ABSTRACT SUBMISSION INSTRUCTIONS AND GUIDELINES

We are soliciting abstracts for poster and blue ribbon presentation. Abstracts representing the body or work developed by partner organizations and the conference themes are encouraged. Selected abstracts will be presented during poster sessions.

Abstracts will be accepted via electronic submission only. **Abstracts that do not conform to official guidelines will not be accepted.**

A presenting author is expected to register and attend the METRC 2018 Conference to present the abstract. Abstracts will **not** be considered without receipt of an Abstract Submission Form from the author(s).

- **DEADLINE**: All abstracts must be submitted via the **online form** no later than 5:00 PM Eastern, September 14, 2018. No corrections will be allowed.
- **ELIGIBILITY**: All abstracts should represent basic science, clinical, and population health research that address the conference theme and abstract submission areas.
- **PRESENTATION FORMAT**: Authors should indicate their preference for poster or blue ribbon presentation on the submission form. However, the final decision of assignment to poster or blue ribbon presentation will be determined by the abstract reviewing committee.
- **ACKNOWLEDGEMENT**: Notification of **receipt** will be sent immediately to the email address provided by the submitting author. Notification of **acceptance** will be sent no later than September 21, 2018. All notifications will be made via email from **abstracts@MeTRCconference.com**.
- **SUBMISSION REQUIREMENTS**: Please submit abstracts via the online form (**http://MeTRCconference.com/abstracts.html#absForm**).
  Abstracts will not be processed for review if they are not submitted using the online form.

ABSTRACT INSTRUCTIONS

- Maximum of 300 word count (excluding title, authors, affiliations, and mention of grant support). Define all abbreviations the first time they appear in the abstract.
- Avoid formulas, tables, and charts.
- Do not include references or credits.
- Single space all typing; no space between paragraphs.
- Proofread the abstract carefully before submitting; no corrections will be allowed.

ALL <u>RESEARCH</u> abstracts must be organized using the following format:

- **TITLE** (upper-case letters) maximum 60 characters
- **AUTHOR(S)** (upper- and lower-case letters) who have significantly contributed to the work; optimal limit 5-10
  - Presenting author must be listed first (upper-case letters)
  - For each author, include first and second initials and last name. Separate authors with semi-colon.
    Example: FC Jones; AF Hill; KG Witherspoon
- **AFFILIATION(S)**
  - List institution(s) where work was performed. Present affiliation information with author initials following each corresponding affiliation.
    Example:
    Meharry Medical College (FCJ); New Way Out Ministries (AFH, KGW)
- **PURPOSE** (header in upper-case letters)
  - Explain the importance of the research or activity to include objectives, goals and purpose
- **DESIGN METHODS** (header in upper-case letters)
  - Briefly explain the procedure and strategy used to gather the information presented.
- **RESULTS/EXPECTED RESULTS** (header in upper-case letters)
  - What did you find when you performed the analysis of the information presented?
- **DISCUSSION/CONCLUSION** (header in upper-case letters)
  - How does the result address the hypothesis?
  - How do the reported findings contribute to the knowledge in the respective field?
- **MENTION OF GRANT SUPPORT** (where applicable)
  - Authors are encouraged to acknowledge grant support for work

ALL <u>CLINCAL PRACTICE</u> abstracts must be organized using the following format:

- **TITLE** (upper-case letters) maximum 60 characters
- **AUTHOR(S)** (upper-lower case letters) who have significantly contributed to the work; optimal limit 5-10
  - Presenting author must be listed first (upper-case letters)
  - For each author, include first and second initial and last name. Separate authors with semi-colon.
    Example: FC Jones; AF Hill; KG Witherspoon
- **AFFILIATION(S)**
  - List institution(s) where work was performed. Present affiliation information with author initials following each corresponding affiliation.
    Example:
    Meharry Medical College (FCJ); New Way Out Ministries (AFH, KGW)
- **PURPOSE** (header in upper-case letters)
  - Explain the importance of the activity to include objectives, goals and purpose.
- **PROJECT DESCRIPTION**
  - Describe the problem/issue to be considered, the key factors underlying the issue.
  - Give information on the Best Practice Guidelines used to address the problem/issue and protocols used to incorporate these guidelines into practice.
  - Implications and recommendations for clinical practice moving forward.
- **MENTION OF GRANT SUPPORT** (where applicable)
  - Authors are encouraged to acknowledge grant support for work.

