

## GUIDELINES FOR ABSTRACT / POSTER SUBMISSION

### Abstract Presentation & Acceptance

#### **Presentation**

- Submission of an abstract constitutes a commitment by the author(s) to present at the MRBC 2017 meeting if accepted.
- Expenses associated with the submission and presentation of an abstract are the responsibility of the presenter.
- The MRBC reserves the right to all video or audio recordings of presentations at the conference.

#### **Rules for Submission of Abstracts**

- No revisions to abstracts (i.e. additions or deletions of author names, changes to text or data) will be permitted after the September 1, 2017 submission deadline.

#### **Author Name(s):**

- If an author's name appears on more than one abstract, it must be identical on each abstract.
- An author's name may appear on multiple abstracts.
- Additions or deletions of author names will not be permitted after the deadline closes on September 1, 2017.
- The submitting author is responsible for ensuring that all co-authors have submitted their disclosures. Any abstracts submitted without current disclosures by all authors in the author string will not be reviewed.

#### **Abstract Data:**

- The work covered by the abstract must not have been previously submitted or accepted for publication prior to the 2017 Midwest Region Burn Conference.
- The combined length of the abstract body, title, and table may not exceed 2,500 characters. A character includes letters, numbers, and punctuation. The online submitter will not accept abstracts that exceed this character limit.
- Authors should not "split" data to create several abstracts from one. If splitting is judged to have occurred, such abstracts may be accepted as ONE presentation. Authors will be asked to submit all the data as one presentation.
- After the September 1, 2017 deadline, abstracts may not be revised in any way or resubmitted.
- Additions or deletions of author names will not be permitted after September 1, 2017.
- Proofread abstracts carefully to avoid errors before submission.

#### **Abstract Withdrawal:**

- Requests for withdrawal of an abstract must be received in writing by September 1, 2017 to avoid publication in the final program.
- Proofread abstracts carefully to avoid errors before submission.

#### **Abstract Acceptance:**

- Abstracts are selected on the basis of scientific merit and are allocated to oral and/or poster presentations.
- Acceptance letters will be emailed to the presenting author by September 25, 2017. Please be sure to include the email address of the lead author when you submit your abstract. It is the responsibility of the presenting author to notify additional authors of abstract acceptance.

### Rules for Preparation of Abstracts

#### **Abstract Title:**

- An abstract must have a short, specific title, which clearly defines the content of the paper.
- Abstracts without titles or with titles that identify presenting institution or geographic area, will be disqualified.

### **Abstract Text, Images & Tables:**

- Describe briefly the objectives of the study. State findings in detail sufficient to support conclusions. The format for the abstract should be as follows: Introduction, Methods, Results, Conclusions, Applicability of Research to Practice, and External Funding. All labels will automatically appear in bolded font. All fields are required.
- Do not begin sentences with numerals.
- Do not include title, authors, references, credits, your institution name or your geographic area within the abstract.
- Abstracts that identify the presenting institution or geographic area in the body of the abstract or the title will be disqualified.
- Trade names must not be used in the title or body of the abstract; use generic equivalents wherever possible. If a trade name must be used, include trade names from multiple companies rather than a single company's trade name.
- Please be aware that if you insert a table or image, it will be scaled down to 3.25" wide. Please make sure that the information in your table or image is legible at this width.

Questions regarding the submission process should be directed to: (816) 276-3518 or [monique.comstock@hcamidwest.com](mailto:monique.comstock@hcamidwest.com).

### **Guidelines for Poster Submission**

Posters should be readable by viewers five feet away. The message should be clear and understandable without oral explanation. The poster board area is 4' high by 8' long – your poster must fit within this area. The following guidelines have been prepared to help improve the effectiveness of poster communication:

- **Initial Sketch** - Plan your poster early. Focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does the use of color help? What needs to be expressed in words? Suggest headlines and text topics.
- **Rough Layout** - Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. Print the title and headlines. Indicate text by horizontal lines. Draw rough graphs and tables. This will give you a good idea of proportions and balance. If you are working with an artist, show them the poster layout. Ask associates for comments. This is still an experimental stage.
- **Final Layout** - The artwork is complete. The text and tables are typed but not necessarily enlarged to full size. Now ask, is the message clear? Do the important points stand out? Is there balance between words and illustrations? Is there spatial balance? Is the pathway through the poster clear?
- **Balance** - The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Typography** - Avoid abbreviations, acronyms, and jargon. Use a consistent type style throughout. Use large type, for example. An 8.5" by 11" sheet of paper photo statically enlarged 50% makes the text readable from 5 feet away.
- **Eye Movement** - The movement (pathway) of the eye over the poster should be natural - down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers and letters can help clarify the sequence.
- **Simplicity** - The temptation to overload the poster should be resisted. More material may mean less communication.

Posters need to be dropped off at the Registration Table **no later than 8am Wednesday, October 4, 2017**. If you are unable to meet this deadline, please contact us for other arrangements.

If you have any questions after reviewing this material, please contact (816) 276-3518 or [monique.comstock@hcamidwest.com](mailto:monique.comstock@hcamidwest.com).