



**FLORIDA ACADEMY OF FAMILY PHYSICIANS
PRACTICING PHYSICIAN, RESIDENT AND
STUDENT MEMBER
SCHOLARLY POSTER PRESENTATION**

**FAMILY MEDICINE SPRING FORUM
APRIL 24-26, 2015
THE SWAN AND DOLPHIN
ORLANDO, FLORIDA**

- **Call for Posters**
- **Guidelines for Submission**
- **Application Form**
- **Financial Disclosure Statement**

CALL FOR POSTERS

A Call for Posters is being issued for presentation at the Family Medicine Spring Forum 2015. This event will provide an opportunity to exhibit a scholarly project to approximately 350 family physicians attending this educational seminar. The research must be of interest and educational value to the specialty of family practice and conducted by (1) a Florida family practice resident (2) a medical student from University of Florida, University of South Florida, University of Miami, Florida State University, or Florida International University or (3) an FAFP physician member.

Deadlines for:

Abstracts:

February 27, 2015

Posters:

April 24, 2015 (Please see instructions in following pages)

Submit to: Florida Academy of Family Physicians

Attn: Jennifer Young, Director of Membership and Communications

Email: jyoung@fafp.org

Application can be downloaded from www.fafp.org

ELIGIBILITY

Clinical or educational scholarly activity completed in the past 2-3 years that is relevant to family medicine and has been conducted or performed by a Florida family medicine resident, medical student attending one of Florida's allopathic medical schools or an FAFP physician member may qualify for submission to this program. We define "student" and "resident" as the status of the investigator when most of the work was done. Membership in FAFP is a prerequisite for submission.

OBJECTIVE OF THE POSTER SESSIONS

The purpose of the poster session is to stimulate interest in family practice research and to provide an opportunity for the program participants to become acquainted with your specific study quickly and easily.

Your poster should (1) visually stimulate interest in your project, (2) present enough information for viewers to understand the methods, results and significance of your work; and (3) facilitate conversations and networking among program participants.

Present "bare bones" on 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.

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.

SELECTION CRITERIA AND REVIEW PROCESS

All poster applications will be reviewed for presentation at the FAFP Family Medicine Spring Forum 2015.

Decisions will be based upon the following criteria:

- Scholarly work valuable to family medicine
- Scientific merit of the project

Categories:

- Completed Research
- Research in Progress
- Quality Improvement/Patient Safety Project
- Case Report

Preference will be given to studies:

- That collect new research/case data
- Whose primary author is an FAFP member
- That are directly applicable to family practice
- Conducted in a family practice 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, please indicate on the disclosure form. Failure to disclose financial support will result in the application being disqualified. The FAFP, 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.

Volunteer physician members of the FAFP Research Workgroup will review poster applications. Prospective presenters are encouraged to submit their applications as soon as possible.

GUIDELINES FOR SUBMISSION

The following guidelines must be followed when submitting an application for the April poster presentation.

- A typed, written abstract of your project must accompany the application form. It should include the following information:

(Check only one per submission form)

- **Categories:** Quality Improvement Research Case Report Research in Progress

- **Primary Author Status:** Practicing Physician Resident Student

1. Maximum two page description of project (12 point font) excluding references
2. Background, Hypothesis, Design, Subjects, Setting
3. Methods (include statistical analysis, measurement techniques, confounding factors)
4. Outcome measures
5. Discussion (include summary, study limitations, relevance of project to family practice & conclusions)
6. Results
7. Conclusions
8. References

- The application form must be typed. All blanks must be completed. Incomplete applications will not be accepted. All submissions must be by mail and postmarked by February 27, 2015.
- The completed application must be submitted to: Florida Academy of Family Physicians, Attn: Jennifer Young, 6720 Atlantic Blvd., Jacksonville, Florida 32211 or at jyoung@fafp.org. Since the review committee will base its decision on the information supplied on the application form, it will be to your advantage to supply as much information as possible.
- 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 on the data in the poster. All authors listed on the poster application form are required to have contributed significantly to the project design, analysis and presentation and submit a conflict of interest statement (letter "F" of application form) disclosing any financial support provided by proprietary entities.

AWARDS

If your abstract is selected, you will display your poster presentation at the Family Medicine Spring Forum at the Swan and Dolphin-Orlando. Displays will be on Friday morning, April 24, through Saturday afternoon, April 25, 2015. The top six projects will receive prizes as noted below:

Practicing Physician first place	\$300 Scholarship, Ribbon & Certificate
Practicing Physician second place	\$150 Scholarship, Ribbon & Certificate
Resident first place	\$300 Scholarship, Ribbon & Certificate
Resident second place	\$150 Scholarship, Ribbon & Certificate
Student first place	\$300 Scholarship, Ribbon & Certificate
Student second place	\$150 Scholarship, Ribbon & Certificate

POSTER CONTENT

Only generic names of drugs and other products may be used in poster presentation. The first appearance of the generic name may be marked by an asterisk, with the tradename as a footnote at the bottom of the poster 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 not exceeding one-quarter inch in height at the bottom of the poster. This line must read "Financial support for this poster was provided in part by (supporting company)." Commercial product names are not permitted in the poster title.

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

POSTER SIZE AND MATERIAL

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 is frequently quite valuable.

