

## **Echocardiography Symposium – Thirty-third Annual**

Trump National Doral, Miami, Florida ■ October 31-November 1, 2014

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### **POSTER ABSTRACT SUBMISSION GUIDELINES**

**Due by Tuesday, September 30, 2014**

The Echocardiography Symposium Planning Committee invites interested individuals to submit Poster Abstracts for consideration at this symposium.

#### **Please follow the Submission Guidelines closely:**

- Abstracts must be written in English.
- The abstract text should not exceed 300 words.
- Use a standard font like Arial when formatting your text.
- It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- Accepted abstracts will be added to the master program.
- Request for abstract withdrawal must be received by September 30, 2014.
- Abstract notification of acceptance / non-acceptance will be sent via email to the submitting author early October to the email address on the [Abstract Submission Form](#).
- [Symposium registration](#) is required.

#### **Allotted Space**

Abstract Body: 8.5" x 11" page size. The margins are 1" on top bottom and sides. The title should be centered and all caps. Please do not use right justification or full justification, do not begin a sentence with a numeral and do not exceed the 300-word limit

An abstract may be submitted in Word or PDF format. Abstract must include: Learning Objectives, Background, Method, Findings and Conclusions.

#### **Abstract Title**

An abstract must have a title that is short and specific. The body of the abstract should follow logically from the title (please, no abbreviations).

#### **Example**

#### **TITLE CENTERED AND ALL CAPS (20 pt)**

**Authors:** Names(s) (14 pt. bold)

**Institution:** Name of University(ies) (12 pt. regular)

**Learning Objectives:** At the completion of this presentation, participants should be better able to . . .

**Background/Significance:** Indicate the purpose and objective of the study, the hypothesis that was tested or a description of the problem.

**Methodology/Data Analysis:** Include the setting for the study, the method(s) used and the subjects, the diagnosis or intervention, and the type of statistical analysis. If references are needed, they should be provided in the text.

**Findings/Implications:** Present as clearly and detailed as possible the outcome of the study, with specific results in summarized form.

**Conclusions:** Briefly discuss the data and main outcome of the study. Emphasize the significance and future implications of the results.

Abstracts should disclose primary findings and avoid, whenever possible, promissory statements such as "experiments are in progress" or "results will be discussed."

**Submitted for consideration in the 2014 Echocardiography Symposium, Oct. 31-Nov. 1, 2014.**

**Approval:** Please indicate whether the submission has been approved by all authors.

**Affiliations:** Please list the universities or other institutions with which the authors are affiliated.

**Authors:** You must include the names of all authors in the order in which they should appear in the printed material. (Names should be listed as such: John D Smith, MD, or JD Smith, MD.) Names that are omitted will not be included in the symposium website.

**Author Information:** Please supply email address and phone number for all authors.

**Do not include:** References, credits or grant support. Do not include the names of personal information of any patient participating in the study or trial.

**Disclosures:** All authors/presenters are required to complete a [Faculty Agreement Form](#) and a [Faculty Disclosure Form](#).

The Baptist Health Continuing Medical Education Program, an ACCME-accredited CME provider, operates within the framework of the Standards of Commercial Support to ensure balance, independence, objectivity and scientific rigor in all of its CME activities. Anyone engaged in content development, planning or presentation is obliged to complete this form. Persons who refuse to complete this form may not participate in the CME activity. Disclosure relates not only to the authors and presenters but also to any individual who has the potential to impact the content or delivery of the educational activity. All authors/presenters must disclose any significant relationship with a commercial entity.

**Disclosures and Conflict-of-Interest Resolutions:** Baptist Health requires disclosure and resolution of all conflicts of interest to ensure balance, independence, objectivity and scientific rigor in all CME programming. Conflicts of interest of all individuals who control CME content will be identified and resolved prior to this educational activity. Full disclosure will be made in the symposium handout. Presenters will also disclose discussion of off-label uses.

**Fees:** If your abstract is chosen for presentation, no symposium registration fee is required to the authors presenting.

**Learning Objectives:** Please include one or two learning objectives. Learning objectives should be active statements: At the completion of this presentation, participants should be better able to: . . . assess, apply, compare, evaluate, explain etc. Objectives should relate directly to the identified need being addressed. Sources for needs identification can be: expert opinion, focus groups, literature review, evaluation data, etc.

**Poster Presentations and Dimensions:** A Display Board will be assigned to you for mounting your abstract. The size of the Display Board is 4' by 6'. We suggest that you make the height and width of your poster smaller than the Display board to ensure a better fit. Posters must be mounted in advance. **Please note** that the hotel will not allow posting, taping or hangings of any kind on the walls. It is the responsibility of the presenter to display the poster. Selected presenters will be sent a schedule of set-up, exhibit and dismantling times.

**Poster Example** <http://acehpconferencecall.com/wp-content/uploads/2013/01/storyboard-example.png>

**Presenter:** The abstract submitter and the presenter must be authors of the abstract.

**Proofread:** Proofread abstracts carefully to avoid errors before submission. Revisions to abstracts will not be permitted after **September 30, 2014, 5 p.m.**

**Theme:** Echocardiography

**Submission Form:** To submit your abstract for consideration, go to Submission Form and follow the instructions.

**Trade Names:** Any use of trade names in this program is for reference purposes only. No promotion of particular products or devices should be implied. Generic drug names are acceptable and preferred.

**Comments:** Use this area on the Submission Form for any additional comments you would like to share with the Planning Committee.

If you have any questions regarding your abstract submission, please contact the Baptist Health CME Department at **786-596-2398** or [CME@BaptistHealth.net](mailto:CME@BaptistHealth.net).