

Call for Research Abstracts & Poster Presenter Guidelines

Overview

- **Link to abstract submission:** <https://scripps.submittable.com/submit/a0ae973b-04ba-44fa-9b47-42a80fb522c3>
- **Submission Deadline:** August 15, 2015
- **Review Committee & Judges:** Russell Faust, PhD, MD; David Riley, MD; Ryan Bradley, ND; William Meeker, DC, MPH and Melissa Barber, naturopathic medical student.
- **Registration Discounts:** All authors of accepted posters must attend the entire conference. Authors qualify for a 10% conference registration discount (*does not include hotel fees*). See below for details.
- **Prizes:** There will be three cash prizes from all categories combined: 1st–\$500; 2nd–\$300; 3rd–\$200. Additionally, a *People's Choice Award* will receive a special prize. AIHM will also work with winners on an academic publication.
- **Process:** Submissions are checked on a weekly basis and sent to the review committee to approve, deny or gather more information. Each submitter can expect to receive a response from **Kristin Martinez**, Scripps Coordinator, approximately 4 weeks from submission review.
- **Presenters must be individual members of AIHM.** Any author may submit without being an AIHM member, however, if selected, you must join AIHM and register to attend the full conference.

Guidelines for Submission

The Academy of Integrative Health & Medicine and the Scripps Research Institute are pleased to receive abstracts of original research dealing with integrative holistic medicine. In keeping with the mission of the Academy, research abstracts resulting from *Interprofessional Collaboration* will have an advantage in judging.

Abstract Submission Guidelines

- Abstracts must be 400 words or less and may be submitted in one of four categories (categories I and II will be peer-reviewed by the program committee)
 - Original Clinical Research: Practice-Based
 - Original Clinical Research: Academic Institution
 - Reviews / Case Studies / Practice Models
 - Student / Resident Research
- Abstracts will be judged on:
 - 1) Originality
 - 2) Study design
 - 3) Interpretation
 - 4) Relevance to the practice of Integrative Health & Medicine
- Please include a headshot (high resolution jpeg) and 200-word or less biography in your submission

Note on copyright: By submitting a poster abstract, authors/co-authors transfer any copyrights, grant permission to the AIHM, & agree that the submitted poster and abstract may be published, shared online, distributed to attendees and used on the AIHM website.

Presenter Responsibilities & Benefits

Only the primary submitter will receive correspondence relating to the submission. The primary submitter must notify any additional presenter(s) and co-author(s) of responsibilities.

- **Register for Conference & Make Travel Arrangements:**
Remember authors must 1) be an AIHM member 2) attend the entire conference and 3) be present for the entire research reception and award ceremony. Poster submitters will receive a 10% registration discount. A refund will be issued to accepted authors who preregister for the early bird rate (recommended). You are responsible for all hotel/travel arrangements.
- **Print & Transport Poster:** Posters may be carry-on luggage, but check with your airlines. You may also choose to print locally in San Diego (FedEx/Kinko's 4x4 foot poster is approximately \$100).

Poster Guidelines

The following section outlines details of the contents and dimensions of your poster. **Please do not include your abstract on the poster itself.** The poster should include the following elements:

- **Introduction**—Briefly summarize background that led to the work, clearly identify the purpose or specific aims of the present study and identify questions asked or hypothesis(es) tested.
- **Experimental Design**—Provide sufficient detail of the design and methods employed to carry out the study, including the number and necessary demographics of subjects studied.
- **Results**—Present results by table, figure, illustration and/or photograph. For each table, figure, etc., a clear interpretative legend aids in highlighting and *briefly* discussing essential points.
- **Summary & Conclusion**—Briefly communicate what are the vital “bottom lines” of your research/work.
- **Acknowledgements**—Identify funding source(s), institutional support, individuals who have contributed significantly but who are not listed as authors.
- **Disclosure Information**—All author’s disclosure information must be included on your poster. Please ensure that it is visible to attendees viewing your poster.
- **Specific Dimensions & Displays**—Posters will be displayed on 4 x 8 foot poster boards (2 posters per side). Poster dimensions should be 4 x 4 foot (46 x 46 inches square/116 cm x 116 cm). Board fasteners will be provided. We recommend a summary sheet, sign-up sheet & business cards for people interested in more information.

On Site Poster Logistics

- **Location & Display Hour at Main Conference**—All posters will be displayed in the **Garden Room** from 10 am Sunday, October 25 - 4 pm Wed Oct 29. Presenters are encouraged to visit the Garden Room throughout the week, especially during designated breaks, to speak to attendees and informally field questions.
- **Reception & Award Ceremony**—The **Garden Room**, where your poster has been displayed all week, will officially close on Wed Oct 28, 2015 at 4:00 pm and hotel staff will move the boards to the **Mission Bay Room**.
 - **Reception**—Wed Oct 28, 2015—6:00 pm—**Mission Bay Room**. *Authors must be present for the full Reception & Awards Ceremony* and arrive promptly at 6:00 pm. Please help us welcome arriving guests, stand at your poster & answer questions attendees/judges might have. The *Peoples Choice Award* voting will take place at the reception, so make every effort to engage attendees. Following the reception, the Awards Ceremony and Announcement of Winners will start at **7:00 pm**.
- **Set-up & Take Down**
 - **Set up:** Sunday, October 25 from 10:00 am—5:00 pm in the **Garden Room**.
 - **Take down:** Pick up posters on Thursday, October 29, between 5:00—7:00 pm in the **Mission Bay Room**. *Any posters remaining after 7:00 pm will be discarded.*

Resources

We want each of you to have an exceptional poster. Following these guidelines will help make your poster more competitive and will ensure clarity for your audience. Good luck!

- **How to Make a Great Poster, from the American Society of Plant Biologists:**
http://my.aspb.org/members/group_content_view.asp?group=72494&id=100256&CFID=1297441&CFTOKEN=d7ec253e73acd2a2-CF05C38C-EF0B-F383-46417D1DF4E78E6B
- **Creating an Effective Scientific Poster Presentation, from the University of Minnesota:**
http://www.tc.umn.edu/~schne006/tutorials/poster_design/
- **How to Create a Research Poster, from NYU:**
<http://guides.nyu.edu/posters>
- **Video—Good and Bad Posters**
<https://www.youtube.com/watch?v=agtgnJP3KoQ>
- **Video—Judging of Scientific Posters**
https://www.youtube.com/watch?v=TKFL_D5K7Yc