Try not to encompass everything into a poster presentation that you would include in an oral presentation. Remember, your viewers are (1) walking by, (2) being distracted by conversation and the passage of other viewers, and (3) looking for interesting poster presentations to return to for closer examination.

Dimensions of poster will be limited to 3' (vertical) x 6' (horizontal) or 1.0m x 2.43. The FAFP provides, free of charge, a bulletin/tack board, one chair, tacks, and one identification sign. Authors are responsible for costs of producing, shipping, and making the poster available on site. If you would like to bring copies of your abstract that will also be the responsibility of the author.

DESIGN TIPS

Organization: Design your poster to highlight the major points of your research/case/scholarly activity and stimulate feedback from viewers. Major components of an effective poster presentation include (1) statement of the problem, (2) materials and methods, (3) results, and (4) conclusion/recommendations. Typically one panel each is required for the problem, methods, and conclusion. As many as three to four panels may be used to show graphs or figures depicting the results.

Another suggested format includes (1) research/case/scholarly activity objective; (2) study design; (3) population studied; (4) principal findings; (5) conclusions; (6) implications for policy, delivery or practice; and (6) 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.

Consider various options for presenting the salient points of your research/case/scholarly activity.

- 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 and tables are best read when they can be comprehended in one-minute per page viewing time.

Helpful hints:

- No more than four rows and columns per table
- No more than three components being graphed
- No three-dimensional graphs
- No 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. Emphasis may be lost if more than four colors are used.

DESCRIPTION

Provide a 50-word description of your poster, as it should appear in the FAFP official program. The description should be brief, factual, and not a commercial. Any description longer than 50 words will be edited at the discretion of the Academy. It is the responsibility of the author(s) to provide this brief description. Academy staff will not follow up to secure it. Only the title of the exhibit will appear in the program if the description is not provided. If the description is illegible, it will be omitted from the program. Please attach a separate page.

POSTER SETUP, VISITATION & STAFFING

Posters may be set up on Friday morning, April 24, with times TBD. Posters will be on display on Friday from time of setup until Saturday afternoon.

Your research/case/scholarly exhibit will be set up in a high traffic area where continental breakfasts and refreshment breaks will be scheduled. This will give you an opportunity to discuss your research/case/scholarly activity with family physicians attending this meeting. Authors of posters selected are expected to participate at scheduled times during the Family Medicine Spring Forum 2015.

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. Any poster material deemed to be promotional must be masked over or changed before the opening of the meeting. Failure to comply with these rules, or evidence of product or service promotion during the meeting, will result in immediate removal of the poster and exclusion of the author(s) from future FAFP poster presentations.

LIABILITY

It is agreed that presenters shall indemnify and hold harmless the FAFP from all liability, which may ensue from any cause whatsoever.

PRESENTER AGREEMENT

By submission of your application for poster presentations at the FAFP Family Medicine Spring Forum 2015, you understand the terms as outlined in the application packet and you agree to abide by these terms. Your application and booth assignment are subject to acceptance of the FAFP.

***Supported in part by a grant from the
Florida Academy of Family Physicians Foundation***

**FLORIDA ACADEMY OF FAMILY PHYSICIANS
PRACTICING PHYSICIAN, RESIDENT AND
STUDENT MEMBER
SCHOLARLY ACTIVITY POSTER PRESENTATION**

Application Form

A. ELIGIBILITY

Clinical or educational research/case/scholarly activity that is relevant to family medicine that has been conducted in cooperation with a family practice residency or at one of Florida's Medical Schools may qualify for submission to this program. Membership in the AAFP/FAFP is a prerequisite for submission.

B. TITLE OF RESEARCH/CASE/SCHOLARLY PROJECT

Submitter Status – circle appropriate status - Resident Student Physician

Categories: Quality Improvement Research Case Report Research in Progress

C. PRIMARY AND SECONDARY AUTHOR(S)

Primary Author Status: Faculty Staff Resident Student

Primary Author's Name and Professional Designation:

Institution/affiliation_____

Mailing Address:

Telephone:_____Fax:_____

E-mail:_____

Co-author's name (if applicable) and Professional Designation:

Submitter Status – circle appropriate status - Resident Student Physician

Institution/affiliation_____

Mailing Address:

Telephone:_____Fax:_____

E-mail:_____

D. ADDITIONAL POSTER PRESENTERS AND PROFESSIONAL DESIGNATION

List names and professional designation (as they appear in the official program) of all others who contributed to the content of the exhibit.

E. NAME OF POSTER (as you would like it to appear on the identification sign and in the official printed program)

F. FINANCIAL SUPPORT (if any) PROVIDED BY

G. AUTHORIZING SIGNATURE

By submission of this application for exhibit space, I am verifying that I have read and understand the conditions of the application as well as the terms as outlined in the application packet and I agree to abide by these terms. I further understand application and booth assignment will be determined by the Florida Academy.

This application/agreement is made and entered into by and between the FAFP and the entity and names in the application/contract printed in this brochure on the date set forth. The FAFP reserves the right to restrict any poster that, in the opinion of the FAFP, is deemed promotional, commercial, or unethical. The undersigned agrees that this application is effective and an agreement only on its acceptance by the FAFP.

Signature

Date

Questions and requests for additional applications may be sent to:
Florida Academy of Family Physicians, ATTN: Jennifer Young,
6720 Atlantic Blvd., Jacksonville, Florida 32211
(904) 726-0944, jyoung@fafp.org