain the elements described in **Appendix A** for **Case Reports** or **Appendix B** for **Original Research Study**. The elements must be clearly stated.
- The Abstract must be submitted through a medical organization or ACOFP recognized organization, and should be authored by at least one osteopathic physician or full-time faculty member from one of the colleges of osteopathic medicine. A Student must be the **First Author** to participate in the Student prize competition. Each poster should be carefully reviewed by the student/resident faculty mentor prior to submission for accuracy, clarity, and format. Faculty may not present posters in the student/resident competition.
- Research completed at a College of Osteopathic Medicine will be given priority consideration (including Osteopathic Principles and Practices.)
- Generic names for drugs should be used.

INSTRUCTIONS FOR PREPARING ABSTRACTS USING WORD PROCESSING PROGRAMS

For your convenience, you may use the Abstract Template provided on the website (Word.doc file) (all of the formats are done for you and it prompts you to enter your data) you may save the template to your computer.

Page Setup

The dimensions of the printed Abstract must not exceed 5 1/2 inches width (*horizontal dimension*) and 8 inches length (*vertical dimension*). Set page margins on 8.5" x 11" portrait page to:

- Top margin = 1.5"
- Bottom margin = 1.5"
- Left margin = 1.5"
- Right margin = 1.5"

Heading

Include a heading at the top of the Abstract containing the following elements in the **order** stated. Remember that the heading and text of the Abstract must fit within the parameters in **Page Setup** above.

- Title** 100 characters (Maximum)
- Names of all authors – first name, middle initial, last name, academic degrees
- Name of Institution
- Name of institutional department, division or other administrative unit
- City
- State
- Zip Code

The person presenting the paper **must** be listed as the **First Author, and that person is the only person who presents the poster, barring extenuating circumstances. There may only be one presenter per poster, although all authors may be present for the presentation.** When multiple Abstracts are submitted, headings and authors names must remain consistent for proper indexing.

****Note:** The title listed on the application form **must match exactly** the title on the Abstract and on the Poster. No exceptions.

Body of the Abstract

The Abstract should include:

- Case Report – Refer to Appendix A
- Original Research Study – Refer to Appendix B

Font Settings

All Abstracts must be printed with the font setting below:

- Single-spaced, 12 point Font with Serif Face such as Times Roman

Any special symbols, such as Greek letters, that are not produced by your printer should be drawn using black ink.

MONETARY AWARDS, PLAQUES AND CERTIFICATES

Only Students and Residents will receive monetary awards. Practicing Physicians will only receive a certificate of participation and **no monetary awards**.

Original Research - Students and Residents

1st Place Winners will receive a plaque, certificate and \$500.00

2nd Place Winners will receive a certificate and \$250.00

3rd Place Winners will receive a certificate and \$150.00

Case Reports - Student and Resident

Winning Case Reports will receive \$100.00

Winners of the poster contest are encouraged to submit their poster content to the Osteopathic Family Physician News for Publication.

CONVENTION REGISTRATION

If your Abstract is selected you are required to register for the ACOFP 53rd Annual Convention & Scientific Seminars. More information will be available on the convention registration and hotel reservations on the ACOFP web site.

REQUIRED DOCUMENTATION FOR SUBMISSION

You are required to submit the completed 2016 Abstract Application and Abstract typed and formatted properly. *For students/residents, your faculty mentor must review the abstract prior to submission.* The deadline for submission is **Monday, November 30, 2015 at midnight, Eastern Standard Time. (NO EXCEPTIONS)**

If you have any questions regarding The Richard J. Krejsa, DO, FACOFP *dist.* 2016 Poster Presentations please contact Judy Schwellenbach, Resident Services Coordinator at (847) 952-5106 or judys@acofp.org.

We look forward to your continued involvement in the osteopathic family practice profession and we look forward to seeing additional research from you in the future.

APPENDIX A

THE RICHARD J. KREJSA, DO, FACOFP DIST. 2016 POSTER PRESENTATIONS

ACOFP CASE REPORT INSTRUCTIONS

GUIDELINES

Poster Maximum length:	1500 words <i>(not including abstract and should be included on poster)</i>
Abstract length:	Maximum of 350 words <i>(not including the heading)</i>
Poster References:	Maximum of 10
Maximum number of Authors:	5
Heading and Page Setup:	Refer to above abstract and poster presentation instructions

A suggested checklist for writing a case report abstract:

TITLE

- Should facilitate interest in the topic and should be searchable.

INTRODUCTION

- Describe whether the case is unique.
- Does the case have an unusual diagnosis or clinical course?
- Describe how the case contributes to scientific knowledge.
- Describe the instructive or teaching points that add value to this case.

CASE SUMMARY

- Describe the presenting signs and symptoms and clinical course.
- Is the cause of patient's illness clear-cut? What are other plausible explanations?
- What investigations were completed to sort out the diagnosis? Include them if important.
- Describe the treatments provided and the rationale.
- Were other therapeutic options considered? Are outcomes related to the treatments provided?

DISCUSSION

- Report on literature review of other similar cases. Describe how this case is different.
- Explain the rationale for reporting the case. What is unusual about the case? Does it challenge prevailing wisdom?
- In the future, could things be done differently in a similar case?
- What educational pearls can be gleaned from this case?

NOTE: The format of the abstract and poster must include the headings (*i.e., title, introduction, etc.*) listed above.

Excerpts from these guidelines were copied from BMC. It is an excellent reference.

BMC Med Educ. 2004; 4: 4.

Published online 2004 March 25. doi: 10.1186/1472-6920-4-4.

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APPENDIX B

THE RICHARD J. KREJSA, DO, FACOFP DIST. 2016 POSTER PRESENTATIONS

ACOFP ORIGINAL RESEARCH STUDY INSTRUCTIONS

GUIDELINES

Poster Maximum length:	1500 words <i>(not including abstract and should be included on poster)</i>
Abstract length:	Maximum of 350 words <i>(not including the heading)</i>
Poster References:	Maximum of 10
Maximum number of Authors:	5
Heading and Page Setup:	Refer to above abstract and poster presentation instructions

A suggested checklist for writing a research abstract:

TITLE

- Should facilitate interest in the topic; be short, descriptive and searchable.

BACKGROUND AND HYPOTHESIS

- Background: In one or two sentences describe why the topic investigated is important (*i.e., novel approach; does the study fill knowledge gaps?*).
- Hypothesis: In one or two sentences describe the specific question that was addressed in the study or the relationship that was investigated.

METHODS

- A summary of the methods used to design and carry out the study.
- State the type of design (*i.e., randomized controlled trial, double blinded, survey*).
- Include the clinical circumstances (*i.e., primary care center, general community*).
- Brief description of key subject inclusion/exclusion criteria
- Include the total number of subjects recruited and how many were in each group of the study (*i.e., control group, study group*).
- Description of any intervention administered (*i.e., OMT, medications*)
- Brief description of the study's outcome measures (*i.e., symptom scores, measurements*).

RESULTS

- Report a brief summary of the main findings in the study. Include explanations of key measurements.
- Include relevant statistical information (*i.e., confidence interval, odds ratio, levels of significance such as p value*). Simple percentages are not sufficient.

CONCLUSIONS

- Explain the overall significance of the study that is supported by the results obtained.

ACKNOWLEDGEMENT OF RESEARCH STUDY SPONSORS AND IRB

- Include an acknowledgment of the study sponsors and any grants received for the study
- Must include Statement that **IRB approval** was obtained

NOTE: The abstract and poster format must include the headings (*i.e., title, background, etc.*) listed above.