ABSTRACT GRADING CRITERIA

Abstracts should be developed to meet the following technical review criteria:

1. Importance and relevance of topic

2. Innovation and Contribution to Knowledge Base

3. Clarity and Completeness – made up of the following: overall quality, purpose and objective, theoretical and/or applied focus, research/activity methods, findings, and potential practical application.

4. Well organized and clearly written

5. Potential contributions of the study to science/society

6. Research Design:
   - Explicit background information
   - Sufficient information about the data collection and analysis procedures (if applicable)

7. Results:
   - Discussion of empirical studies, or in the case where the study has not yet been carried out, details of any predictions about the expected direction of the findings.
   - Results likely to be of value to the field

Selected abstracts will be presented as blue ribbon or poster presentations during poster sessions.

POSTER PRESENTATION GUIDELINES

Poster Presentations will occur during Poster Sessions November 8-9, 2018. Upon acceptance, presenters will be provided specifics on installation, presentation, and dismantle times. Poster participants must pre-register and attend the MeTRC 2017 Health Disparities Conference.

1. Conference November 8-9, 2018.

2. An 8-foot wide by 4-foot tall poster board will be furnished for all participants to display their posters. The mounting surface area is 7'10" wide by 3'10" tall, do not exceed this dimension.

3. The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

4. The presenting author must be available at the poster display during the designated Poster Session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be **no audio-visual equipment** for poster presentations, as space does not permit.

5. Your poster should cover the KEY POINTS of your research. The ideal poster is designed to (1) attract attention; (2) provide a brief overview of your work; and (3) initiate discussion and question.

LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended type sizes are summarized below.

Figure 2: Minimum Recommended Font Size (Times New Roman shown)

Title	90
Heading	60
Subheading	30
Text	18

BACKGROUND: Advances in computer technology have created a plethora of graphic possibilities. Just as you can choose a color photo of your favorite estuary as a backdrop for your computer's desktop, you can print your entire poster on such a photo. Such backgrounds call attention to the background, not your science. Often your material will be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors for anything. Colors can be used on graphs, but should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with grey are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off -white or beige is easier on the eyes.

ABSTRACT SUBMISSION CHECKLIST

The following must be completed in order to be considered for participation as an abstract presenter in the 2018 Conference:

❑ Abstract prepared according to instructions (not to exceed 300 words). Please do not send an image of your abstract.
We will require the text for placement in conference proceedings.

❑ Abstract Submission Form (one per abstract) – fully completed via the **online form**
(**http://metrcconference.com/abstracts.html#absForm**) by September 14, 2018. **All abstracts, once submitted, will begin the review process; updates and re-submissions will NOT be accepted at any time. Subsequent submissions of the same abstract are marked as duplicates and removed from the abstract review process.** Before starting the submission process, it is recommended to have your completed abstract on hand so that you may copy and paste the text into the online form.

❑ Register online for the Conference (visit **http://metrcconference.com/register.html**). Advance Registration ends October 5, 2018. Payment is not required at the time of registration – simply change your method of payment to "CHECK" if you are not prepared to make payment at the time of registration. However, you will be responsible to confirm the registration with payment at a time in the future and according to the payment schedule on **http://metrcconference.com/register.html**.

❑ Notification of **receipt** will be sent to the email address provided by the submitting author.
If you have not received confirmation of receipt within 30 minutes after submitting your abstract, please call 404.559.6191 or re-submit via the **online form** (**http://metrcconference.com/abstracts.html#absForm**).

❑ Submitting authors of **selected** abstracts will be notified by September 21, 2018 (via email from **Abstracts@MeTRCconference.com**).

❑ Participation Confirmation / Final Response from abstract presenters due September 28, 2018.

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